

# Covid-19 Operational Risk Assessment

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

Name of Risk Assessment: <b>Covid-19 Operational Risk Assessment (January 2022)</b>		Ref: RA0084a DSE05/20
Academy Name: <b>Dudley Infant Academy</b>	Academy Assessment by: <b>Stuart Maclean (Principal), Jo Luke (Assistant Principal), Alecia Price (Business Manager), Julia Froude (PA to Principal)</b>	Date: 3 <sup>rd</sup> January 2022
Review Date: February 2022	Approved by: <b>Dudley Infant Academy Covid 19 Working Party</b>	Date: 4 <sup>th</sup> January 2022

Hazard/Risk	Who is at Risk?	Normal Control Measures (Brief description and/or reference to source of information)	Additional Control Measures (To take account of local/individual circumstances)
Government and DfE guidance etc is updated frequently and sometimes information does not make its way to the academy. Risk that the academy is unable ensure that all recommended measures are in place.	Staff, Pupils	<p>The academy has the most recent information from the government, and this is distributed throughout the academy. Principal to ensure daily checks are made with Government updates</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <ul style="list-style-type: none"> <li>Any changes in information to be shared with all staff members and passed on to parents by Parentmail if appropriate and key tasks delegated to members of staff</li> <li>Website information is updated as necessary</li> <li>Parents and carers are updated with key information accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders to remain alert to any key updates from the Government, DfE and Trust</li> <li>Academy Principal to continue attending weekly UoBAT SMT meetings to ascertain key information and share best practice</li> <li>The academy is registered with all relevant online Covid 19 information sharing platforms</li> <li>DfE updates and guidance remains a standing item on the SLT weekly meeting agenda</li> </ul>
Covid 19 precautionary measures are not being followed in academy	Staff, Pupils	<p>All students and all staff working with students are adhering to current advice from the government, trust and unions</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p>	<ul style="list-style-type: none"> <li>The academy is compliant with enhanced cleaning expectations</li> </ul>

		<ul style="list-style-type: none"> <li>Teachers to reiterate 'Catch it, bin it, kill it' message in class time: <ul style="list-style-type: none"> <li>Covering your cough or sneeze with a tissue</li> <li>Then throwing the tissue in a bin</li> <li>Avoid touching your eyes, nose, mouth with unwashed hands</li> </ul> </li> <li>Coronavirus information is on the Trust website <ul style="list-style-type: none"> <li>Website documents in place and updated accordingly</li> </ul> </li> <li>Estates Team to follow advice from NHS/Trust on the cleaning products we should be using in academy to ensure that these meet necessary standards <i>Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></li> <li>Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus) <ul style="list-style-type: none"> <li>Ensure that all toilet/bathroom facilities are well stocked</li> <li>Ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>To provide hand sanitizer stations for reception area.</li> </ul> </li> <li>Ventilation – All staff to ensure that the academy is well ventilated and that a comfortable teaching environment is maintained. Doors and windows to classrooms will be opened where possible with a focus upon safeguarding remaining a priority.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly checks and ordering of cleaning products undertaken to maintain stock levels</li> <li>Support in place for vulnerable children to understand the precautionary measures</li> <li>Dudley Infant Academy Covid 19 Working Party are aware of precautionary measures that should be in place and address non compliance</li> <li>All classrooms have CO2 monitors in place that are reviewed throughout the academy day. Windows and doors are opened to ensure there are adequate levels of ventilation around the academy building</li> <li>Academy leaders to consider the use of mechanical ventilation if there are concerns that outside fresh air is not successfully being circulated.</li> </ul>
Specific guidelines regarding academy trips aren't followed	Staff, Pupils	<p>National guidelines state that for school trips and extra curricular activities – Academy staff to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <ul style="list-style-type: none"> <li>Usual risk assessments apply</li> <li>Staff follow updated national guidelines on travelling to busy places</li> <li>Academy can provide hand sanitizer for students and adults to use after travelling on public transport</li> </ul>	<ul style="list-style-type: none"> <li>Trips will be organized in line with the current government guidance. Any Covid 19 safety measures expected by off site providers/locations will be adhered to and included in any pre trip planning and risk assessments</li> </ul>
Staff do not report sickness  Staff are unwell but attend Academy	Staff	<p>All staff to adhere to the government guidelines relating to Covid 19 symptoms, reporting sickness and LFD/PCR testing.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-">https://www.gov.uk/government/publications/actions-for-</a></p>	<ul style="list-style-type: none"> <li>The academy to ensure that it has adequate stocks of LFD tests</li> <li>Timely reminders and updates to be sent to staff in relation to changes in government/Trust guidance sent</li> </ul>

		<a href="#"><u>schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</u></a>	
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Staff absence increases		<ul style="list-style-type: none"> <li>• The Principal will: <ul style="list-style-type: none"> <li>○ Communicate to staff the importance of following national guidelines in Staff Briefings and provide copies of risk assessments to staff</li> <li>○ Remind staff of the sickness policy during any lockdown period or staff self-isolation</li> </ul> </li> <li>• Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations</li> <li>• Staff to inform the senior leader on duty immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</li> <li>• Staff to be made aware of responsibility in relation to reporting absence and complying with NHS test and trace processes.</li> <li>• In an event of teaching staff absence: <ul style="list-style-type: none"> <li>○ Academy to reorganise teaching staff accordingly</li> <li>○ Academy may bring in Supply Teachers to cover absence</li> <li>○ In the event of significant staff absence, the Principal supported by the Trust and PHE will review the viability of the academy remaining open. The Principal will consult with the Trust and PHE. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the school website as part of the suspension plan.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Academy leaders will liaise with partner academies in the event of significant reductions in staffing capacity.</li> </ul>
Capacity of the academy staff team to achieve all expectations and manage work load	Staff	<ul style="list-style-type: none"> <li>• In the event of key staff absence, staff will be reorganized to ensure essential tasks are carried out. (Attendance, First aid, Salaries/Payroll, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• For significant leadership absence, the Trust Covid 19 Working Party will be contacted for support.</li> </ul>

		<ul style="list-style-type: none"> <li>• If the Principal is unwell, the Assistant Principal and other senior leaders supported by the Trust will lead the academy.</li> <li>• In the event of an academy or year group closure with staff and students at home who are not ill and still able to access education, remote learning will be set as per strategies used during partial opening and in line with government expectations</li> <li>• Students will be encouraged and supported to complete tasks at home.</li> <li>• To support staff wellbeing, employee and safety risk assessment will be completed as well as KIT meetings, calls, and one to ones. Line Managers to diarise regular and appropriate contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Academy leaders will liaise with partner academies in the event of significant reductions in staffing capacity.</li> </ul>
Siblings at another School report unwell and parents/carers are unsure as to appropriate action	Parents/ Carers, Pupils	<p>The Academy has the most recent information from the government, and this is distributed throughout the school community if applicable to setting.</p> <ul style="list-style-type: none"> <li>• The Principal will: <ul style="list-style-type: none"> <li>○ obtain updated advice from the DfE/Public Health England and Coronavirus hotline – to inform families immediately</li> <li>○ Regular communication with Junior partner academy</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p>	<ul style="list-style-type: none"> <li>• Agreed protocol with All Saints Junior Academy regarding information sharing remains in place as per previous strategies</li> <li>• Timely reminders and advice sent to parents and carers regarding the reporting of any Covid 19 cases in siblings to the academy immediately</li> </ul>
Potential transmission to clinically vulnerable staff and pupils	Staff, Pupils	<p>The academy will adhere to the government's operational guidance for schools. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>The academy will communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from any medical professionals followed.</p> <ul style="list-style-type: none"> <li>• Attendance guidance is available <a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></li> <li>• Pastoral Team identify the most vulnerable students and staff from current medical information</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that any updated pupil medical information is shared with class teachers</li> <li>• Academy leaders to continue implementing or updating any vulnerable staff's risk assessments as necessary</li> </ul>

		<p><b><u>Pupils:</u></b></p> <p>It will remain a priority for primary educational providers and local authorities to support vulnerable children to attend full-time on-site provision where it is appropriate for them to do so.</p> <p>If vulnerable pupils do not attend school, academy leaders will work with the LA and the social workers (where applicable) to explore the reason for absence with the parents/carers</p> <p><b><u>Staff:</u></b></p> <ul style="list-style-type: none"> <li>• The academy will continue to assess the health and safety risks to staff and meet their equality duties as per local procedures.</li> <li>• Leaders will pay particular attention with regard to the work-life balance and wellbeing of all staff including the Principal. Academy leaders will ensure they have explained to all staff the measures they are proposing putting in place and have involved all staff in that process</li> <li>• Systems to support the well-being of staff who may be anxious will be reviewed. Information about the <u>extra mental health support for pupils and teachers</u> is available. <u>The government has just launched the Wellbeing for Education Return programme.</u></li> <li>• Supply teachers and other temporary or peripatetic teachers (can move between schools, but leaders will continue to consider how to minimise the numbers of visitors to site where possible.</li> </ul>	<p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> <li>• Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health.</li> <li>• Ensure these pupils have the support they need to ensure they are able to access remote learning</li> </ul> <p><b><u>Staff:</u></b></p> <p>Academy leaders will conduct individual staff risk assessments for COVID-19 inline with the latest guidance.</p>
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<p>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p> <p>A child or adult has a confirmed case of coronavirus</p>	<p>Staff, Pupils</p>	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> <li>• Staff report to the Principal</li> <li>• Advice on cleaning spaces will be given by the DfE/PHE – await advice. PHE/DfE contact information <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>• Staff to self- isolate – journey home by car</li> <li>• Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice)</li> <li>• Parents informed immediately and asked to collect immediately and seek test and trace</li> </ul> <p>School leaders MUST ensure they understand the NHS Test and Trace process and how to contact the DfE or the local <u>Public Health England health protection team if necessary</u>.</p> <p>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self- isolate in line with current government guidance</p> <ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication protocols to staff, parents and carers.</li> <li>• Isolation area identified at the academy with appropriate PPE</li> <li>• Staff to undertake LFD testing twice weekly and record their results as per the government and Trust expectations</li> <li>• Timely reminders and updates to be provided to staff in relation to changes in government/Trust guidance sent</li> </ul>
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Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <a href="#">here</a></p> <p><i>The following control measures will continue be considered by academy leaders:</i></p> <ul style="list-style-type: none"> <li><i>(i) Movement around the School site,</i></li> <li><i>(ii) General classroom activities,</i></li> <li><i>(iii) Playground activities,</i></li> <li><i>(iv) Play equipment</i></li> <li><i>(v) Educational Visits</i></li> </ul> <p><b><u>External Providers</u></b></p> <p><i>Schools may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</i></p>	<ul style="list-style-type: none"> <li>• Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations</li> <li>• The academy has a risk assessment in place for the staff rapid asymptomatic testing process</li> <li>• Staff or pupils who wear face coverings on the way to school will follow the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on <a href="#">Restricting attendance during the national lockdown: schools</a> and <a href="#">Safe working in education, childcare and childrens social care</a></li> </ul>
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Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<ul style="list-style-type: none"> <li>• Where children are accompanied to school, one parent to drop-off or collect. Parents to maintain social distancing measures</li> <li>• SLT supervise the drop off and collection of pupils and any issues are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise drop off and pick up protocols as necessary to minimise contact and support social distancing</li> <li>• Regular updates and reminders to parents and carers via Parentmail or newsletters</li> </ul>

Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p><i>Face coverings:</i></p> <ul style="list-style-type: none"> <li>Academy adherence to the government guidance on face coverings</li> <li>Contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</li> <li>Contractors made aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>Minimisation of any visitors to the school and clear messages shared about social distancing procedures for adults. Records are kept of all visitors; names, dates, and contact details via the Inventory system</li> <li>The school will engage with local immunisation services and programmes as normal</li> <li>Strict handwashing procedures will be in place as soon as pupils/staff/visitors/contractors arrive in school</li> <li>The reception layout is compliant with precautionary measures via screens/layout</li> </ul>	<ul style="list-style-type: none"> <li>For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>.</li> <li>Children/staff will be Isolated and sent home immediately if they display symptoms</li> <li>Ongoing reviews of the effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate safety measures for any visitors.</li> <li>A copy of the COVID-19 specific risk assessment for catering contractors is kept by the school</li> </ul>
Academy doesn't follow appropriate actions in line with guidance (for symptomatic or confirmed cases)		<ul style="list-style-type: none"> <li>All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></li> <li>A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 metres away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue.</li> </ul>	<ul style="list-style-type: none"> <li>For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>.</li> <li>Children/staff will be Isolated and sent home immediately if they display symptoms</li> <li>All staff made aware by regular updates on actions needed for Covid 19 symptomatic cases</li> </ul>



Catering staff absent – lunch no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>• Catering team to share their risk assessment with academy.</li> <li>• Catering Manager to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>○ Washing hand</li> <li>○ Use of sanitizer</li> <li>○ Wearing gloves and hair nets and uniform</li> <li>○ Thorough cleaning of kitchen at the end of every service</li> </ul> </li> <li>• Ensure the kitchen space and lavatory for staff are being cleaned as appropriate.</li> <li>• Inform Principal of any staff off sick with associated symptoms.</li> <li>• If no kitchen staff available, contact the Estates Director in the first instance.</li> </ul>	<ul style="list-style-type: none"> <li>• Catering staff to engage with the LFD testing and record results in line with government and Trust expectations .</li> <li>• Catering company have adequate staff available to run the kitchen and contingency plans are in place</li> </ul>
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>• The academy H &amp; S team will ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>○ Washing hands</li> <li>○ Use of sanitizer</li> <li>○ Wearing gloves, hair nets and uniform</li> </ul> </li> <li>• Ensure that cleaning staff contact the Principal by 9am on their day of work</li> <li>• Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available.</li> <li>• Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures if required</li> </ul>	<ul style="list-style-type: none"> <li>• Current caretaking provision to be utilized for additional cleaning capacity if required</li> <li>• External agency to be utilised to cover any staff absence</li> </ul>

Risk that contamination exists within the school environment due to ineffective hygiene measures. (Safe use of learning resources)	All members of the school community	<ul style="list-style-type: none"> <li>Site staff follow are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case</li> <li>All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</li> <li>All handwashing sinks, soap dispensers, hand gel etc are checked at regular intervals during the day to ensure stock levels are adequate</li> <li>Inspect the academy daily to ensure good/effective hygiene levels are maintained</li> </ul>	<ul style="list-style-type: none"> <li>Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</li> <li>Equipment such as books and games, are regularly cleaned along with all touched surfaces.</li> <li>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</li> <li>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</li> </ul>
Limited communication of Covid 19 processes and safety measures	Staff, Pupils, Parents/Carers	<ul style="list-style-type: none"> <li>All staff/students/Parents &amp; Carers are aware of current actions and requirements.</li> <li>School community to be issued with published Risk Assessment via school website</li> <li>Students briefed in registration sessions about safety/hygiene measures and by the use of posters, signage etc.</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Leaders to send regular communication to staff and parents</li> </ul>
Pupils struggle to adhere to school routines and adapt to the changes implemented	Pupils, Staff	<ul style="list-style-type: none"> <li>Review of behaviour policy to reflect current guidance and restrictions</li> <li>Review of individual behavior plans to reflect current guidance and restrictions</li> <li>Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior</li> </ul>	<ul style="list-style-type: none"> <li>The academy staff team will be using the Zones of Regulation strategy to help reintegrate pupils Follow government guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> </ul>

		<ul style="list-style-type: none"> <li>Consider curriculum areas that may need to be adapted considerably, such as PE</li> </ul>	
The pupils isolating at home are disadvantaged	Pupils	<ul style="list-style-type: none"> <li>Academy must provide learning activities for pupils that are not on-site in line with government guidance relating to remote learning  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>Communication regarding remote learning with parents to set clear expectations</li> </ul>	<ul style="list-style-type: none"> <li>Staff contingency plan in place to ensure bespoke remote learning is provided to children not in the academy in line with government guidance</li> <li>Scheduled staff/parent communication slots</li> </ul>
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> <li>Risk Assessments are already in place for these children and should be adapted accordingly.</li> <li>Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion lead to liaise with relevant agencies relating to children with EHC</li> <li>Reintegration plans are in place for specific vulnerable children</li> </ul>
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<p>Academy staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> <li>Communication to parents prior to re-opening and frequently when re-opened</li> <li>Reminders given each day to all pupils regarding expectations</li> <li>Signage around the academy</li> <li>Individual behavior plans/ provision maps to be updated</li> <li>Compilation of social stories to support some pupils</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to government guidance –  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>Academy layout/movement around the building to be altered as appropriate</li> </ul>
Pupils with individual behavior plans require positive handling to keep themselves, staff and other pupils safe	Pupils, staff	<p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> <li>Review of Behavior Policy taking account of significant needs</li> <li>Review risk assessments and individual behavior plans</li> <li>Ensure that staff maximise use of de-escalation strategies</li> <li>Consider location of children in the academy building in order to provide a safe space where possible</li> </ul>	<ul style="list-style-type: none"> <li>Academy staff to be reminded of the policies and protocols relating to physical intervention during September INSET days</li> </ul>

<p>Site Safety risks</p> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	<p>All members of the school community</p>	<ul style="list-style-type: none"> <li>• SLT lead identified</li> <li>• <u>attendance register</u> to be taken in line with expectations and following up any absences in line with statutory guidance.</li> <li>• School to follow risk assessments for premises and accessing outside equipment and areas.</li> <li>• Share updated fire evacuation information with all staff</li> <li>• Share updated fire evacuation information with children</li> <li>• Share lockdown procedures with all staff</li> <li>• Follow revised lunch and break rotas to ensure safe movement around school</li> <li>• Children to seek permission to use toilets to ensure staff know where children are at all times</li> <li>• High expectations of how children move around school upheld by all members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly</li> <li>• Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>
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