

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Staff are expected to read, understand and adhere to this Risk Assessment

They have access to the live document at all times and any changes are notified to all staff via email

It is not possible to eliminate all risks in relation to Covid19. The purpose of this Risk Assessment is to put in place measures to manage those risks, including the risks arising from contact between pupils and staff.

Contact is defined in government guidance as contact with someone who has tested positive for Covid19 including:

- direct face to face contact for longer than 1 minute and within a 1 metre distance;
- being coughed on
- having skin to skin physical contact (eg, holding hands)
- travelling in a small vehicle with someone who has tested positive
- being within 2 metres of someone for more than 15 minutes

Due to the nature of the pupil profile, it is not possible to guarantee that contact will not take place within the School environment and the School is not therefore a guaranteed "covid secure" environment.

However the School has a duty to take reasonable steps to protect staff, pupils and others from Coronavirus (COVID-19). This is achieved by following the measures set out in this Risk Assessment.

Reference to the risks arising from contact are set out in the Risk Assessment below

This Risk Assessment relates to the running of The Island Project following the introduction of lockdown by the Government on 23 March 2020 and in light of guidance for full opening of special schools and other specialist settings which was updated on 14 December 2020.

This Risk Assessment is reviewed regularly as well as when new guidance is issued by the Government

The RAG rating is based upon the likely level of risk. The steps taken to mitigate risk (as far as it is possible to do so) are set out within the body of this Risk Assessment

An initial risk assessment was created on 30th April 2020. This has now been superseded, A copy of this superseded risk assessment can be found following the link below

[Superseded Risk Assessment - Covid-19](#)

The Government guidance sets out the following approach to risk:

1. **Elimination** : stop an activity that is not considered essential if there are risks attached.
2. **Substitution** : replace the activity with another that reduces the risk. Take care to avoid introducing new hazards
3. **Engineering** controls : design measures to help control or mitigate risk
4. **Administrative** controls : identify and implement procedures to improve safety
5. Having taken the above steps, **use PPE** in circumstances where the guidance says it is required

The Government has defined essential measures which need to be undertaken by schools including:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in a formal setting and, wherever possible, minimise the potential for contamination as much as is reasonable practicable

The School remained open during lockdown in March 2020. This Risk Assessment has been updated throughout the period of lockdown and takes into account all updated guidance as appropriate. Government guidance changes on a daily basis and this risk assessment is therefore dynamic, taking into account guidance issued by the Department for Education, the School's H&S advisors, Health & Safety Executive, Local Authorities, HR providers and the Government generally.

Government Guidance states that this risk assessment should implement sensible and proportionate control measures to ensure Health and Safety to reduce risk to its lowest reasonably practicable level. Controls must be :

- effective
- working as planned
- updated as appropriate

[Guidance for full opening of schools](#)

The guidance sets out systems of control that include actions that all schools **must** take:

1. Minimise contact with individuals who are unwell
2. Where recommended, use face coverings (see 5H below)
3. Clean hands more thoroughly than usual
4. Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach
5. Introduce enhanced cleaning

In addition, where appropriate and considering the School's particular circumstances, the school should minimise contact between individuals and maintain social distancing wherever possible.

All changes are communicated to staff who have access to the live document. This Risk Assessment is also published as a pdf document on the School Website and will be updated following any substantive changes.

1 Building Management								
Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
1A	Water - Weekly Legionella management	all staff pupils	School has remained open and all usual Legionella checks have continued on a weekly basis	23.3.2020	School Principal			

			Where pupils engaging in water play (specifically paddling pools), staff must ensure that no more than 4 pupils use the same pool during the day. Pupils use the pools for sensory regulation and any reduction of sensory regulation is highly detrimental to pupils and may lead to them engaging in self harm, self aggression and challenging behaviours. Therefore pools must be cleaned and emptied at the end of each day		All staff working with pupils			
1B	ensuring that all Fire checks are carried out and that fire safety equipment checks are made	all staff pupils individuals carrying out checks	Weekly visual checks and walk arounds are carried out and have continued as School has not closed.	23.3.2020	Welfare, Safeguarding & Safety Director			
			The annual Fire Safety Equipment check usually takes place during Easter Break but was delayed and was completed during summer break.	11.8.2020	Welfare, Safeguarding & Safety Director			
1C	PAT Testing of portable appliances	all staff pupils individuals carrying out checks	undertaken on schedule during summer break	11.8.2020	Welfare, Safeguarding & Safety Director			
1D	Fire Alarm Testing	all staff pupils visitors individuals carrying out checks	The annual maintenance check of the fire alarms usually takes place during Easter Break. This was completed during summer break	10.8.2020	Welfare, Safeguarding & Safety Director			
			Diarised testing of fire alarms still taking place as required.	ongoing				
1E	general property and grounds maintenance	all staff pupils visitors individuals carrying out checks	All maintenance carried out when pupils not in School, either after hours or at weekend All contractors carrying out maintenance are able to maintain relevant social distances from staff due to large amounts of space within School. A check of all TMV's fitted within School is scheduled for October half term.	ongoing	Welfare, Safeguarding & Safety Director			

1F	Insurance	all staff, pupils, visitors, contractors, building	<p>Email from Marsh :</p> <p>Good Morning Sarah,</p> <p>Hope you are well,</p> <p>We are understandably receiving a number of enquiries from schools who are planning on reopening from 1st June for the eligible year groups within the government's latest guidance. From a liability perspective we would advise as follows:</p> <ul style="list-style-type: none"> - As long as you are operating within the government's guidelines your policies will respond in the usual manner - Insurers would expect you to undertake risk assessments as you would for any activity and for these to be documented. Insurers will not require sight of these prior to your reopening - We would not expect your policies to respond should you choose to operate outside of the guidelines issued by the government <p>Many thanks</p> <p>Lauren Swift, Cert CII, Client Adviser, Education Practice Marsh Limited 4 Milton Road, Haywards Heath, West Sussex, RH16 1AH</p>	20.5.2020	School Principal			
1G	Asbestos checks	all staff and pupils individuals carrying out checks	Annual check undertaken during summer break	11.8.2020	Welfare, Safeguarding & Safety Director			

2 Government Principles to opening to wider setting and to meet social distancing within school

[Restricting attendance during the national lockdown : Schools](#)

Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G
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2A	Pinch points in corridors	Pupils all Staff Visitors	<p>The Government has advised that one way systems be introduced in schools.</p> <p>The School premises comprises 7,986 square feet and is licensed by Ofsted for use up to 30 pupils. We currently have 16 on roll along with 40 staff members and therefore there is adequate space to allow social distancing of 2 metres.</p> <p>Due to the school layout and the fact that pupils have their own areas and are divided into units, it has not been necessary to introduce a one way system within School.</p> <p>There is no large scale movement during the school day as there are no changes of classrooms, central canteen, school hall, assemblies or group sessions which require the movement of pupils at set times.</p> <p>Throughout the day, pupils may transition to other areas eg. the toilet or outside, but these are done at times led by pupils and therefore there are no pinch points within the school environment</p>	23.3.2020	All staff			
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2B	Ventilation of group spaces and propping open of doors	Pupils	<p>Government guidance states that occupied spaces are kept "well ventilated" to reduce risks of transmission by opening windows in group spaces and propping open of doors.</p> <p>Pupils have their own individual teaching spaces negating the need to open windows for ventilation. However, the use of ventilation is actively encouraged.</p> <p>With the onset of winter months, staff should consider whether it is appropriate to open windows for ventilation purposes. They should consider the number of people occupying the room at any one time, and the size of the room - if there are a small number of people in a large room there is no need to open windows. They should also remember that many pupils are unable to regulate their own body temperatures</p>	updated 4/1/2021				
			<p>Government guidance recommends the following steps for ventilation :</p> <ul style="list-style-type: none"> - opening high level windows where possible to reduce drafts - increasing ventilation when spaces are unoccupied (eg when rooms not in use) - providing flexibility to allow additional suitable indoor clothing (eg additional layers, coats etc) - rearranging furniture to avoid direct drafts 					
			<p>As pupils have their own spaces, there is no necessity to prop open doors and to do so may place greater risks for staff if pupils are able to access other pupil areas. Fire doors should never be propped open.</p>					

			<p>Many of our pupils are unable to regulate their own temperatures, or may wear reduced clothing due to sensory issues. The majority of the rooms within the school are large and spacious with a relatively few number of individuals occupying the space. In order to avoid keeping all windows open (with the resultant low temperatures), the school will adopt the advice given to schools by the German government known as "Lüftenor" which is the concept of airing rooms as regular ventilation in private and public rooms can reduce the danger of infection.</p>	18.11.2020				
			<p>The School will introduce "Stosslüften - all doors and windows will be opened for a minimum of 5 minutes at the beginning of the day to allow cross ventilation of all areas, letting stale air flow out and fresh air to come in.</p> <p>This measure does not mean that windows should not opened during the day in line with this risk assessment</p>					
			<p>Government and the Health and Safety Executive state that it is important to maintain and increase the supply of fresh air and preventing pockets of stagnant air with an emphasis on fresh air. The regulations that govern temperatures in schools do not specify minimum temperatures, but the Workplace (Health, Safety & Welfare) Regulations 1992 state that temperatures should be "reasonable", and normally no lower than 16°C (but this is not an absolute legal requirement).</p>	18.11.2020				
			<p>This requirement has to be balanced against the advice to keep areas ventilated to reduce the risks of Covid19 which can be dispersed by ventilating areas with fresh air. Staff are advised that they should wear additional layers in the winter months and hand warmers are provided for staff use. These are safe for use around pupils who may ingest non-edible items</p>					
			<p>Fire doors must not be propped open</p>					

			The Health and Safety Executive states that "Good ventilation is a balance between making sure workplaces are warm but keeping a flow of air going through an area. Simple steps, such as partially opening windows, can be taken to ensure ventilation is maintained. Natural ventilation can be used with heating systems to maintain a reasonable temperature in the workplace"	3.2.2021				
			they go on to say that "natural ventilation can be provided through open windows, or through other means such as vents. . . Lower temperatures and likely windy weather conditions in the winter months will increase the natural ventilation through openings. This means you don't need to open windows and doors as wide, so partially opening them can still provide adequate ventilation while maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts."					
			Airing rooms as frequently as you can will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses. If the area is still cold you could relax dress codes so people can wear extra layers and warmer clothing.					
			Health & Safety Executive - guidance on ventilation					
		staff	Staff sharing office spaces will be advised to open windows for ventilation purposes If meetings are held in the board room, the vents on the velux windows should be opened for ventilation purposes. The Board room should be ventilated at the beginning of the day, and provided there is a limited number of individuals using the space (less than 6) with adequate social distancing in force, opening the velux vents should provide sufficient ventilation.	updated 30.9.2020				

2C	Overcrowding and use of toilets	Pupils All Staff	<p>Pupils have their own allocated toilets, with no more than 3 pupils sharing any one toilet.</p> <p>Due to the layout of the School and the 1:1 nature of teaching, there is low risk of pupils congregating in toilets. Staff are able to manage toilet visits to ensure single use of toilets.</p>	23.3.2020	all staff			
			<p>Staff have access to "staff only" toilets throughout the day. All staff toilets are single use toilets thus eliminating the risk of overcrowding</p>		all staff			
			<p>Toilets are cleaned daily. It is not possible to clean toilets after each use.</p> <p>Due to the low number of pupils currently in School and small numbers using toilets, risks are minimal.</p>		Minster cleaning			
			<p>Staff will use PPE if assisting pupils with toileting</p>		all staff			
		Visitors	<p>Visitors will only use either the visitor's toilet on ground floor opposite reception, or the toilet on the 3rd floor of the main building. After use by visitors, staff will ensure that touch points such as handles, doors and taps are wiped down using antibacterial wipes. There is no requirement to clean the toilet itself as everyone is expected to wash their hands immediately after use of the toilet, ensuring good hand hygiene.</p>	13.10.2020				
2D	<p>Lack of social distancing at break and lunch times</p> <p>Access to school dining and food preparation areas</p>	Pupils	<p>Government guidance is that lunch and other breaks should be staggered and that if space is an issue, pupils should not eat within dining rooms.</p> <p>All pupils have their own areas. Some of these areas may be shared but the areas are sufficiently large to allow a distancing of more than 2 metres between pupils. No more than 2 pupils are sharing an area at any one time.</p>	23.3.2020	Specialist Teaching Staff			

			<p>The School does not have a dining room or canteen. Previously, social eating was encouraged to aid peer interaction. However, following introduction of lockdown, pupils eat in their own areas, at their own tables and are supported by staff. No more than 4 pupils are sharing any one area at lunch times and these areas are sufficiently large to allow distancing of more than 2 metres.</p> <p>All pupils bring in their own food, or pupils will prepare their own food (as part of their functional curriculum). Any such food preparation is done by the pupil in individual kitchens supported by staff. Food is then taken to their own area for consumption.</p>					
2E	Staff breaks and lunchtimes	Staff	<p>The number of individuals using the staff room is restricted to 3 at any one time. Staff lunches are staggered to provide lunch cover for pupils. In the event of more than 3 people being on lunch break, alternative spaces will be used, such as 3rd floor kitchen or individual staff offices.</p>	22.4.2020	All staff			
2F	Maintaining 2m distance in classrooms	Pupils Specialist Teaching Staff	<p>Government guidance issued following the proposed wider reopening of schools states that 2m distance must be maintained in classrooms wherever possible, with no more than 15 pupils, one teacher and one TA within the space.</p> <p>All pupils within School have their own individual teaching spaces. The size of space available means guidelines can be followed. Recommendations are therefore met, with the proviso regarding pupils ability to follow social distancing guidelines (see below).</p>	23.3.2020	Specialist Teaching Staff			

			<p>Two pupils have chosen to share a space in 6th form and essentially form their own bubble with staff (see below). The space does allow for social distancing to be maintained but pupils may be unable to follow guidelines.</p> <p>Parents are aware of circumstances and consent</p>	23.3.2020	all staff			
2G	Removal of unnecessary items to maximise space	Pupils	<p>Pupil areas are large spaces with minimal furniture as environmental management is already a fundamental to teaching practice within School. As pupils have their own spaces, there is no need for further removal of items</p> <p>There may be minimal shared areas such as reading corners, quiet spaces, but these are used by only 3 pupils at most, all of whom are in the same bubble.</p>	1.9.2020	N/A			
2H	Address use of cloakrooms and locker spaces to maintain social distancing.	Pupils	<p>There are no cloakrooms or lockers in School. Pupils hang their coats and bags either in their own areas or in the corridor outside their areas. The most pegs in use are in lower where there will be 3 pupil bags together.</p> <p>Pupils are encouraged to hang up and collect their own bags as part of preparation for adulthood. However, due to the small number of pupils in this unit and the 1:1 staffing ratios, the risk of pinch points is minimal.</p> <p>Additional areas have been made available for staff to use, such as office spaces. However, staff must still adhere to all policies and procedures, particularly around use of mobile phones and other devices.</p>	23.3.2020	Specialist Teaching Staff			
		Staff	<p>Staff will use either the staff room or their own offices to store bags and coats</p> <p>Only 3 people are to use staff room at any one time which will allow maintenance of social distancing</p>	23.3.2020	all staff			

21	Mixing of pupils and use of consistent groups	pupils Specialist Teaching Staff	The Government guidance on wider reopening of schools introduced the concept of "bubbles" and advised that pupils should be kept in the same, small, groups with the same classroom and desk and teaching staff whenever possible.	23.3.2020 updated 1.9.2020	Specialist Teaching staff Senior Leadership Team			
			<p>Specialist Teaching Staff work in units. Pupils are kept within their own units but there are some planned interactions between some pupils throughout the day (for example, joint cooking sessions) Joint work is an important part of the curriculum to build tolerance of others and develop peer interaction.</p> <p>Due to the small nature of the School and low pupil numbers, the whole School is to be treated as a bubble, particularly as staff have to work across units as detailed below.</p> <p>The ability for staff to meet and debrief at the end of the day is crucial to the success of the School and does mean that there is interaction between units. However, any staff meetings should adhere to the measures set out in this risk assessment and observe relevant social distancing measures at all times.</p>	14.9.2020				
			Due to the nature and presentation of the pupils and school ethos, it is not possible for one staff member to work with one pupil all day every day. Each staff member will work with between 4 and 6 pupils in a week. Rotas are planned to reduce cross over of staff between units as much as possible to maintain the bubble concept					
			The specialisation and peripatetic nature of much staffing in special schools also makes the flexible deployment of staff more challenging					

			<p>It is not possible, however, for teaching staff to maintain a 2m distance from pupils or other staff, particularly in instances where pupils are supported by pupils on a 2:1 basis and when behaviour support is required.</p> <p>Whilst each unit could possibly be treated as a bubble, due to the nature of presentation of pupils, need for senior staff, education team and therapy staff staff to work across units and social interaction of pupils, in the event of a confirmed outbreak of Covid19 within the School, the whole School would be treated as a bubble.</p> <p><i>This would mean that, subject to advice from PHE, the whole school would be closed in the event of an outbreak. An outbreak is defined as 2 or more confirmed cases of Covid19 within the School community (see paragraph 5G below)</i></p>					
		Specialist Teaching staff	<p>Guidance states that pupils should be kept in groups. This is our normal practice. The largest unit of pupils is Upper Life & Living Skills which has 5 pupils spread over 6 different areas (the Stable Block) . There are group spaces, but these are large rooms which will allow maintenance of social distancing at all times (subject to pupil ability to follow).</p>	1.9.2020				

2J	Use of outdoor space	pupils all staff	<p>Government guidance advocates the use of outside space wherever possible.</p> <p>The School has always actively used environmental management to help pupils regulate their behaviour. This includes the use of outside areas which forms part of its recognised teaching space.</p> <p>This has been reinforced since lockdown, for example, holding Lower Cafe outside wherever possible. In the event of bad weather, this is held indoors but each pupil will have their own table to use.</p> <p>Due to the extensive grounds and small number of pupils, it is possible to use outside space and maintain relevant social distancing, subject to pupil's ability to follow guidance (see below).</p> <p>Even in event of bad weather some pupils will chose to use outdoor space. There is also a shelter in the courtyard to encourage use of outside space if raining</p>	23.3.2020	Specialist Teaching Staff Senior Leadership Team BA's			
2K	Assess use of group transport or public transport	pupils	<p>Most pupils are brought in by parents or transport provided by Local Authority.</p> <p>No pupils travel to school using public transport</p>	23.3.2020 updated 1.6.2020	Local Authorities			
			<p>Government Guidance : implementing protective measures in education and childcare settings</p>					
			<p>Government guidance regarding use of taxis to transport to School states that "children who present behaviours such as biting, licking, kissing or spitting, or who require close hands-on contact: since these children do not have symptoms, the risk of the virus being transmitted is very low and PPE is not required."</p>					

		staff	<p>Staff generally travel in individually, but if not, are car sharing with individuals with whom they work on a daily basis. Car sharing is deemed lower risk than use of public transport</p> <p>However, staff should follow government guidance in place from time to time around shared transport</p>	23.3.2020	All staff			
2Ki	Use of transport to access community	pupils Specialist Teaching Staff	<p>Government guidance anticipates that with a full return to school, non overnight domestic educational visits should recommence. For many pupils, accessing the community is an important part of their curriculum, particularly with regard to preparation for adulthood.</p> <p>Whilst the DfE states that consent is not required to local community trips, due to the rural setting of the school, any community trips have to be undertaken by car as there are no facilities within walking distance.</p> <p>The School has contacted all parents asking for explicit consent for (i) travelling in a staff member's car (ii) accessing outdoor trips via car and (iii) accessing indoor trips via car.</p> <p>Parents are required to either give or refuse consent and a form has been sent to all parents requesting confirmation.</p> <p>https://docs.google.com/document/d/17E8FgFvuCEht_hxrKTZLdq_Sjv7WkDpfMKKX0VzjNVI/edit?usp=sharing</p> <p>A record is kept of confirmation or otherwise for each pupil. Parents are actively chased to ensure return of forms</p> <p>Any uses of cars will be subject to individual pupil travel risk assessment.</p> <p>Covid19 Trip Consent form</p>	1.8.2020 updated 1.9.2020				

			<p>However, as cars used are staff's own cars, it is possible that individuals outside the School bubble may have used or travelled in the cars outside of school hours. In the first instance, cars owned by the School should be used.</p> <p>Any staff cars which are used to transport pupils should be cleaned regularly and all hard surfaces should be wiped down with antibacterial wipes before pupils are transported in them.</p>				
			<p>Government guidance dated 13.10.2020 states that if children or young persons who are being transported do not have covid19 symptoms, there is no need for a driver to use PPE.</p> <p>If pupils are being taken into the community by car, the usual pupil risk assessments around travel must be followed. Drivers and staff may wear face masks if they chose to do so, and it is safe for them to do so (ie, the young person will not target the face area to try and remove the mask). However, seating must be adapted to allow as much space between individuals as possible, and windows should be opened to provide as much ventilation as possible. Vehicles should be cleaned using sanitising wipes before and after use</p>	13.10.2020			
			<p>During any period of national lockdown, or if Solihull MBC is in tier 3, staff will only transport pupils in cars if they feel safe to do so - there is no expectation that this should take place,</p> <p>If any visits are undertaken, guidance on shared transport in place at the time MUST be followed and any visits which are undertaken will be to drive-throughs or parks. No shops will be accessed with pupils</p>	9.11.2020			

2L	use of soft furnishings in shared areas	pupils	<p>Implementation of protective measures advises removal of soft furnishings from shared areas due to difficulties around cleaning and risks of harbouring virus</p> <p>soft furnishings are an important part of sensory regulation for all pupils.</p> <p>All pupils have their own areas which will include soft furnishings such as sofas, cushions, tents etc</p>	1.9.2020	Specialist Teaching Staff Senior Leadership Team			
			<p>Advice from Sir Jeremy Farrar of the Wellcome Trust given to NAHT members advised that the risks from sharing soft furnishings are minimal and that the risk of detriment to pupils by depriving them of access to soft furnishings was far greater.</p> <p>Pupils may therefore share soft furnishings but these must be cleaned as appropriate as often as possible.</p> <p>Pupils must not share any soft furnishings which may be mouthed</p>					
2M	risk of contamination of shared resources	pupils	<p>Pupils generally have their own resources in their own spaces</p> <p>Any shared resources such as plates, cutlery will only be used by one pupil during the day. At the end of the day, they are washed by staff and sterilised overnight in Milton solution.</p> <p>Pupils must not share any items which may be mouthed</p>	23.3.2020	Specialist Teaching Staff			
		staff	<p>Staff are encouraged to use their own pens and pencils</p> <p>Staff must wipe down with wipes provided before handing over to another member of staff when changing over work with pupils and radios should be wiped down at the end of the day.</p> <p>Staff to be responsible for washing their plates and cutlery at the end of the day</p>	1.9.2020	all staff			

2N	use of tissues and elbows to prevent spread of virus	pupils	<p>Many pupils will be unable to use tissues or cough into their elbows. Staff need to be mindful of this and to maintain distance wherever possible.</p> <p>Pupils able to use tissues should be encouraged to do so.</p>	23.3.2020	Specialist Teaching staff			
		staff	<p>Boxes of tissues have been purchased and provided to all units/communal areas</p> <p>"Catch it. Bin it. Kill it" posters put up in all staff areas such as staff room, kitchens, by photocopiers. Use of these posters within pupil areas will be subject to:</p> <ul style="list-style-type: none"> - the abilities of pupils within that group to understand the poster; and - the need of the pupil(s) for a distraction free environment. <p>Tissues should be disposed of immediately after use and hands should be cleaned using either soap and water, skin friendly wipes or hand sanitiser</p>	23.3.2020	Office Manager Senior Leadership Team			
2O	Risk from use of hand driers	Pupils staff	<p>The School does not have any hand driers on the premises or in use</p> <p>Paper towels are provided for use in all toilets.</p>	23.3.2020	N/a			
2P	Clothing	pupils	<p>Due to sensory processing issues, many of our pupils struggle with clothing. Other measures are in place and there is no policy for pupils to wear clean fresh clothing each day, although this will be recommended to parents.</p> <p>Staff need to ensure that no clothing belonging to another pupil is sent home.</p>	1.9.2020	Specialist Teaching Staff			
		Specialist Teaching Staff	<p>Specialist Teaching Staff to wear uniform</p> <p>Staff to ensure that if assisting with personal hygiene of pupils, appropriate PPE is used and then disposed of</p>					

2Q	Face mask use by pupils	pupils and Specialist Teaching Staff	<p>It is unlikely that the majority of pupils will wear face masks whilst travelling to and from School.</p> <p>If pupils wear face masks whilst travelling, they are expected to be able to put on and remove their own masks. If the masks are disposable, they must be given a yellow hazard bin bag in which to dispose of the masks.</p>	1.9.2020					
			Staff must not assist pupils to put on or take off face masks as this places them at risk of infection						
2R	Pupil Wellbeing and Mental Health	All staff	<p>The majority of pupils had remained in school or had returned to school prior to the summer break.</p> <p>All pupils have successfully returned to School. The BA's WS&S Director and Unit Heads will continue to support pupils .</p> <p>School will continue to support parents to access CAMHS services whenever they may be needed and will continue to challenge outside professionals who attribute behaviours to autism rather than mental health</p>	14.9.2020	Behaviour Analysts Welfare, Safeguarding and Safety Director Unit Heads				
			Due to the complex nature of presentation of pupils at the School, specialist support is generally required around mental health difficulties meaning that the training put in place by government is unlikely to be use. However, School will always explore all avenues to provide appropriate support for the mental health of pupils with autism	4.1.2021					
3 Maintaining safe staffing levels									
Hazard	who is at risk?	how will this be achieved			date reviewed / completed	responsibility	R	A	G

3A	Inadequate staffing levels to ensure safety to of specialist teaching staff and pupils	<p>Specialist Teaching staff - if unable to provide required 2:1 and behavioural support</p> <p>Pupils - potentially insufficient staff to maintain appropriate staffing levels</p> <p>Parents - cancellation of sessions at short notice can lead to added pressure for parents around child care for siblings/planning for work etc</p>	<p>A number of staff were subject to shielding during the Lockdown in March and resumed shielding during Lockdown 2.</p> <p>This means that during periods where government recommend shielding for Clinically Extremely Vulnerable ("CEV") staff, the School will face reduced staffing levels. In addition, staffing levels may be affected by :</p> <ul style="list-style-type: none"> - Staff members having to isolate if they or a family member diagnosed with Covid19 - Local lockdowns affecting their ability to access childcare - Closure of units due to any potential covid19 infection and impact on general staff levels - <u>further</u> reintroduction of a Government recommendation for CEV people to resume shielding. <p>Regular letters are sent to parents reminding them of potential impact of staff reductions. See below for example letter</p> <p>15 July 2020 letter to parents</p>	1.9.2020	Senior Leadership Team	
3B	Holidays/quarantine	as above	<p>No staff holidays are taken during term time.</p> <p>Staff need to be aware that if they travel abroad during periods of school holiday, overseas travel may be subject to quarantine restrictions imposed by the government (which can change on a daily basis).</p> <p>Any changes to quarantine which result in a staff member being unable to return to work after a period of holiday will be treated as unauthorised absence. As any periods of absence for specialist teaching staff severely impact the School's ability to provide education for pupil due to staffing ratios, advice will be taken from HR and disciplinary proceedings may be commenced.</p>	1.9.2020		

	working from home	CEV staff	Government guidance dated 14/12/2020 states that "most school based roles are not ideally suited for home working and settings may expect most staff to attend. Some roles, such as administrative roles, may be conducive to home working and senior leaders should consider what is feasible and appropriate".	4.1.2021				
			Any situation that requires staff to recommence shielding, or where staff have requested to work from home, will be considered balancing the role in question, and the needs of the School. Advice will also be taken from HR					
4 Minimising contact within school and maintenance of social distancing								
Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
4A	staff adhering to social distancing Many pupils are unable to understand the concept of social distancing Risk of contact	Specialists Teaching Staff working with those pupils unable to understand concept of social distancing	Due to the nature of the environment and pupil presentation, it is not possible to guarantee that the School is a "covid secure" environment. Staff to maintain social distancing wherever possible. Staff to be maintain social distancing aware when not with pupils. Pupils to be encouraged to keep 2m distance wherever possible, Staff to work "side to side" with pupils wherever possible Pupils to be encouraged to work outside wherever possible Rota in place means that there are fewer pupils in common areas Staff to avoid "face to face" work wherever possible	23.3.2020	All Staff			

			Staff working on 2:1 basis are to maintain social distancing wherever possible				
		staff when providing behavioural support to staff and pupils	<p>Staff to maintain social distancing wherever possible, particularly from each other.</p> <p>Staff to work "side to side" with pupils wherever possible</p> <p>Staff to avoid "face to face" work wherever possible</p> <p>Staff to wash hands as frequently as possible</p> <p>All staff to use hand sanitiser if unable to wash hands. Pupils must not be given access to hand sanitiser unless they are assessed as competent to use and will not try to ingest</p>	23.3.2020	All Staff		
		Staff when providing input as part of sensory diet	<p>Staff to deliver input "side to side" with pupils wherever possible, particularly from each other. Pupils</p> <p>Staff to avoid "face to face" work wherever possible. If working "face to face" is essential for delivery, keep faces as distant as possible from pupils</p> <p>Staff to wash hands as frequently as possible. All staff to use hand sanitiser if unable to wash hands. Pupils must not be given access to hand sanitiser unless they are assessed as competent to use and will not try to ingest</p> <p>Provided Behavioural plans allow, and pupils do not find aversive, gloves may be worn to deliver hand or foot massages.</p> <p>Use of any gloves must be subject to allergies of staff or pupils.</p>	b	All Staff		

4B	risk of inability to maintain social distancing in event of accident or incident or other emergency	All staff and pupils	<p>An emergency will override the need for social distancing.</p> <p>If first aid is required, a judgement should be made by staff as to whether the individual who is hurt requires assistance.</p> <p>If staff member unwilling to offer First Aid, a call should be made for First Aid assistance and a member of SLT will attend.</p> <p>If first aid is has been delivered, staff should immediately wash hands afterwards</p>	1.9.2020		Red		
			<p>If someone is unconscious and not breathing normally, do not put your face close to theirs.</p> <p>Call for an ambulance, and use a towel or piece of clothing and lay it over the mouth and nose of the unconscious person</p> <p>Do not undertake mouth to mouth. Start chest compressions to the tempo of "Stayin' Alive".</p> <p>Further information can be found at the Resuscitation Council (UK) Website below Resus Org : advice on mouth to mouth</p>					
4C	Risk of contact	All Staff	<p>Government guidance for full opening of special schools recommends use of consistent groups to reduce the risk of transmission. All of our pupils are taught in consistent groups so far as possible and in line with the details set out in this risk assessment.</p> <p>To reduce footfall and risks of contamination of main reception area, the staff signing in book has been moved to the corridor,</p> <p>Visitors will continue to be required to sign in. However, only essential visits should take place, subject to this risk assessment</p>	23.3.2020 Updated	All Office staff		Orange	

			<p>The school has a minimal number of visitors. All visitors must be "by appointment only" (ie for meetings, to carry out agreed work or to deliver goods).</p> <p>Entrance by visitors is accessed by ringing a bell. Visitors without appointments will not be admitted to the school building. Following lockdown2, only essential visitors will be allowed upon the premises</p>	1.9.2020 Updated 9.11.2020	Office Staff				
			Non-office staff should use Education Printer upstairs	1.6.2020	All staff				
			<p>Additional measures to be undertaken :</p> <ul style="list-style-type: none"> - all windows and doors to be opened for a minimum of 5 minutes at start of the working day - Education Office encouraged to rearrange desk plan to eliminate face to face working - No more than three individuals in any one office area. - offices to be kept ventilated if possible, including opening of windows - Hot-desking to be discouraged. - Anyone hotdesking to ensure that the desk they are using is wiped down with antibacterial wipes before commencing work and at the end of the day - Any staff undertaking planning directed to use different areas of building in which to work to ensure social distancing 	1.9.2020					
4D	safe use of offices to reduce contact	all staff	<p>The signing in book for staff is now situated by the Electrical cupboards and non-office staff should use Education Printer (on third floor) to reduce footfall in main office</p> <p>Staff must not congregate in the main office or use the desks in the office as hotdesks</p>	1.9.2020	All staff				
4E	maintenance of social distancing in Staff room	Staff	<p>only 3 members of staff in staff room at any one time</p> <p>Sign put up to remind staff</p> <p>Only 2 people in smoking area at any one time</p>	22.4.2020	All Staff				

4F	Meetings and maintenance of social distancing	Staff Visitors External contractors	<p>Meetings will be held virtually through Teams, Zoom, Google etc wherever possible. During any periods of national lockdown or if Solihull MBC is in tier 3, all non essential visits will be suspended.</p> <p>Any meetings within School to be held in areas which allow social distancing (ie, 2m distance between individuals). Individuals attending meetings will be asked to confirm they have no covid19 symptoms before entering the building.</p> <p>Meetings will be held outside wherever possible. However, this will become increasingly difficult during winter months. Any meetings with visitors should be held in the Board Room where there is sufficient space to allow social distancing. The Board Room table should be disinfected before and after any meeting and windows should be opened to ensure sufficient ventilation.</p> <p>Any visitors will be asked to confirm that they are well upon arrival and notice is displayed in Reception next to hand sanitiser.</p>	1.9.2020 Updated 9.11.2020	All Staff	
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			<p>Annual reviews to be held remotely wherever possible. During any periods of national lockdown or if Solihull MBC is in tier 3, annual reviews will only be held remotely.</p> <p>Parents will be given the option to come into School to attend the annual review alongside staff provided there is no national lockdown and that Solihull MBC (or the authority in which they reside) is not in tier 3, in which case, attendance will be remote only. Local Authority attendance will be via remote technology. External professionals may attend meetings (such as annual reviews) within School if they chose to do so, provided that numbers do not mean it is not possible to maintain appropriate social distancing during the meeting, and provided they are well and fit to attend.</p> <p>The Board Room will be used : windows will be opened to ventilate, and the board room table must be disinfected before and after the meeting.</p>					
			<p>Any external contractors carrying out work within the building will only be able to do so if 2m social distancing can be maintained. Usual practice is that any such work does not take place whilst pupils are in school (ie before 9.30am or after 3.30pm)</p>					
4G	<p>Visitors to School Prospective parents and other visitors</p>	<p>Therapy Staff</p>	<p>All therapy staff directly employed by School have continued to work as normal.</p> <p>Any external therapists or peripatetic staff engaged by local authorities to work with pupils may come in to School subject to risk assessment and compliance with the terms of this Risk Assessment.</p>	<p>1.9.2020 updated 30.9.2020</p>	<p>All Therapy Staff</p>			

			<p>PC Nick Birch our police liaison will continue to visit to deliver appropriate interaction with pupils</p> <p>All other external visitors will be discouraged unless there is a pressing reason for the visit - for example business reason, requirement to meet pupils</p>				
		all Visitors	<p>The number of visitors within School will continue to be kept to a minimum unless there is a valid and important reason for them to visit school.</p> <p>Upon arrival, visitors will be asked to confirm that they are well and to use hand sanitiser provided. They will be shown to the board room as soon as practicably possible to avoid numbers congregating in the reception area.</p> <p>Office staff will make a note of arrival and departure times. Visitors will be handed a copy of the covid19 agreement (see below) on an individual clipboard, which they will then complete once they are in the Board Room. The signed copy agreements will be retained for 6 years.</p>	8.10.2020			
			Visitors covid19 agreement				
4H	Assessment of new pupils/potential pupil visits	Staff new pupils/parents	<p>Any assessments will take place subject to :</p> <ul style="list-style-type: none"> - risk assessment on an individual basis - any risk assessments in place by existing provisions for potential pupils - any localised lockdowns in place - case by case risk assessment to be carried out by SLT - any national lockdown in place (when parent and carer visits are suspended) - the area in which the pupil resides being in tier 3 	1.9.2020 updated 9.11.2020	Senior Leadership Team		

4I	Home to School Transport - ability to maintain social distancing within a vehicle and cleanliness of vehicles	Pupils	Local Authorities to follow relevant guidance issued by government. School will highlight any potential areas of concern by raising with the Welfare, Safeguarding and Safety Director, who will contact the relevant transport department	1.9.2020	Welfare, Safeguarding & Safety Director				
4J	Home to School handover	Pupils Specialist Teaching Staff	<p>Arrival and departure of pupils is naturally staggered to a certain extent due to the provision of transport.</p> <p>Procedures introduced for handover of pupils at beginning and end of day to avoid congregation of guides & parents at archway.</p> <p>Senior Member of staff to wait at top of drive with radio. They will radio to relevant staff member when pupil arrives so that the allocated staff member can collect pupil from taxi/car and escort into school.</p> <p>Taxi drivers, parents and guides requested to wait in car until staff member arrives to collect pupil.</p> <p>This will be reversed at end of day.</p>	1.9.2020	Welfare, Safeguarding & Safety Director				
4K	Risk when carrying out manual handling of equipment	staff	<p>Requirements for manual handling are minimal.</p> <p>Any manual handling required should be carried out by staff who work in teams</p>	8.6.2020	All Staff				
5 Minimise contact with individuals who are unwell									
Hazard									
who is at risk?		how will this be achieved			date reviewed / completed	responsibility	R	A	G
5A	Exposure to Covid	Everyone	<p>The Government state that it is an essential measure that all people who are ill stay home</p> <p>The introduction of measures set out in this Risk Assessment will ensure that the School is meeting this measure</p>	26.8.2020	Senior Leadership Team				

		<p>It is essential that staff, pupils and anyone who may enter the school do not come into school if:</p> <ul style="list-style-type: none"> - they have any symptoms of coronavirus - if they have tested positive for coronavirus in the last 10 days <p>If anyone in school (staff, pupils, visitors) becomes unwell with a new and persistent cough or high temperature or has a loss of or change in their normal sense of taste or smell, they must be sent home and follow government guidance in place from time to time.</p>	1.9.2020					
		<p>Solihull MBC have produced a quick reference guide for parents and staff in relation to Covid19 related pupil absence. This has been sent to all parents</p> <p>Quick Reference Covid19 related pupil absence</p>	14.9.2020					
		<p>A quick reference guide and flow charts have been produced for staff in relation to Covid19 related staff absence and will be displayed in the staff room and communal areas</p> <p>Covid-19 related staff absence - quick guide</p> <p>flowchart : preventing Covid19 spread in School</p> <p>flowchart : in the event of a positive Covid19 test for a member of the Island Project</p>	30.9.2020					
		<p>The Government has issued advice for schools on how to respond to a positive case of Covid19 within a School setting. Advice will be taken by School by calling the Department for Education Coronavirus (Covid-19) helpline on 0800 046 8687 and selecting option 1</p>	17.11.2020					
		<p>Staff may be requested to get a precautionary test if they feel unwell in any way. Provided they feel well enough to work, they can still come into work and would only need to self isolate in the event they received a positive covid test or if they subsequently develop recognised covid-19 symptoms</p>						

			<p>Tests are currently available and results tend to come back relatively quickly. If staff want to book a precautionary test, they should do so outside school hours, but may leave at 3.30 to attend, subject to agreement with the Education Director.</p> <p>Anyone booking a precautionary test should do so through the NHS website and select the option "my council has asked me to get a test".</p>						
			<p>Further information is displayed in staff areas within school and can be found by following this link</p> <p>Covid19 staff absence quick reference guide</p>						
	Person receiving a positive result through twice weekly Lateral Flow Testing	all staff and pupils	<p>In the event of a staff member receiving a positive LFT result, the Government advice as at 25/1/2021 is that this should be treated as a positive covid test (due to high infection rates within the general population) and that any close contacts should self isolate until the results of the PCR test are received.</p> <p>As the whole school is treated as a bubble under our Covid-19 Risk Assessment, School will close for up to 3 days in accordance with our risk assessment to allow :</p> <p>All staff to undergo a PCR test deep clean of the school</p>						
			advice to be taken from DfE and PHE						
5B	Potential higher risk for BAME staff, Pregnant staff and those previously subject to shielding	BAME Staff	<p>advice to be sought from PHE and DfE Helpline</p> <p>Covid19 Risk Assessment for Staff</p>	4.7.2020	Melanie Collett				
			<p>Risk Assessments have been updated at the start of Autumn term</p>	14.9.2020					

		Pregnant Staff	<p>Pregnant women are classed as "clinically vulnerable" and are advised by government to follow all of the advice to staff members in school contained in government guidance.</p> <p>All pregnant staff will undertake a risk assessment with the Education Director. However, due to the nature of the pupils, it is not possible to guarantee covid19 secure conditions.</p>	1.9.2020					
			<p>The Royal College of Obstetrics and Gynaecology has published occupational health advice for employers and pregnant women and advises that pregnant women are at greater risk when they have reached beyond 28 weeks's gestation or if they have an underlying health condition which means they are at greater risk</p>						
			<p>Royal College of Obstetrics & Gynaecology Guidance</p>						
			<p>new risk assessments are in the course of being completed ready for use</p>						
		Staff previously subject to shielding	<p>Staff who have previously been subject to sheilding by virtue of being classed as "extremely clinical vulnerable" must not second where any pupil is displaying any potential covid19 symptoms and awaiting collection by parents</p>	8.10.2020					

5C	testing eligibility for Covid19	Staff	<p>The guidance issued by the Government in advance of full reopening of Schools places an obligation on the School to ensure <u>active</u> engagement with Test and Trace. The School will engage with Test and Trace and will ensure as far as possible that staff also actively engage. If any staff member refuses to engage, advice will be taken for HR and disciplinary measures will be considered.</p> <p>Whilst the School cannot force parents to actively engage with Test and Trace, if any parent refuses to participate, the relevant Local Authority will be contacted, including PHE, for further advice.</p>	1.9.2020	All Staff			
			<p>The government has released an NHS COVID-19 app (available on google play and in the Apple store). Staff should consider downloading the app and familiarising themselves with the features which are:</p> <ul style="list-style-type: none"> - TRACE : alerts the individual if they were in close contact with a confirmed case - ALERT : provides individuals with a risk level associated with Covid in their local area based on postcode - CHECK IN : allowing check in to locations with official NHS QR Codes (eg, pubs, restaurants) - SYMPTOMS : allowing check against government guidance - TEST : allows ordering of free test and to receive results via the app - ISOLATE : provides an isolation companion which counts down how many days left to isolate 	30.9.2020				

			<p>Government guidance on managing an outbreak has not changed with the launch of the app.</p> <p>The guidance states that "there is no requirement for settings to change existing policies on the use of mobile phones" and goes on to state that there are potentially benefits to settings if pupils and staff use the app.</p> <p>However, it is School policy that staff members do not have their phones with the whilst working with pupils. THIS WILL NOT CHANGE.</p>					
			<p>Staff should be aware that their phones could log a "contact" with a work colleague with whom they have not actually had direct contact (as defined at the beginning of this Risk Assessment) because their phones have been in close proximity in the staff room or other storage area.</p> <p>The app does not work if the phone is switched off, and staff should consider either turning their phone, or the app itself, off whilst their phones are being stored. The app gives users the options to set a reminder for 4, 8 or 12 hours, after which a reminder will be sent to switch contact tracing back on</p>					
			<p>If the tests obtained by School are used by staff or pupils, the tests must not be taken on School premises</p>	30.9.2020				

		Pupils	<p>All pupils now eligible for testing. However, due to diagnosis of ASD some pupils may not be able to access testing, or parents may choose not to take their children for testing due to invasive nature.</p> <p>If pupils are unable to take tests, or parents chose not to have them tested, they must remain off school for 10 days in accordance with guidance issued by Solihull MBC (See 5B above). A letter will be sent home to parents</p>	14.9.2020	Parents				
			Parents will be sent a further copy of the Solihull Quick Reference Guide detailed in 5C above						
			Sickness and Absence Policy updated to reflect circumstances to include where pupils unable to access testing	23.6.2020	School Principal				
5D	process for staff displaying symptoms of Covid19	all Staff	<p>Staff are advised that they need to look after their own health closely in the light of potential contact with Covid19 symptoms. This may include monitoring of their own temperatures over a period to ascertain their baseline temperature.</p> <p>They must report to Head of Unit/SLT if they have any raised temperature or other Covid19 symptoms.</p>						

			<p>Covid19 symptoms:</p> <ul style="list-style-type: none"> - a high temperature. This is a temperature of over 37.8 degrees. However, if you cannot take your temperature but feel hot to the touch on your chest or back; - a new or continuous cough, ie coughing a lot for more than an hour 3 or more coughing episodes in 24 hours OR if you usually have a cough, it is worse than usual; - a new loss or change to your sense of smell or taste 	30.9.2020				
			<p>staff who are displaying any of the symptoms listed above should not come into School, or if they are already in work, they must report immediately to a member of the SLT and go home.</p> <p>Details on what to do next can be found in the quick guide displayed in staf areas or by following the links below</p>					
			<p>A quick reference guide and flow charts have been produced for staff in relation to Covid19 related staff absence and will be displayed in the staff room and communal areas</p>					
			<p>Quick Guide for Staff covid19 symptoms</p>					
			<p>flowchart : preventing Covid19 spread in School</p>					
			<p>flowchart : in the event of a positive Covid19 test for a member of the Island Project</p>					

			<p>If a staff member starts to display Covid19 symptoms whilst at work, they must immediately inform a member of the senior leadership team and go home. A test should be accessed immediately. They should not return until they receive a negative test result and or have recovered from Covid19.</p> <p>Further advice will be obtained from Solihull Local Health Protection Team and all relevant local authorities will be informed</p>	1.9.2020	all staff		
			<p>In the event of more than 1 positive test result within the School Community, this is treated as an "outbreak". A rise in sickness due to suspected Covid19 may also be treated as an outbreak</p> <p>In the event of an outbreak, the School will take advice from the Department for Education Covid-19 helpline on 0800 046 8687 and subject to that advice may be closed for 10 days</p> <p>A letter will be sent to all parents advising them of closure</p> <p>School will contact Solihull Local Health Protection Team for further advice and fully engage with Test and Trace services</p>	1.9.2020	School Principal		
			<p>https://docs.google.com/document/d/1F3_qGORQisuRAIJZK7kNixl0y4G5lvBpSNKAoBai7w/edit?usp=sharing</p>				
			<p>If a staff member is contacted by the Test and Trace service, they must follow advice given and undertake a test. They must notify a member of the SLT immediately</p>	8.6.2020	All staff		

			<p>If staff have a precautionary test (but are not displaying any symptoms), they are to advise a member of the SLT and complete daily risk assessments until test results received. If, during that time, they display any symptoms, they must self isolate</p> <p>Until results are obtained, the temperature of the staff members will be taken on a daily basis</p> <p>They will be asked to confirm that they are asymptomatic and the reasons for undertaking the test</p>	30.4.2020	all staff			
			<p>Covid19 Risk Assessment asymptomatic staff</p>					
			<p>Process in event of confirmed case of 2 confirmed Covid19 infections within the school community within a period of 14 days</p> <p>Two confirmed cases of Covid19 within the school are deemed to be an outbreak</p>	updated 4.1.2021				
			<p>Solihull MBC have produced a flowchart of steps to be taken if a pupil or staff member becomes symptomatic of Covid19</p>					
			<p>Flowchart - testing to support educational settings Covid19</p>					
	attendance at work if required to self isolate	Staff	<p>Regulation 8 states that a member of staff who receives notification of a requirement to self isolate must notify the school of this, Notification would normally be made to the Education Director and a screenshot/copy of the message requiring the staff member to self-isolate must be forwarded to her.</p> <p>A record will be kept of any staff required to self isolate, details of which will be treated confidentially</p>	3.2.2021	all staff			

			Regulation 7 of the Health Protection (Coronavirus, Restrictions) (Self Isolation) (England) Regulations 2020 makes it an offence for an employer to knowingly permit a staff member who is required to self-isolate to attend the workplace.						
5E	Process for pupils displaying potential symptoms	Pupils	<p>Many pupils are unable to tell us if they feel unwell.</p> <p>Staff and parents must be mindful of potential symptoms and act accordingly. Regular text reminders are sent to parents to ask them to keep pupils off if unwell and to advise the school if they are showing any potential symptoms.</p> <p>A non-contact thermometer has been purchased to allow taking of pupil temperatures if they present as being unwell within school. Parents will be requested to collect pupil if temperature is over 37.8 degrees and government guidance regarding what to do if a pupil presents with symptoms will be followed</p>	8.6.2020 updated 1.9.2020 further updated 13.10.2020	All staff Parents				
			Government Guidance : implementing protective measures in education and childcare settings1-june						
			Packs have been prepared for staff to use in case of any pupils showing Covid19 symptoms (see 5F below						
			<p>Immediately after pupil leaves, PPE must be removed and put in a plastic bag and handle tied.</p> <p>This should then be put in 2 more bags and tied. Waste must be stored in safe area away from pupils until 72 hours have lapsed/ or if a negative test obtained it can then be disposed of as normal. The waste does not require a dedicated clinical waste collection provided it has been stored separately for 72 hours</p> <p>hands should be washed thoroughly.</p>						

			<p>A second member of staff will be identified to wait with the pupil whilst in isolation. This second staff member must not be a member of staff who was previously classified as CEV.</p> <p>Once a pupil has been identified as showing potential covid19 symptoms and is awaiting collection by parents/carers, contact with other staff members will be kept to a minimum. Only the two identified staff members should interact with the pupil until they are collected to minimise the amount of primary contact with potential infection</p>	8.10.2020			
			The steps outlined in paragraph 5C will be followed				
			<p>The staff members involved with care of the pupil whilst awaiting collection and any staff working with that pupil during the day should undertake a test and undertake a risk assessment with a member of the SLT. Current government guidance is that there is no need for the staff member to stay off work unless the pupil receives a positive test result (bearing in mind that some parents may choose not to get their child tested) OR they start to develop symptoms themselves.</p>	1.6.2020	all staff		
			Parents will be sent a further copy of the Solihull Quick Reference Guide detailed in 5C above				
			Quick Reference Covid19 related pupil absence				

5F	Pupils awaiting collection when showing potential symptoms	Pupils	<p>Parents to be contacted for immediate collection</p> <p>A further letter has been sent to parents reminding them that in the event of potential infection, collection must be immediate and that families must have a plan in place to ensure prompt collection</p> <p>Staff members to be issued with pack which will include yellow bags for disposal, gloves, face mask, apron, face shield for use</p>	1.6.2020 updated 8.10.2020	Pupils and parents			
			<p>Instructions on how to put on PPE will be included in the packs and can be found by following this link :</p>					
			<p>PHE guidance : putting on PPE</p>					
			<ul style="list-style-type: none"> - A 2m distance should be maintained if possible - Pupil to be kept in own area and not allowed into other areas of school - access to area to be forbidden until deep clean carried out - cleaners to be requested to carry out additional deep clean of relevant area : all hard surfaces to be cleansed appropriately and any soft furnishings removed for washing - pupil to either be tested or self isolate for 10 days - if the pupil uses the sick bay, it must be cleaned after use - if a pupil uses a toilet whilst waiting for collection, it must be cleaned after use 					

			<p>A second member of staff will be identified to wait with the pupil whilst in isolation. This second staff member must not be a member of staff who was previously classified as CEV.</p> <p>Once a pupil has been identified as showing potential covid19 symptoms and is awaiting collection by parents/carers, contact with other staff members will be kept to a minimum. Only the two identified staff members should interact with the pupil until they are collected to minimise the amount of primary contact with potential infection</p>	8.10.2020 updated 13.10.2020			
			Parents will be sent a further copy of the Solihull Quick Reference Guide detailed in 5C above				
			Quick Reference Covid19 related pupil absence				
			In the event of the pupil subsequently testing positive for Covid19, advice will be taken from DfE/PHE, and relevant individuals will be advised accordingly				
			<p>In the majority of cases, parents will agree that a child displaying symptoms should not attend School. However, in the event that a parent insists on their child attending School, School may refuse to admit the child on the grounds that it is a reasonable judgement that it is necessary to protect remaining pupils and staff from possible infection. This is not an exclusion and the relevant placing local authority will be notified of the decision.</p> <p>Any such decision will be carefully considered in the light of all circumstances and current public health advice</p>	44287	parents		

			<p>Immediately after the pupil leaves, PPE must be removed carefully and put in a plastic bag and the handle tied. This should then be put in a second bag and tied. Waste must be stored in safe area until 72 hours have lapsed/ or negative test obtained can then be disposed of as normal. Labels are a provided with the packs for staff to use</p> <p>Hands should be washed thoroughly.</p>				
			<p>When PPE is used, it is essential that it is used properly. This includes following guidance on how to put on and take off properly and securely.</p> <p>Face masks must cover both mouth and nose, must not be allowed to dangle around the neck, must not be touched once put on, except to remove carefully for disposal, must be changed if they become moist or damaged.</p> <p>Once PPE is removed after working with a pupil showing potential covid19 symptoms, scrupulous hand hygiene MUST be followed. Hands must be washed IMMEDIATELY using soap and water for at least 20 seconds</p>	13.10.2029			
			<p>Instructions on how to safely remove PPE will be included in the pack and can be found by following the link below</p>				
			<p>PHE : guidance on taking off PPE</p>				
			<p>The steps outlined in paragraph 5C above will be followed</p>				

			<p>Staff who have been with the pupil displaying potential symptoms do not need to go home or self isolate. However, it is recommended that they book a precautionary test and undertake a risk assessment with a member of the SLT (as detailed elsewhere)</p> <p>If the pupil subsequently tests positive, they must self isolate in accordance with government guidance.</p> <p>Staff will follow any guidance received from Test and Trace and guidance will also be taken from PHE on implications for whole school</p>				
			<p>In the event that a parent or guardian insists on a child attending school when they are displaying Covid19 symptoms, the relevant local authority will be contacted to discuss whether the School should refuse admission to the child. This would be based upon the reasonable judgment that it is necessary to protect pupils and staff from possible infection . The Chairman of the Trustees will be advised of any such decision. The National Association of Headteachers have advised that this would not constitute an exclusion</p>	17.11.2020			
5G	<p>Process in event of confirmed case of 2 confirmed Covid19 infections within the school community</p> <p>Two confirmed cases of Covid19 within the school are deemed to be an outbreak</p>	All staff Pupils	<p>In the event of an outbreak, advice will be sought immediately from the Department for Education Covid19 helpline. Subject to any advice given, the School may close for 10 days</p> <p>All relevant placing local authorities will be notified and any social workers notified</p> <p>PHE will be contacted and a RIDDOR report will be made</p> <p>In the event of the death of a member of the School community from Covid19, the DfE will be informed. This is not a statutory requirement</p>	8.6.2020	School Principal		
			<p>email : CSCcovid.NOTIFICATIONS@education.gov.uk</p>				

			Parents will be contacted individually and a bulk text will be sent out, followed by a letter					
			Standard letter to parents re Covid19 Outbreak					
			The majority of our pupils are unable to access online learning. The Government requires that schools put steps in place to ensure that learning continues in the event of any localised lockdown or school closure. In the event of a school closure, physical resources will be sent home to parents. Resource packs were sent out to parents between March and August 2020 and this will resume in the event of closure	1.9.2020				
			If any member or staff has been self isolating for 10 years, School will not require proof of a negative test result before they return	4.1.2021	pupils and all staff			
5H	Appropriate use of PPE	Staff and pupils	Government Guidance on Face Covering in Educational Settings states that "on the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided"	1.9.2020	Senior Leadership Team			

			<p>Updated guidance issued on 13th October 2020 states that:</p> <p>"Most staff in education, childcare and children's social settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres.</p> <p>PPE is only needed . . . if:</p> <ul style="list-style-type: none"> - a [pupil] becomes ill with Covid-19 symptoms and then only if a distance of 2 metres cannot be maintained - a [pupil] already has intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used" 	13.10.2020				
			<p>any changes to government guidance on use of PPE within Special Schools will be followed</p> <p>Updated guidance issued on 5th November 2020 introduced further guidance on wearing of masks in school settings, but did not make any changes to the guidance for Special Schools</p>					
			<p>Government guidance for full opening of special schools</p>					

			<p>updated on 8 September 2020 imposes a new duty on schools that "where recommended, use of face coverings in schools", guidance states that whilst the government is not recommending universal use of face covering in schools, schools which are not under specific local restriction measures will have the discretion to require face coverings for pupils"</p> <p>The guidance places greater obligations when there are local lockdowns or restrictions in place. However, the exemptions contained in the guidance apply to the School, namely that individuals are exempt from wearing face coverings if they:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of physical impairment or disability . . . - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. 				
			<p>Day to day wearing of PPE may mean that pupils are more likely to target areas around face, thus increasing any risks of cross infection. Advice has been taken from HR providers and there is no requirement to provide or allow staff to wear PPE</p> <p>PPE is only required if providing intimate care where there is exposure to vomiting, coughing or sneezing.</p> <p>However PPE has been purchased for staff to use when there is a potential risk of exposure whilst providing intimate care or where looking after a pupil who is displaying symptoms of Covid19 and pupil is awaiting collection. Packs are available which contain all PPE and instructions for use and disposal</p>				

			<p>Masks, if used, must cover nose and mouth. They should not be allowed to dangle around the neck.</p> <p>Masks should be replaced if damaged or moist.</p> <p>They should be removed carefully and placed in a plastic bag and disposed of, following which hands must be washed thoroughly.</p> <p>Staff will not be required to put on or remove masks worn by pupils. If pupils are able to put on and take off face masks, they may wear them to travel to and from school. Yellow bags for disposal of any such face masks will be provided.</p>		All Staff		
			<p>Guidance on how to put PPE on correctly can be found below</p> <p>PHE : putting on PPE</p>				
			<p>Guidance on how to take of PPE correctly can be found below</p> <p>PHE : guidance on taking off PPE</p>				

51	Use of PPE for pupils who may spit	Staff	<p>Government guidance states that PPE is only required for when working with a pupil who coughs, spits or vomits if it is routinely worn. If it is not routinely worn, Government Guidance is that PPE would not be required unless the pupil is showing any coronavirus symptoms.</p> <p>Government guidance issued 13 October 2020 states that, when caring for children who regularly spit or require physical contact : "if non symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way . . ."</p> <p>In these circumstances . . . no additional PPE is necessary because these pupils are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required"</p>	11.6.2020 updated 13.10.2020	BA's all staff			
			<p>The school premises, and current use of space, means that pupils are in large, well ventilated spaces with their own individual areas, equipment. Where pupils share space, there are no more than 5 pupils sharing. Additional cleaning regimes are already in place</p>					

			<p>However, if a pupil is known to engage in spitting: - The relevant BA will develop a behaviour plan and discuss with staff working with the pupil. - Each member of the team working with that pupil will be given face shields for their use. They should attempt to wash their hands frequently if the pupil is engaged in spitting. Hand sanitisers will be provided as an alternative. - Face shields are the personal responsibility of the staff member. They should be cleaned and disinfected after use. - Face shields should only be used for pupils with known behaviour of spitting and in accordance with behaviour plans</p>					
			<p>- Staff must read the Risk Assessment for use of face shields: Risk assessment for use of face shields</p>					
5J	use of PPE for delivery of sensory diets	staff	<p>When delivering sensory input (such as hand or foot massages), at the request of either parent, pupil, or staff discretion, gloves may be worn. Behaviour plans must be followed</p> <p>Staff need to be aware of any allergies the pupil or they may have</p> <p>Gloves need to be removed immediately following sensory input and disposed of carefully following which staff member must wash their hands immediately or use hand sanitiser if this is not possible</p>	11.6.2020	BA's all staff			
			<p>Policies updated to reflect advice and guidance on PPE use</p>	24.6.2020	School Principal			
5L	Deep cleans		<p>Cleaning services will be requested to undertake additional specific cleaning. Meeting held with manager on 26.8.2020 to discuss and review cleaning requirements</p>	23.3.2020 updated 26.8.2020	Minster Cleaning			
5M	Sharing of information	pupils, all staff	<p>School must not share the names of people with Coronaviris (COVID-19) unless it is essential to others and must abide by the principles of GDPR</p>	4.1.2021	All staff			

5N	Asymptomatic testing - Lateral Flow Testing	Staff and pupils	The day before Schools closed December 2020, the Government announced its intention to roll out of asymptomatic testing for schools. Further information was released between Christmas and New Year and guidance and procedures have changed several times since school return on 6 January 2021	25.1.2021	Covid-19 Co-ordinator			
	Suitable place for carrying out testing	Staff and pupils	The cellar has been identified as a suitable place to carry out the Lateral Flow Testing. <u>The testing of staff within school has been paused following receipt of lateral testing kits for home use. Should there be any interruption in supply, the School will resume testing within setting</u> Cellar Risk Assessment		Covid-19 Co-ordinator/Welfare Safety & Safeguarding Director			
	Risk of Injury from carrying out test - swabbing of throat and nose	Staff	when testing is being undertaken within the school setting, all staff are required to self swab. No staff member should administer swabbing to another staff member		all staff			
		Pupils	Staff will not be required to carry out swabbing of pupils due to the risk of injury to staff and/or pupils. Government guidance was initially that pupils should be swabbed upon return to school only. However, as pupils unable to self-swab, no testing of pupils will be undertaken		n/a			
	risks arising out of carrying out of testing	all staff	Risk Assessment - LFT during Covid-19	25.1.2021	all staff			
	risk to volunteers involved in testing	volunteers	no volunteers are involved in testing. Only senior school staff are trained and involved with testing		n/a			
	Pupil home testing	pupils	all pupils aged 11 and over have been offered home testing kits. Home testing is not compulsory and parents can chose to test their children if they so wish and the school will provide home testing kits of these are available. No pupil will be refused access to school for not taking part in home testing	4.3.2021	pupils			
6 Government protective measures								

Hazard		who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G
6A	Increased risk from exposure to virus	individuals who are clinically extremely vulnerable	<p>All staff who were previously shielding undertook risk assessment upon return to work.</p> <p>Staff have a responsibility to ensure that they look after their own health by ensuring that they are taking any medication appropriately and have inhalers etc available at work.</p> <p>Due to the presentation of pupils, the school is not a "covid secure" environment and this has been discussed with all affected staff and risk assessments have been undertaken</p>	1.9.2020	Senior Leadership Team			
			<p>Risk Assessment :</p> <p>Covid19 Risk assessment for staff</p>					
			In the event of receipt of medical advice from the NHS that a staff member who is defined as CEV needs to resume shielding, that staff member must follow the advice given. This may result in a reduction of staffing levels as detailed in paragraph 3A above and parents will be notified accordingly. The Senior Leadership Team would review staffing levels to ensure that there are safe levels in place and if necessary, introduce rotas for pupils	30.9.2020				
			all policies and procedures have been updated and reissued - updates undertaken between 18.6.2020 and 1.9.2020. A further review was undertaken in December 2020	17.11.2020				
6B	BAME Staff	see above	<p>All staff will be invited to undertake a risk assessment, and this will include all staff who consider themselves part of the BAME community.</p> <p>Any such risk assessments undertaken with staff will be reviewed periodically. Staff MUST inform a member of the Senior Leadership Team if there are any changes to the information discussed in the initial risk assessment</p>	<p>w/c 23.6.2020</p> <p>updated 30.9.2020</p>	Education Director			

			Covid19 Risk Assessment for Staff						
7 Cleaning									
	Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
7A	Hand Hygiene	Staff	<p>Staff encouraged to wash hands at beginning of day and throughout day</p> <p>Hand sanitiser provided in Office, by signing in book, and small bottles provided to staff to allow sanitisation of hands when they are unable to wash their hands</p> <p>Large 5L bottles of hand sanitiser purchased and held by SLT in case of difficulty in getting hold of replacements</p> <p>guidance on correct use of hand sanitiser can be found by following the link below</p> <p>PHE advice on use of Hand Sanitiser</p> <p>Additional hand sanitising dispensers have been installed at entrances to both buildings, next to photocopiers and by entrance to resource room</p>	<p>23.3.2020</p> <p><u>19.12.2020</u></p>	<p>Senior Leadership Team All staff</p>				

7B	Hand Hygiene for pupils	Pupils	<p>Skin friendly anti bacterial/anti-viral hand wipes have been purchased for use with pupils who are averse to hand washing. Large packs will be kept in unit and small packs will be kept by staff for use.</p> <p>Hand sanitiser can be used in units where there is no risk of pupils attempting to ingest non edible items and only following agreement with a member of the SLT.</p> <p>Unless a pupil is risk assessed as competent to use hand sanitiser appropriately and there is no risk of ingestion, Pupils must not be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.</p> <p>For those pupils who are assessed as competent to use hand sanitiser and are not at risk of ingestion, hand sanitiser can be used if agreed with a member of the SLT</p>	23.3.2020 updated 1.9.2020	Specialist Teaching Staff Senior Leadership Team	
			additional hand pumps containing hand sanitiser have been installed by the signing in book, entrance to both buildings and by the photocopiers	<u>4/1/2021</u>		
			In addition, where appropriate and considering the School's particular circumstances, the school should minimise contact between individuals and maintain social distancing wherever possible.			
			Where pupils are averse to handwashing, staff can use hand sanitisers on the pupils. Pupils must not be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.			

7C	provision and use of Hand Sanitiser	staff	<p>Hand sanitiser provided in Office, by signing in book, and small bottles provided to staff to allow sanitisation of hands when they are unable to wash their hands</p> <p>It is essential that any pupil at risk of ingesting non-edible items is not allowed access to hand sanitiser. Staff to be aware of behaviour plans and pupils who may attempt to ingest non edible items.</p> <p>additional hand sanitisers have been fixed to the walls at the entrances to both buildings, by the signing in book and next to the photocopiers</p>	1.9.2020 updated 4/1/2021				
			<p>Where pupils are averse to handwashing, staff can use either hand wipes provided or hand sanitisers on the pupils. Pupils must not be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.</p>					
			<p>Staff should always wash hands as a first option. However, staff have been given hand sanitiser to use for instances when hand washing is not possible (for example when working 1:1 with a pupil).</p> <p>Hand Sanitiser must not be left in areas where pupils can access and staff must not give hand sanitiser to pupils for use unless they are risk assessed as being capable to use appropriate and understand how to use competently</p>	23.3.2020	All Staff			
		pupils	<p>Pupils are not to be given hand sanitiser (unless risk assessed as competent to use by staff). Due to the extremely high levels of alcohol in hand sanitiser, or the use of isopropyl alcohol, ingesting even small amounts can cause alcohol poisoning, as well as a risk of low blood sugar, seizures, coma and even death.</p>	23.3.2020	All Staff			

			<p>Hand sanitisers should contain alcohol and not isopropyl alcohol, methanol, methyl alcohol or methylated spirits as these can be very dangerous if consumed It is essential that any pupil at risk of ingesting non-edible items is not allowed access to hand sanitiser. Skin friendly wipes are available as an alternative</p> <p>Staff to be aware of behaviour plans and pupils who may attempt to ingest non edible items.</p>					
7D	cleaning of premises	Cleaning company all staff	<p>Additional cleaning regime introduced for cleaning company including cleaning of all telephones, door handles, light switches, touch plates on doors on a daily basis</p> <p>all staff provided with antibacterial wipes to wipe down tables and equipment throughout the day.</p> <p>All tables to be wiped down by staff at the end of the day.</p> <p>wipes provided for wiping down photocopier and cleaning of radios on a daily basis.</p> <p>Tick Sheets introduced into each unit with specific additional cleaning tasks highlighted</p> <p>If bleach is used for any cleaning purposes it must not be tipped down toilets or sinks due to the sewerage system link to anaerobic digester system (Bleach will kill the bacteria in the sewerage system causing pollution to the waterways around school).</p> <p>If bleach is used for any purposes, it must be tipped onto grass well away from any drains.</p>	23.3.2020 updated 1.9.2020	Cleaning company all staff			
		Minster Cleaning Risk Assessments	Minster Cleaning Risk assessment					
			Minster cleaning guidance on reopening offices					

7E	use of cleaning products	cleaning company all staff	<p>!!! If bleach is used - do not throw down sink or toilets as it destroys the microbes in the anaerobic digester which can result in large fines !!!</p> <p>Regular detergents should be used as part of daily cleaning process</p> <p>Milton should be used for sterilisation purposes of items mouthed by pupils</p>	23.3.2020	Office Manager Senior Leadership Team cleaning company all staff				
			<p>all cleaning products purchased should be checked to ensure:</p> <ul style="list-style-type: none"> - that hand sanitisers are alcohol based and do not contain isopropyl alcohol, methanol, methyl alcohol or methylated spirits - that antibacterial sprays purchased are also effective against Coronavirus - any antibacterial wipes purchased should also be effective against Coronavirus 						
			<p>COSHH details for any new products should be printed out and passed to the Welfare, Safeguarding & Safety Director</p>	22.6.2020	Office Manager				
7F	cleaning of equipment Plates, cutlery etc. to be washed in detergent and sterilised.	all staff	<p>Sharing of Resources for pupils to be restricted</p> <p>Staff to clean down areas with antibacterial spray or wipes at the end of each day</p> <p>any equipment, toys or utensils which may be mouthed by pupils to be washed at the end of the day and then disinfected in Milton</p>	23.3.2020	All staff				
7G	Soft Play equipment	pupils	<p>Many pupils have soft furnishings in their areas (for example, sofas, cushions, beanbags).</p> <p>As pupils use soft furnishings as part of their sensory diet to self regulate, it is not appropriate to remove these items</p>	1.9.2020	all staff				

			<p>Advice from Sir Jeremy Farrar of the Wellcome Trust given to NAHT members advised that the risks from sharing soft furnishings are minimal and that the risk of detriment to pupils by depriving them of access to soft furnishings was far greater.</p> <p>Pupils may therefore share soft furnishings but these must be cleaned as appropriate as often as possible.</p> <p>Pupils must not share any soft furnishings which may be mouthed</p>					
7H	Fogging Machine	all staff and pupils	<p>A fogging machine has been purchased, specifically for decontamination of cellar after asymptomatic testing is carried out.</p> <p>This will be deployed for use in school as appropriate, taking into account introduction of chemicals used with fogger, impact on environment etc</p>	4.3.2021	Senior Leadership Team			
8 Education and EHC Plans								
Hazard								
	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
8A	Continuation of Education	Pupils	<p>The School has maintained and delivered its full curriculum throughout the period of lockdown.</p> <p>Resources have been sent home to all pupils (both those attending school on the reduced offer timetable) and those who chose self-isolation).</p> <p>The School will continue with delivery of its broad and balanced curriculum to all pupils.</p>	1.9.2020	Founder & Project Director Education Director			

			<p>The Government expects that schools will develop remote education so that it becomes integrated into school curriculum planning. This is in the event of enabling continuation of education in any periods of localised lockdown.</p> <p>Because of the classification of all pupils as "vulnerable" due to them having EHC Plans, it is anticipated that even in the event of any localised lockdown, school will remain open, subject to adjustments for any reduced staffing levels.</p> <p>The majority of our pupils are unable to access remote learning. TUTE will continue to be available for those pupils able to access it and in the event of any periods of school closure, physical resources will once again be sent out to all pupils affected.</p>	1.9.2020				
			No subjects have been suspended.	1.9.2020				
			<p>The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction places obligations on schools (including independent schools where places are paid wholly out of public funds) to have plans in place to provide remote education with immediate effect.</p> <p>For the majority of our pupils (including those who are able to access some limited online learning such as TUTE), accessing online lessons is not appropriate due to their special educational needs and levels of support required from 1:1 staffing throughout the day.</p> <p>During the initial period of lockdown, physical resources were sent out in support of the curriculum which pupils were following in school. This would continue for pupils in the event of any periods of school closure or where pupils are self isolating due to potential or confirmed Covid19.</p> <p>The demands upon parents arising from home teaching will be carefully considered when sending school work and resources home.</p>	1.9.2020 updated 13.10.2020	Senior Leadership Team			

8B	Delivery of EHC Plans	Pupils	All EHC plans have continued to be delivered to all pupils within school. This will continue upon return to school	23.3.2020	All staff				
8C	Annual Reviews	Pupils	Annual reviews will be held electronically with Local Authorities. Parents will be given the option to attend annual reviews electronically or to come into School to meet with team and participate electronically onsite with Local Authorities.	1.9.2020	Education Team				
8D	Physical activity in schools	Pupils Specialist Teaching Staff	<p>Pupils access physical activity throughout the day as part of registration and their individualised sensory diets.</p> <p>Movement breaks are integral to allowing pupils to manage their sensory needs and arousal levels.</p> <p>Any group physical activity is carried out within units and is undertaken outside wherever possible. School encourages the use of outside access for all pupils and it is an integral part of teaching strategies and ethos</p>	1.9.2020	Senior Leadership Team Specialist Teaching Staff				
			<p>The School does not have a sports hall. Any individual pieces of equipment used by pupils (eg sit and move cushions, gym balls etc) are used by individual pupils and are not shared</p> <p>If any physical activity is undertaken within Unit (for example if a pupil refuses to go outside), staff should ensure that the room is well ventilated and that there is adequate space for the pupils engaging in any activity to maintain social distancing</p>						

8E	Music	Pupils Specialist Teaching staff	<p>Singing and music are integral parts of teaching as it enables pupils to communicate and interact with staff.</p> <p>Government has put in place guidance in relation to delivery of music and advises that group sizes should be no more than 15. As pupils are taught on a 1:1 or 2:1 basis, any groups will consist of no more than 4 or 5 people.</p> <p>No brass instruments are used during school</p> <p>Any areas where wind instruments (eg recorders/whistles) are used are large areas with minimal occupation, this reducing the risk of build from aerosol transmission</p>	1.9.2020	Senior Leadership Team Music Therapist Specialist Teaching Staff				
8F	Delivery of ora motor work (Speech and Language)	Specialist Teaching Staff Speech & Language Therapists	<p>No ora motor work should be carried out by staff unless specifically directed to by the School's Speech and Language Therapist(s).</p> <p>There should be no direct contact with faces and no ora motor groups should use any objects (eg whistles, bubbles etc) which might encourage greater airflow.</p>	14.9.2020					
9 Training									
Hazard		who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
9A	Physical Intervention Training	newly recruited staff who have not yet undertaken training.	Training booked for 29.3.2021	4.3.2021	School Princiupal				

9B	Whole School safeguarding training delivered by SMBC	Staff Pupils	All staff carry out safeguarding training at point of induction. Safeguarding training is undertaken in groups on staff training days Additional online training is rolled out periodically SMBC accredited safeguarding training rolled out to all staff in small groups starting on 4 & 5 January. Completed for all staff by 26,2.2021	10.6.2020_ revised 4.3.2021	School Principal			
9C	Appraisals	all staff	Appraisals have not been interrupted	N/A				
9D	First Aid Training	all staff	First aid training of 10 staff took place on 17th October 2020 (including first aid at work and paediatric first aid). Training for a further 10 staff has been postponed until after lifting of lockdown 2	18.11.2020				
10 Reporting functions								
Hazard								
who is at risk?		how will this be achieved		date reviewed / completed	responsibility	R	A	G
10A	Safeguarding of vulnerable pupils and staff	pupils	The school will continue to safeguard all of its pupils. A log of all contact made during the period of lockdown has been maintained Covid 19 Summary Impact Sheet and Business Continuity Plan This will be resumed in the event of a further national lockdown	1.9.2020	Senior Leadership Team			
10B	Safeguarding risk to families as a result of financial hardship, meltdown of children, domestic violence	families	MASH referrals made for any concerns in relation to pupils or their families	23.3.2020	Welfare, Safeguarding & Safety Director Senior Leadership Team			

10C	Ensuring staff wellbeing including concerns around risk of infection	staff	<p>Regular 1 to 1 support meetings held</p> <p>Sharing of information and updates on a regular basis</p> <p>Information posters in all staff communal areas</p>	1.9.2020	Education Director Senior Leadership Team			
			<p>staff signposted to EAP</p> <p>In addition, staff have the option to contact Education Support Partnership's helpline which is available 24 hours a day, 365 days a year. It is completely confidential and provides emotional support and counselling, information on work-life balance, information on childcare support, care for the elderly, up to 6 sessions of telephone counselling and access to computerised CBT</p>	1.9.2020				
10D	pupil attendance	pupils	<p>Registers maintained on a daily basis</p> <p>Daily reporting to DfE on attendance and opening</p>	1.9.2020	School Principal			
			<p>All local authority risk assessments completed and sent off as requested</p>	updated weekly	School Principal			
			<p>The majority of pupils had returned to School following easing of Lockdown in July 2020. Only one pupil still on roll did not return before the summer break. Pupil subsequently returned at beginning of Autumn term</p> <p>The Welfare, Safeguarding & Safety Director and Unit Head have been in contact with parent and social worker and pupil has successfully returned to school</p>	3.9.2020	Welfare, Safeguarding & Safety Director			
			<p>Following lockdown 3 introduced on 6.1.2021, all pupils have remained in school and no families have chosen to keep their children off school, Due to reduced staffing numbers due to shielding/childcare issues, all pupils offered a 3 day rota</p> <p>All local authorities informed and all local authority reporting functions followed</p>	7.1.2021				

10E	Availability of DSL's	Pupils	School has remained open throughout lockdown. All SLT and DSL's have remained in work and on site. Addendum to Child Protection Policy gave details of contacts	3.4.2020	School Principal			
			Addendum incorporated into Child Protection Policy	26.6.2020	School Principal			
10F	appropriate vetting of volunteers and new staff	pupils	Due to the intensive training needed to work with pupils, the School does not generally accept volunteers to work with pupils. During the period of lockdown, there have been no volunteers on site During periods of holiday, occasionally teams of volunteers will come in to do painting/grounds work, but none is planned whilst social distancing remains in place	23.3.2020	School Principal			
			All new staff are subject to usual procedures set out in the School's Safer Recruitment Policy	1.9.2020				
			The school does not use supply staff					
10G	provision of free school meals	pupils	None of our pupils are eligible for Free School meals We have one pupil where school already provides a subsidy for lunches through its charitable fund. In the event of any school closure due to an outbreak of covid19, parents will be offered a food parcel	1.9.2020	School Principal			
10H	maintenance of Single Central Register (SCR)	-	the maintenance of the SCR has continued as normal. Due to the nature of the setting and the independent nature of the setting, we have not had staff from other pupils working within School. Therefore there have been no implications for the SCR	23.3.2020	School Principal			

10I	Recruitment	-	<p>All recruitment undertaken in line with our Safer Recruitment Policy</p> <p>Interviews are held face to face in ventilated room taking into account Covid19 steps around social distancing, face coverings and cleaning of hands</p>	1.9.2020	School Principal			
10J	Reporting to Trustees	-	<p>Reporting to Trustees has continued by use of email. The Chairman of the Board of Trustees has carried out monitoring by phone contact. She will now recommence regular monitoring visits to school</p>	1.9.2020	School Principal			
10K	Online Teaching	pupils	<p>the majority of our pupils are unable to access any online teaching such as google classrooms, etc. All teachers are DBS checked</p> <p>The only online teaching used by school is provided by an external provider, TUTE.</p> <p>TUTE provides online classrooms. Pupils are able to see the teachers and interact verbally. However, the teachers are not able to see the pupils</p> <p>Middle pupils have access to English and Maths via IXL. This does not involve any face to face interactions</p> <p>https://www.tute.com/tute-teachers</p> <p>IXL</p>	23.3.2020	Education Director			
10L	Updates to parents	parents	<p>parents are updated on safeguarding, online safety, school rotas, grants available, support etc by:</p> <ul style="list-style-type: none"> - Phone calls from a member of the SLT - Text - letter - email <p>Details of all contact with parents during Lockdown is available in Covid 19 Summary Impact Sheet</p>					

10M	Contact details for parents	parents	letter sent to all parents asking to confirm contact details Parent packs were sent out at beginning of term for up to date contact details. SLT are contacting parents to ensure that they have contingency plans in place for contact and collection of pupils in event of their child being symptomatic	23.3.2020	School Principal			
10N	Business Continuity	Trustees Local Authorities	The Covid19 Summary Impact Sheet contains all business continuity information arising from period of Lockdown and reopening of schools (although school was not closed). This has been provided to all local authorities on request	14.9.2020	School Principal			
10O	Policies and Procedures	Pupils Staff Visitors Contractors	all policies and procedures have been updated and reissued - updates undertaken between 18.6.2020 and 1.9.2020	30.9.2020	School Principal			
10P	Equality	Pupils Staff	the School treats all staff and pupils equally. No discrimination will take place of staff or pupils on the basis of: - ability to attend work/school due to impact of Coronavirus on health, whether physical or mental - whether or not their parents are key workers. School believes that all pupils are vulnerable and that each pupil should be offered the same number of days, irrespective of their circumstances or that of their family - when operating a rota due to reduced staffing levels, all pupils will be treated equally	3.2.2021				

	Created :		Updated :		Sign off :			
	4 May 2020		23 May 2020		SLT : 23.6.2020			
			8 June 2020		Trustees : 24.6.2020			
			19 June 2020					
			24 June 2020		Distributed to staff : 24.6.2020			
			30 June 2020					
			2 July 2020					
			1 September 2020		Distributed to staff 7.9.2020			

			8 September 2020					
			14 September 2020	Distributed to staff 14.9.2020 and published on website				
			30 September 2020	Distributed to staff 30.9.2020 and published on website				
			13 October 2020	Updated				
			9 November 2020	updated				
			17 November 2020	Distributed to staff 30.9.2020 and published on website				
			4 January 2021	Distributed to staff 8.1.2021 and published to website				
			4 February 2021	Distributed to all staff 4 February 2021 and published to website				
			4 March 2021	Distributed to all staff 4 March 2021 and published to website				