



## Risk assessment for the full Re-opening of St Joseph's Primary School in September 2020

This risk assessment should be used with reference to the latest government guidance including:-

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<b>Date of Assessment:</b> 10/7/20	<b>Assessed by:</b> Elaine Jackson
<b>Review date:</b> This risk assessment will be frequently and dynamically reviewed going forward, as the government advice and local staffing levels change	<b>Role:</b> Head Teacher

What is the <b>task, activity, person or environment</b> you are assessing?
Coronavirus effects within school, following government guidance for schools to open for all pupils from September <u>2020</u> onwards

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
Contamination/spread of Coronavirus (surfaces)	Staff, pupils, contractors' visitors  Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	Additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external railings etc.	X		Further guidance can be found on the link below from Public Health England:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  Revised guidance on cleaning non-healthcare settings will be published by PHE by the end of the summer term in addition to the current advice			
		More frequent cleaning of toys and educational equipment where possible and cleaned between use by different groups.	X					
		Sharing of stationery and other equipment between pupils reduced where possible. Children to have their own equipment which will be left in school.	X					
		Pupils are asked to only bring in essential equipment into school e.g. lunch boxes, hats, coats, books, stationary and mobile phones (bags are allowed).	X					
		Classroom based resources such as books and games can be used and shared within bubbles and these should be regularly cleaned. Resources shared between classes or bubbles e.g. sport, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated (unused for 48hrs and 72hrs for plastic) Shared resources e.g. library books, can be taken home	X					

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		<p>although unnecessary sharing should be avoided. Rules on cleaning of the resources and rotation apply as above. Books that have been home will be kept for 48hrs before being put back in the boxes.</p> <p>Where extra bins are needed for used tissues lidded pedal bins are provided, and all bins emptied frequently.</p> <p>Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons).</p> <p>Rooms that are shared between bubbles (ICT suite) will have a weekly use by that bubble and then will be cleaned and left over the weekend before the next bubble uses the room.</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.</p> <p>If cleaning tasks are given to staff that don't normally carry out these</p>	X					
			X					
			X					

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		<p>duties as part of their role, they are given adequate instruction/ training and any required PPE e.g. gloves. Consideration given to selection of cleaning products and less hazardous substances (e.g. those that don't fall under the COSHH Regulations) chosen wherever possible.</p> <p>Sign in and out methods staff to use their own pen or sanitise hands before using office pen. Office staff to sign in visitors (whilst ensuring fire safety arrangements are not compromised).</p>	X					
Contamination / spread of Coronavirus (person to person)	Staff, Pupils	<p>Good personal hygiene promoted:</p> <ul style="list-style-type: none"> <li>• cough/sneeze into tissue or elbow and 'catch it, bin it, kill it' message promoted.</li> <li>• All adults and children on entering the site must use the automatic hand sanitizers</li> <li>• regular handwashing for at least 20 seconds, especially after coughing/ sneezing, on arrival to site, returning from breaks, after any change of rooms, before and after eating</li> <li>• pupils encouraged not to touch their mouth, nose and eyes</li> </ul>	X		<p>Posters and lesson plans on general hand hygiene can be found on the ebug links below:  <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a></p> <p><a href="https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p>			

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		<ul style="list-style-type: none"> <li>Assistance provided to pupils who may struggle to wash hands independently or practice good respiratory hygiene e.g. very young children or those with special educational needs.</li> </ul> <p>Additional teaching on handwashing provided and regular reminding of good hygiene practices and pupils understand this is now part of how the school operates. Use of games, songs and repetition to reinforce measures.</p> <p>Sufficient handwashing facilities available. In addition, in areas where there isn't a sink within the immediate vicinity, e.g. in entrances/ exits, classrooms and other learning environments, hand sanitiser provided. Staff/ pupils reminded it should be used in addition to regular hand washing wherever possible. Pupils to use hand sanitiser under supervision/ direction of adults – it is not positioned in areas where pupils have free unsupervised access to it.</p> <p>School behaviour policy reviewed/ updated and on web site to ensure it reflects the new rules/ routines and communicated to staff, pupils and parents</p>	X					
			X					
			X					

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		<p>Minimise contact between individuals and maintain social distancing wherever possible – more detail on social distancing given in subsequent sections of this assessment.</p> <p>School to be kept well ventilated e.g. open windows where possible. Doors propped open where possible to aide ventilation (e.g. where not a fire door and not needed for safeguarding reasons). See link for further advice on ventilation <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>:</p>	X					
			X					
Social distancing measures - lesson time	Staff, pupils	<p>Primary schools –consistent groups of 2 classes (Reception will be a stand-alone bubble) and kept apart from other groups where possible. Teachers and other staff may operate across different classes and year groups if this is needed to facilitate the delivery of the school timetable. However, where possible groups should be led by the same member of staff.</p> <p>Peripatetic and temporary staff can move between classes but must remain 2m social distancing where necessary.</p>	X		If there is a shortage of teachers, then a teaching assistant can lead a group, where working under the direction of a teacher and where deemed competent to do so.			
			X					

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		<p>Early years settings - pre-school children should continue to be taught in line with the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS)</p> <p>Within groups pupils should maintain distance where this is possible e.g. for older children and where space allows. Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side by side. Where possible, the same desk to be used by each pupil day to day. Unnecessary items including furniture should be removed from classrooms and other learning environment, where there is space to store it elsewhere.</p> <p>Within classrooms adults should maintain 2 metre distance when circumstances allow and avoid close face to face contact and minimise time spent when within 1 metre of anyone.</p> <p>This may not be possible with younger pupils and pupils with complex needs, and educational and care support should be provided as normal</p> <p>Groups to be kept 2 metres apart from other groups, where possible.</p>	X					
			X					
			X					
			X					
			X					

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		<p>Groups to use the same classroom/ space throughout the day, and these are cleaned regularly.</p> <p>Lessons/ activities reviewed any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped e.g. PE exercises requiring pupils to pair up and work in close proximity to each other/contact sport are stopped.</p> <p>Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allows use large indoor spaces when weather is bad. Maximising distance between pupils and continue with equipment being thoroughly cleaned is essential.</p>	X					
Contamination/ spread of Coronavirus during music lessons	Staff, pupils Virus spread in water droplets that are expelled from the body through breathing, singing chanting playing wind or brass instruments or shouting.	<p>Playing instruments should be,</p> <ul style="list-style-type: none"> <li>• 1:1 music lessons</li> <li>• Social distancing adhered to</li> <li>• playing outside wherever possible</li> <li>• instruments will not be shared (other than drum kit/own sticks to be used)</li> <li>• Ensure good ventilation</li> </ul>	X					



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	These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	Singing will not take place in term 1 (to be reviewed for term 2)  Band will not meet in term 1 <u>and this will be kept under review for future terms</u>						
Social distancing measures – outside of lesson time	Staff, pupils	<p>School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:</p> <ul style="list-style-type: none"> <li>• Assemblies will take place in class and whole school assemblies will take place via teams.</li> <li>• Break and lunch times staggered.</li> <li>• Shared outside spaces will be zoned</li> </ul> <p>Use of shared offices, staff rooms should be minimised and reviewed to ensure occupancy limited wherever possible.</p> <p>Play time activities reviewed and pupils kept in existing groups. Play areas divided into zones to facilitate this where practical. Outside play equipment cleaned between groups and not by multiple groups at the same time.</p>	X					

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		<p>Pupils kept in existing groups during lunch time, tables in hall thoroughly cleaned after use. Years 3-6 to have lunch in classrooms.</p> <p>School kitchens can operate but must comply with Government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular groups. Toilets to be used by the same bubble.</p> <p>Additional support provided to pupils who may struggle to follow the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.</p> <p>Phones used between staff to communicate between different parts of school to limit unnecessary movement, subject</p>	X					
			X					
			X					
			X					



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BAME		<p>can return to school, as can those who have family members shielding</p> <p>Pupils who remain under specialist health professional care may need to discuss their care further before returning to school</p> <p>Where a pupil is unable to attend due to complying with clinical/public health advise then immediate access to remote education should be offered</p> <p>Staff that are extremely clinically vulnerable and were 'shielding' can return to work if they maintain social distancing. Those that are clinically vulnerable should maintain social distancing as much as possible.</p> <p>Schools should be flexible in how these staff are deployed to enable them to work remotely or in roles that allow social distancing.</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p>	X					
			X					
			X					
			X					
			X					
			x					

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Individuals living in a household with a 'clinically extremely vulnerable' individual or clinically vulnerable individual	The 'clinically extremely vulnerable/clinically vulnerable' person	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	x					
Covid-19 infection-symptomatic individuals	Staff, pupils	<p>Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the <a href="#">latest government guidance</a>. Staff and parents frequently reminded of this.</p> <p>If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and advised to stay at home and self-isolate for at least 7 days from the onset of symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste. Keep self-isolating if temperature is still high. Other members of their household should continue self-isolating for the full 14 days.</p>	X	X	<p><a href="#">Refer to Public Health England on the latest isolation times and cleaning requirements</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Inform NSC as soon as possible of any confirmed cases: <a href="mailto:Sally.varley@n-somerset.gov.uk">Sally.varley@n-somerset.gov.uk</a>  <a href="mailto:Wendy.Packer@n-somerset.gov.uk">Wendy.Packer@n-somerset.gov.uk</a></p>			

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		<p>Whilst awaiting collection, young person is isolated, in a separate room with closed door where possible (ensuring appropriate supervision). If not possible, they should be kept at least 2 metres from others.</p> <p>A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs). Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.</p>	X					
			X					
			X					
			X		<p>NHS Test &amp; Trace link:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</a> or by calling NHS119</p> <p>Ensure active engagement with NHS track and trace process</p>			

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		<p>Individuals with symptoms will have access to testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> (this to be advertised to parents/ staff). Should the test result be positive, then the rest of that class/ bubble or anyone who has had close contact with that person will be sent home to self-isolate for 14 days.</p> <p>Household members of those contacts sent home do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the remainder of the 14 days or if positive inform the school and isolate for 7 days from the onset of symptoms</p> <p>Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team who will investigate/ advise accordingly. Tel 0300 303 8162 (option 1 then option 2)</p> <p><b>Parents and staff should inform schools immediately the results of a test.</b></p>	X					
			X					
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Travel to and from site	Staff, pupils, parents, members of public	<p>Parents and pupils encouraged to walk or cycle where possible</p> <p>Families using public transport should refer to the following gov guidance  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Face coverings are required at all times on public transport (for children over the age of 11). Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands immediately on arrival and dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom.</p>	X		<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">Additional advice for parents, staff and young people can be found in government guide: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></a></p> <p>Further guidance from the DfE to be published on dedicated school transport which should be followed</p>			
First Aid Cover	Staff, pupils, contractors	<p>First aid cover is continually monitored to ensure adequate cover.</p> <p>All staff informed of where the first aid boxes are kept.</p> <p>First aid certificate validity temporarily extended until 30<sup>th</sup> September 2020, by which time staff will have attended training and renewed qualifications.</p>	X		<p><a href="#">Call NHS 111 for additional clinical advice or help in a non-emergency situation (for emergency situations, 999 should be called).</a></p> <p>PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free:  <a href="https://www.gov.uk/government">https://www.gov.uk/government</a></p>			



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		<p>Children requiring first aid to be dealt with by first aiders within their group/ bubble wherever possible.</p> <p>Activity of first aiders reviewed and they act in line with Covid-19 <a href="#">government guidance for first responders</a> where applicable, e.g. when dealing with a visitor/ parent requiring first aid, where the first aider is unable to ascertain if the patient is symptom free and they are unable to maintain social distancing. Rescue breaths will not be given to adults – chest compressions only.</p>	X		<a href="#">/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>			
Non-essential meetings	Staff, Contractors, visitors	<p>Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls</p> <p>Where face-to-face meetings are required then extra space (2 metres distance where possible) maintained between individuals.</p> <p>Checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site maintained.</p>	X					

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Visitors coming to site	Visitors / Parents.	<p>Where possible face to face talks are discouraged and if they do occur by appointment only, at least 2 metres distance maintained. Records of visitors to site maintained.</p> <p>Alternative communication e.g. letters home, emails, telephone etc encouraged.</p> <p>Contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties</p> <p>Where beneficial posters displayed at the front gates to inform parents of the conditions of the day/ any arrangements that have changed since previous day</p>	X					
School trips	Staff, pupils	<p>Overnight and overseas educational trips will not currently take place.</p> <p>Non-overnight domestic educational visits will not take place during terms 1 and 2.</p>	X					
Statutory building compliance testing	Staff, Contractors, pupils	<p>Contractors: Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.</p> <p>Arrangements put in place to</p>	X					

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		<p>ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them, and where possible visits are arranged outside school hours. A record of all visitors to site is kept.</p> <p>Internal: If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire alarm system) are carried out by others, following appropriate instruction/ briefing.</p> <p>All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice on <a href="#">Managing school premises, during the Coronavirus outbreak</a> to ensure risks such as legionella are adequately controlled.</p>	X					
			X					
			X					
Fire Safety	Anyone on site	<p>Ensure adequate to staff on site to assist in an evacuation.</p> <p>Roles of key staff reviewed, and minimum adequate cover</p>	X		Please discuss any specific concerns discuss with NSC H&S team			

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		<p>maintained in the event of any staff shortages e.g. due to self-isolation. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.</p> <p>Any repositioning of desks etc done in a way so as not to obstruct exit routes.</p> <p>Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p> <p>Fire safety arrangements</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>					

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			Yes	No		Action by whom?	Action by when?	Date complete
		reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so.	x					
Concerns from all parties on the changing situation	Staff, parents, pupils	<p>Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.</p> <p>Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>• Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.</li> </ul> <p>All employees briefed and kept up-</p>	X		<a href="https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2">https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2</a>  <a href="https://www.gov.uk/guidance/re mote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/guidance/re mote-education-practice-for-schools-during-coronavirus-covid-19</a>  Planning to ensure any changes to workloads do not become unmanageable e.g. use of DfE's <a href="#">workload reduction toolkit</a> .  Consider use of school nursing team and <a href="#">health child programme</a>			

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
		to-date on procedures and given opportunity to raise concerns / make suggestions.	x					
Out of Hours use- <b>after school provision</b>	Pupils, Staff	Two smaller consistent groups will be used for ASC. During term 1 there will be no other A S clubs run on the premises this will be reviewed at the end of T1 <u>and kept under review in the future</u>	x					
External Deliveries	Staff	Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.  Hand washing after handling collections	x					
Site Maintenance	Staff, contractors	Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.  Work carried out in quiet times wherever possible and unnecessary contact with others avoided.  Regular hand washing carried out  Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular	X  X  X  X					

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
		attention to areas that have been out of regular use during lockdown.  Compliance check take place as	x					
Reduced staff numbers on site due to isolation/ working from home	Staff, pupils	Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.  Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.  Additional instruction/ information/ training given where needed to those covering changes to roles.	X          x					
Pupils with existing education, health and care (EHC) plans/ individual risk assessments	Pupils	Education, health and care (EHC) plans and individual risk assessments for pupils are reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.  For pupils in school, staff will	X          X		Risk assessments will need to be kept under review due to changing circumstances  Please refer to the latest government guidance e.g.: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a>			

<b>What hazards are present or may be generated?</b>	<b>Who might be harmed by the hazards and how?</b>	<b>What control measures/precautions are in place to eliminate or reduce the risk?</b>	<b>Is the residual risk acceptable?</b>		<b>If no to the previous question, what additional control measures/precautions are needed to manage the risk?</b>	<b>Additional control measures implemented:</b>		
			<b>Yes</b>	<b>No</b>		<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date complete</b>
		familiarise themselves with individual risk assessments/ care plans if they are supporting children they don't normally support.  If different staff or pupils are present, then staff (e.g. catering staff) familiarise themselves with any allergies of individuals.  Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task. Arrangements for obtaining/maintaining PPE stocks for these instances put in place.	X          x		<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>			