

NAS COVID Risk Assessment

Date written: 17/03/2020		
Date updated	Reason for update	Brief description of change
March 20	National Lockdown .GOV Stay at home guidance	First version in response to new pandemic conditions.
May 20	DFE Actions for education and child care settings to prepare for wider opening from June 1	Significant revision in response to Govt expectation for summer term gradual increase in onsite attendance
June 20	DFE Guidance for schools what school leaders, teachers and staff need to do during the Covid-19 outbreak	Update following May changes, reflecting Govt guidance.
Sept 20	DFE Guidance for full opening of special schools	Planning for Autumn term, following plateauing of cases nationwide and tier system.
November 20	DFE Contingency framework introduced	Minor changes to accommodate introduction of new Framework
Jan 21	National Lockdown guidance and DFE Restricting guidance attendance	Significant changes in response to Dec and Jan 2021 tier and national lockdown conditions.
May 2021	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak 10/05/21 Update	Guidance updated in line with Step 3 of the road map, including information on face coverings, attendance, educational visits, wraparound provision, extra-curricular activity, music, drama, pupil wellbeing and school inspection
September 2021	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance 27/08/21 Update\ Public Health England's COVID-19 vaccination: resources for children and young people contains information for eligible children and young people. The Joint Committee on Vaccination and Immunisation (JCVI) statement on COVID-19 vaccination of children aged 12 to 15 years (3 September 2021).	Changes to Self-Isolation for staff & pupils (vaccinated staff & pupils will no longer need to self-isolate if in contact with confirmed COVID person). Planning for Academic Year 2021/22, Newsletter to parent & Staff.

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#) and where applicable guidance for [Early Years](#), [Further Education Colleges](#) and [Special Schools](#). Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Consultation -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the School Governor and Staff members. All relevant parties of the school are to be informed of any staff members or Parent/Carers concerns.

Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.

The school have more than 80+ members and staff and to comply with the current [Schools Coronavirus \(COVID-19\) Operational Guidance](#) in the Academic Year 2021/22 and to ensure compliance with the

Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.

Limitations: Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

- Staff to follow NAS sickness absence procedure in place at the school
- Staff and Pupil attendance records maintained each day.

Vaccination

- It is anticipated that a booster vaccine programme will be rolled out from September 2021
- An announcement is expected soon about a vaccine programme for 12-16 year old pupils (Consideration and consultation will be given to how school can support pupils/parents and carers).

School Testing

- Staff -LFD testing x2 per week (start and end of week), result shared with school.
- Register of LFD test results kept.
- Pupils/students temperature checks as appropriate (high alert situations actioned immediately)

Risk assessments will be live documents reviewed as required. The following would be examples of reasons that would initiate a review:

External Indicators:

- Changes to Govt advice for schools and special residential settings
- Changes to lockdown/tier rules;
- Anything that could affect business continuity e.g. severe weather, internet outage

Internal Indicators:

- Increase / Decrease in positive results in test cases beyond agreed threshold
- Changes to staffing sufficiency due to local factors beyond our scope to manage safely
- Live data indicates need for review
- Surveys suggest need for review (staff, pupil, families)
- Summative reporting indicates need for review

<h2 style="text-align: center;">NAS Risk Assessment form</h2>		Title of risk assessment	Working at Sybil Elgar School (Corona Virus COVID 19)	Current risk rating	24
		Site / Location / address	Havelock & Woodlands Primary, Secondary & Post 16 to 22	Date of assessment	17/03/20-01/09/2021
People who have contributed to the detail of this risk assessment (continue on separate sheet if necessary): All those who may be affected including, where applicable, people supported have been consulted with during the completion of this document and arrangements.				Risk assessment reference number	SES-Act 0022
Name	Role / Position	Short description of the task or activity - a chronological list of steps for the task or activity			
Chloe Phillips	Principal	<p>As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. Currently, the incubation period of COVID-19 is assessed to be between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.</p> <p>A confirmed case of COVID-19 in the school will cause anxiety for C&YP, staff, parents & carers. Clear communication is important, directing C&YP, staff, parents & carers to reliable sources of information about CV will prove essential and helpful with managing the business needs of the school.</p> <ul style="list-style-type: none"> In line with Implementing Protective measures in Education settings11.5.20 it has been advised that shielding students must stay at home and Vulnerable pupils (underlying health need) must follow medical advice. However, each individual student's situation will be assessed and reviewed if they attend school, all decisions will be based on the student's best interests and need. Consideration will be given to this vulnerable group of students which will also include students who may have other family members in the vulnerable list. SE recognises that this COVID 19 Pandemic has placed considerable pressure and anxiety on both students and families and we will continue to key recommendations as set out in EHCP guidance https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19 IN early May the UK Government announced that after the half term holiday Reception, Y1 and Y6 could return to school. This advice does not materially impact on our current strategy at SE with the support we have already been providing to the students who have been attending school throughout the Lockdown period. On the 11th May the Government published the document "Our plan to rebuild: The Government's COVID 19 strategy which included a section in schools stating: "there is a large societal benefit from vulnerable children, or the children of critical workers, attending school: local authorities and schools should therefore urge more children who would benefit from attending in person to do so." https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people All staff at SE are keyworkers (except Admin, Catering & facilities) and as such are essential for providing safe supervision to our students as numbers of students who return to school increases, we will therefore require a safe operational level of staff in place to meet this need. Presently SE operates a staff rota system which has proved manageable and successful at meeting the needs of those students who currently attend school. Staff who are shielding, in highly vulnerable and vulnerable groups themselves or live with someone who is will not be expected to be on the rota. Staff will be expected to liaise with their line manager about this and provide medical evidence as per HR guidance. SE continues to have face to face and telephone consultative meetings with staff individually to explore collaborative mutually agreeable strategies that will enable the school to be fully operational and thus provide educational provision to all our students. Actions for Educational Settings 11.5.20 states that Special schools work towards a phased return of more children without focusing on year groups. We do not need to prioritise Nursery, R, 1, 6 and 10 as mainstreams. LFT's - Testing in School for students and Staff including ancillary staff (office, admin, Finance, caretaking, catering and Agency) We will continue to adhere to the NHS (App) guidance including Test and Trace requirements for both staff and students (please refer to the School Manual for further guidance) School premises will not be let out or used by local community groups Access to school premises for visitors will be restricted to staff only. Guidance will be sought from the Managing Director, NAS Education and Children's Services and NAS Academies Trust if there is an unannounced visit e.g. (Ofsted). 			
Lucy Burholt	Deputy Principal				
Marius Roteliuc	FE Lead Teacher				
Jeanette Read	Business Finance Manager				
Paul Kavanagh	Training/Risk Assessment Lead				

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Identify the hazards, who & what could be harmed and how					Assess the likelihood and risk				Risk (R) score 1-25
Hazard	Who / What Could be harmed / damaged	Hazardous event	Reasonably foreseeable worse case injury	Severity (S) 1-5	Existing controls: i.e. Safe systems of work, training, equipment instructions, support plans (be specific), other risk assessments i.e. COSHH, work at height, manual handling, etc.	Accidents, near-miss events, frequency of task/activity , gaps in existing controls, etc.	Likelihood (L) A-E		
01/09/21	Transmission of COVID 19 Autumn term 2021	All	Contracting CV	Vaccinated and unvaccinated staff & pupils contracting and/or spreading COVID 19 to other persons	4	<ul style="list-style-type: none">Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-Book or manage your coronavirus (COVID-19) vaccination -Ensure that the COVID-19 staff vaccination register is kept up to date during the Autumn Term 2021.-Staff to be made aware that -A booster vaccine programme is expected to be rolled out from September 2021.Where coronavirus symptoms presented Staff and Parents/Carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.Staff and Parents/Carers to be reminded to report the LFD/PCR results to NHS Test and Trace. -If the PCR test is negative the staff/pupil can return to school. -Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts. - Staff and Parents/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route.NHS Test and Trace are now responsible for contacting close contacts.Contingency framework in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.Where a parent/carer insists that a pupil attends the school, the Principal may take the decision to refuse the pupil entry into school if, in the Principals reasonable judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.	Positive test- Staff and Students contracting COVID 19 Most recent confirmed case August 2021	D	24

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						<ul style="list-style-type: none"> Where concerns are raised with the number of positive cases within the school community we will contact the DfE helpline on 0800 046 8687 selecting option 1. 			
01/09/21	Staff/Pupils identified as close contacts by NHS Test and Trace	All	Contracting CV	Vaccinated and unvaccinated staff & pupils contracting and/or spreading COVID 19 to other persons	4	<ul style="list-style-type: none"> From the 16th August 2021, staff who are fully vaccinated or pupils under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Staff/Pupils identified as close contacts will be contacted by NHS Test and Trace and advised to take a PCR test. Close contacts within schools etc. will be traced by NHS Test and Trace where the positive case specifically identifies the individual as having been a close contact. Staff/Pupils identified as close contact will not need to self-isolate while they are awaiting their test results. If the PCR result is positive, the individual must isolate, and NHS Test and Trace will work with the staff/pupil to identify their close contacts. The school will continue to keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide assistance if contacted by NHS Track and Trace. Consideration be given to continuing with staff facilities (staffroom), shared spaces (admin office space), classroom allocation including seating plans in classrooms. Contact Tracing for Step 4 Onwards Frequently Asked questions read where need identified. (https://drive.google.com/drive/folders/1X5SgRwxSIBJNnAGnT8rroKeX8rVpXEJI?form=MY01SV&OCID=MY01SV) 	Positive test-Staff and Students contracting COVID 19 Most recent confirmed case August 2021	D	24
10/05/21	Coronavirus (COVID 19)	All	Ealing has been taken out of Tier 4 restrictions. It is conceivable and/or most probable that another	Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the	4	<ul style="list-style-type: none"> Update Risk Assessment and contingency planning, key information shared with all staff, Parents, including LGB and LEA's. Monitor attendance (staff & students) to ensure safe systems are maintained. Phased/restricted system of school opening may have to be introduced and implemented. Compliance with latest guidance updated 10/05/21 https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings 	Positive test-Staff and Students contracting COVID 19 Most recent confirmed case August 2021	D	24

		<p>Lockdown may be implemented</p> <p>Contracting COVID 19</p> <p>If a confirmed case is identified in the school (students & Staff), the designated public health services will need to be informed and they will provide advice as to what steps to take:</p>	<p>elderly; those with chronic underlying health conditions; pregnant women.</p> <p>The risks to children of becoming severely ill from COVID19 is very low</p> <p>Partial or full closure of school, updated planning daily to ensure compliance with DFE and Ealing LA guidelines and recommendations.</p> <p>Outbreak of new variant of COVID 19 at school.</p>	<ul style="list-style-type: none"> • Current guidance will continue to evolve with regards to the requirements around maintaining normal school opening • Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance. • During the New national restrictions Those children whose doctors have confirmed they are still clinically extremely vulnerable will need to be educated remotely and should not attend education whilst the national restrictions are in place. Arrangements made and put in-place to ensure that the most vulnerable pupils, in conversation with parents and LA, are supported at home where appropriate if this minimises risk to their health (reviewed as Lockdown and tier criteria change) • Designated First Aider identified and onsite each day, with responsibility for the administration of medication • CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff who are CEV will work from home where possible, but if they cannot work from home should attend their workplace. An individual risk assessment will be completed for these individuals. • All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • Staff and children who have previously been identified as being within the clinically vulnerable group may continue to attend school. • Continue to promote and highlight adherence to the COVID guidelines/news events including local restrictions/impact on emergency services/provision on a regular daily basis through established systems of safe communication. • No out of school Educational activities or events for the immediate foreseeable time. • Prioritise Health & Safety issues including sensitively managing behavioural concerns to help reduce the likelihood of incidents and accidents. • Staff must continue to wear face coverings when moving around the school and on break duty outside. • Occupied rooms to be kept well ventilated as possible (by opening windows). Teachers/leaders to consider opportunities for outside learning to assist in social distancing. • Anti-bacterial wipes in all rooms. • School testing: we will explore options to share information and guidance on the training material and webinars once available. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-</p>			
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04 /0 1/ 21	COVID 19 LFT's Testing- Students	Students	Test incorrectly administered Cross contamination leading to inadequate Infection control Contact between subjects increasing the risk of transmission of COVID19	Non-compliance - students population refusing- Increase in student anxiety potential incidents of challenging behaviour towards others including act of SIB (self-injurious behaviour) Staff and students contracting virus through testing regime Transmission of the virus leading to ill health or potential death	4	<ul style="list-style-type: none"> School will continue explore options of how a face-to-face testing regime can be implemented for students, if possible this will be accordance with PHE, DFE, Gov.UK, LEA and NAS guidance. Presently such a testing system would not be feasible for numerous complications. <i>At this time, we are adopting a position of not engaging in serial testing of pupils/students because:</i> <ol style="list-style-type: none"> LFTs that are not self-administered present a risk to children who may not know, understand or have provided their informed consent for what is happening to them. Under those conditions, administering a test on a child presents a breach of their liberty given the likely need to restrain them while the test is undertaken LFTs either administered on or self-administered by an autistic child may result in physical harm to the child. Many autistic children are hypo- or hyper-sensitive and so the current guidance for test administration that involves the sense of feel is inappropriate. Injury could be sustained and is more likely because of our pupils' needs. Any sudden movement could seriously injure a child while a test is administered to them If a test were attempted on a child (either self-administered or undertaken by someone else), the likelihood of a false result is higher given the above factors In light of the above, the current balance of benefits vs costs does not present a valid argument for pupil serial testing against the current self-isolation process, particularly in the context of the National Lockdown. Staff to continue to take student temperature on arrival and continue to monitor students throughout the day – immediately alert SMT of any concerns. How can a students/parent arrange testing? A test can be booked by going to the https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or by contacting NHS 119 via telephone if they do not have internet access. Staff and students will be required to give their consent. Parents will be informed by letter if permission is required for testing at school. School will continue to follow self-isolation time scales to minimise cross contamination and infection. 	Positive test- Staff and Students contracting COVID 19 Most recent confirmed case 23/12/2020	D	24

06 /0 1/ 21	COVID 19 LFT's Testing- Staff - occupants of building	Staff, Site operative (caretaker), Catering, Admin, Agency staff, External Cleaners	Test incorrectly administered Cross contamination leading to inadequate Infection Contact between subjects increasing the risk of transmission of COVID19 Incorrect result communication Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u> Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff contracting virus through testing regime Transmission of the virus leading to ill health or potential death These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	4	<p>Protocol, procedure and systems developed to support staff with the safe administration, logging, analysis and recording of LFT testing. This will include identifying a suitable location within the Havelock and Woodlands site. An initial trial at Havelock conducted to help identify key learning and action points. NHS guidance followed with LFT regime.</p> <ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against 		A	18
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						inhalation, skin contact or ingestion of these chemicals.			
A	Safeguarding	Student	Abuse/neglect exploitation of vulnerable Pupil/student	Missed opportunity to ensure Students/pupils are keep safe from perpetrators of abuse, neglect and exploitation	4	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff aware of updated requirements Sept 2020 for Keeping Children Safe In Education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school or considered clinically extremely vulnerable. All DSLs to act swiftly and follow embedded NAS Safeguarding procedures (all staff & DSL's to liaise with Lucy B DSP/Principal with actions to be taken) School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils/students in the event of the need to evacuate the building in an emergency Reference to NAS Safeguarding Policy SO-0189. 	DSP/Principal continue to maintain appropriate confidential records. Information shared in accordance with GDPR requirements	A	18
B	Operational restrictions	Students/staff	Cross contamination leading to inadequate Infection control	Measures not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils/students circulate in corridors as pupils/students are unable to or do not observe social distancing at break and lunch times	4	<ul style="list-style-type: none"> Review classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues Circulation plans reviewed and amended. Where feasible - one-way systems are in operation. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points The movement of pupils/students around school is minimised as much as possible. Where possible, pupils/students stay in classrooms and staff move around. Year groups are organised in small groups with a Teacher & key workers and move around with them. 	No incident recorded 07/12/20 We will continue to monitor this situation.	A	18

						<ul style="list-style-type: none">• Lunch/playground breaks staggered to avoid overcrowding.• Pupils/students are briefed regularly regarding observing social distancing guidance whilst circulating.• Appropriate supervision levels are in place.• Agree how safety measures and messages will be implemented and displayed around school			
1	COVID 19 Close contact with other people are not considered CV cases and if they are feeling well, they are very unlikely to have the virus or to have spread the infection to others	<p>Students, staff, parents, carers visitors, including contact with general public</p> <p>Students, & staff who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for flu-like symptoms and can continue to attend work.</p>	<p>Contracting COVID 19</p> <p>If a confirmed case is identified in the school (students & Staff), the designated public health services will need to be informed and they will provide advice as to what steps to take:</p>	<p>Infection, hospitalisation, life limiting illness, death</p> <p>Any student, and staff that has been in close face-to-face or touching contact</p> <p>Anyone talking with or being coughed on for any length of time while the C&YP & Staff member was symptomatic</p> <p>Anyone who has cleaned up any bodily fluids</p> <p>close friendship groups or workgroups</p> <p>Any student & staff living in the same household as an infected person</p>	3	<p>Those who have had close contact with or are showing symptoms of CV will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case. SESS will follow the advice from public health services Information placed around the school that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the school and in other areas where they will be seen.</p> <p>Provide tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Instruct staff to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</p> <p>Provide soap and water and alcohol-based hand rubs in each classroom, office space and open areas. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations and in common areas to encourage hand hygiene.</p> <p>Continue routine environmental cleaning and consider additional measures in line with Public Health advice</p> <p>Brief students, staff, parents & carers, that, if COVID-19 starts spreading in the school community, anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection</p> <p>Any student and staff who develops flu-like symptoms (i.e. cough, shortness of breath, fever) should go home immediately and contact NHS services and if necessary Public Health service. If there is any reason to suspect that they may have been in contact with COVID-19, SES will seek advice from NHS, LEA and Public Health https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>	<p>As this a relatively new virus our knowledge and understand of it is currently very limited. Presently there is no solution or cure to minimise the risk of it spreading, infecting and re-infecting. School will continue to log and record all cases and suspected cases of CV infection Continue to review and update RA as necessary No previous events / occurrences / near misses</p>	E	16

2	Staff working at school/ home Shortage of basic essential Hygiene resources etc.	Students , staff, parents, carers visitors, including contact with general public	As above In addition the impact on physical and mental health and morale is unpredictable and unknown. Consideration may need to be extended	Infection, hospitalisation, life limiting illness, death There is a high probably that an unknown percentage of students including staff will contract the virus at some stage, the time span of this infection rate is another unknown. This will create a significant dilemma in planning for	4	As above Students will only to be permitted to return to school if adequate staffing is in place. Staff will be divided into groups to support designated students to minimise the risk of breaking social distancing measures. This strategy will help to minimise and prevent cross contamination Contingency if all SLT unavailable SLT will consult with Managing Director, NAS Education and Children’s Services and NAS Academies Trust (Matt Tiplin) with regard to any potential school closure due to insufficient staffing	As above	D	20			
						<table><tr><td>Criteria for closure consultation with</td><td>Partial closure to students only</td><td>Staffing sufficiency no longer supports business as usual</td></tr></table>	Criteria for closure consultation with	Partial closure to students only	Staffing sufficiency no longer supports business as usual			
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Civil unrest leading to shortages of essential basic food items Business continuity School Opening		to people using CV to profit and benefit e.g. taking extended time off, short and long term absence/attendance procedures and protocol not being followed.	school to maintain operational educational provision. At present the school has remained open. Staffing ratios to students may also make it unsafe to remain open and operational, presently this is another unpredictable unknown factor		Directorate in all cases before decision is made)		Pupils' welfare diminishes so conversations with families to support pupils' well-being on case-by-case are needed, which may lead to individuals learning from home Government advice mandates change to typical operations			
						Full closure to students	Confirmed case in school or directly linked to a member of school community. Government advice mandates closure Insufficient SLT due to self-isolation Significant breakdown in student' welfare due to anxiety or related matter Critical lack of staff for appropriate supervision			
					Criteria for reopening following a period of closure discussed with Directorate in all cases before decision is made	School has been professional deep cleaned with additional measures implemented to minimise risk of CV contamination or spreading within the environment	Reduction and/or no new cases of CV within the school population (Staff & students). Government advice for schools to start to implement reopening including phased measures and/or reduction in school numbers or specific Year groups/vulnerable students			
					The following criteria would be applied Continue to maintain all open channels of communication with staff, parents, carers, stakeholders and external professionals e.g. email text, face to face etc. Explore flexible systems of work this may involve temporary remote working of some description. Staff may require training and guidance. Explore feasibility of satellite work settings, that make use of current resources e.g. Buildings (x2 Havelock, Woodlands, etc. At some stage the NAS may review their Attendance policy, procedures and protocol, following statutory government guidance.					

					<p>SE continues to have face to face and telephone consultative meetings with staff individually to explore collaborative mutually agreeable strategies that will enable the school to be fully operational and thus provide educational provision to all our students.</p> <p>Explore and investigate the feasibility of making changes to the next academic cycle. This will most probably involve liaising with parents, carer's, stakeholders and external partners.</p> <p>Continue to maintain contact with parents, carers, LEA stakeholders and external professionals.</p> <p>Implement contingency planning action.</p>			
3	<p>Environmental, internal and external control measures</p> <p>Adherence to social distancing measures if required.</p>	Students & staff	As above including increased risk of contracting CV due to a wider range of unpredictable parameters linked to the number of students and staff attending school.	Infection, hospitalisation, life limiting illness, death	<p>4</p> <p>If required Sept 2021</p> <p>Classrooms and corridors provide limited opportunity to maintain social distancing, transitions and movement around will be coordinated by tutor teachers and keyworker for their students. Some students may find this challenging and we will collaboratively share ideas and problem solve situations as they arise to minimise anxiety for students. Supportive strategies will be added to individual risk assessment and Positive behaviour plans. This will help to enable a consistency of support for individual key students.</p> <p>Educational and community visits will be risk assessed and undertaken in accordance with DFE requirements. Students will be permitted to use the internal and external areas of the school and this will only be undertaken if a safe distance can be safely maintained.</p> <p>SLT will continue to review and implement contingency measures and planning around keeping the school population safe</p> <p>If necessary after a school closure a planned staged approach to support with transition back to school. Promote social distancing measures where possible and review following DFE advice, (it is acknowledged that this may be difficult for some students to understand and follow) Classroom organised and arranged to promote visual understanding around social distancing. No escorts/drivers/visitors including parents/carers/professionals allowed on site without the expressed permission of the Principal. It may be necessary for Fire drills will be temporarily suspended until alternative solutions have been discussed and tested.</p> <p>Students who are at high risk of demonstrating challenging behaviour or who may require Restrictive Physical intervention (RPI) to be discussed by the SLT and their individual risk assessment to be updated in line with how to avoid RPI before a student is permitted to return to school. Consensus and agreement around unplanned RPI will be discussed with staff as in an emergency staff may have no alternative other than to physically intervene and break guidance around social distancing/physical close contact, very action should be taken to prevent this from being likely. If a student presents with aggressive behaviour,</p>	As above	C	19

					breaching the close contact (endangering others) then staff should raise this with a member of the SLT and to discuss whether this student should be temporarily excluded from the should go home. Concerns around RPI and students behaviours/actions should be raised with their line manager or a member of SLT. Staff advised to take additional precaution with travel arrangement into work/school. If travelling on public transport where social distancing can't take place, wear a face mask. SE will continue to review a range of different options with regards students arrival and departure that minimise close contact such as staggered arrival and departure times. Student and Staff breaks will be staggered to better manage close contact in a confined area such as the staff room/dining hall/canteen, options will be reviewed including students eating in their classroom or outdoors in fine weather. SE may explore staggered school start and finish times to maintain social distancing when entering and leaving the building (signing in & out) Communal gatherings will be risk assessed such as assemblies.			
4	Students attend school with COVID 19 (known-not known)	Students, staff and families Leading to increase in infection rate so also applicable to the wider community	Contracting CV	Infection, hospitalisation, life limiting illness, death	4 Implement procedures to check if a student has CV like symptoms through home school diary or daily telephone call to parents/carers. These checks should include asking if a member of the household have any of the symptoms of Covid19 (high temperature or a persistent cough). If the answer is yes, the student/parent/carer will be asked to remain at home and self-isolate (7 days)until the symptoms have passed. Teaching staff to implement procedures to guide and support the students with following PHE advice such as 'Catch it, Bin it, Kill it' poster and handwashing video https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-3-prevention-and-control#exclusion There may occasionally be exceptional circumstances when the school has to enforce prompt exclusion measures, the school will continue to seek and consider advice from PHE with regards to the appropriate steps to minimise the risk of infection to others take. Some students may choose to bring their own lunches and these students will be encouraged to store in an area set aside where others won't come into contact. Students will be encouraged to wash hands thoroughly on arrival at school Teaching staff to share key information/visuals about hygiene daily with students via small group or individual PSHE sessions. Visual resources must not be shared between students (Laminate visuals to facilitate ease of cleaning, damaged resources must be disposed immediately and double bagged	As above	C	19

					<p>Staff to be aware of the CV signs to look out e.g. cough and/or high temperature (37.8 degrees Celsius or above).</p> <p>SE will explore a less intrusive systems for checking student's temperatures</p> <p>If a student becomes ill during the school day then they will need to be self-isolated, parents informed with arrangements made for them to be collected from school. If a student has been confirmed with CV follow section 3.</p> <p>Additional action may need to be taken depending on the nature and symptoms of the student's illness.</p> <p>Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell students who need to go home are thoroughly cleaned at the end of the day.</p> <p>If unwell students are waiting to go home, they will be guided to use different toilets to the rest of the school to minimise the risk of cross contamination and infection.</p> <p>Parents/carers may be advised to contact NHS direct for advice or 999 if their child becomes seriously ill or their life is at risk.</p> <p>All students coming to school should avoid all non-essential public transport travel with their parents/carers outside of school hours, minimising social interaction with the wider public will help to prevent the spread of CV within the school population</p>			
5	Staff attend school with COVID 19 (known-not known)	Students, staff and families Leading to increase in infection rate so also applicable to the wider community	COVID 19	Infection, hospitalisation, life limiting illness, death	<p>4</p> <p>Staffing numbers required for entire eligible cohort of students attending school determined including support staff such as facilities, IT, catering and office/admin staff. Which should Include at least one of the following:</p> <ul style="list-style-type: none"> • First aider/Paediatric First aider (where children under 3yrs attend) • Designated Safeguarding Lead (DSL) • Caretaker/site member • Office staff member <p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties/jewellery).</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p> <p>Staff must not to attend school if they have a temperature or they are presenting with symptoms. Staff can have temperature taken at work</p>	As above	C	19

						Staff presenting as having symptoms or have someone in their family who does to arrange to be tested https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Staff to follow guidance for social distancing . All staff to read and follow this risk assessment. Staff who are concerned about their own welfare and specific circumstances will be frequently reminded to discuss their concerns with their line manager and / or member of senior leadership team. All staff will be emailed reminded of the NAS (EAP) provision.			
6	Environment	Staff & Students	As above including potential increased risk of contamination and infection	Infection, hospitalisation, life limiting illness, death	3	All school areas (including outdoor play equipment) fully deep cleaned in holidays SE will continue to consult and liaise with students/parents/carers re packed lunch and this will be reviewed weekly as appropriate. SE will continue to provide fruit at snack time and free schools meals for students who are entitled to this provision. Cleaners employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with policy Bins are emptied daily and double bagged. Cleaning to be increased in shared common areas e.g. hall, corridors. Cleaners able to access school when no pupils staff and able to follow social distancing guidance If school learns that a student/ member of staff has tested positive for CV, SLT may take the decision to close the school / or areas of the school for further deep cleaning SE has a identified dedicated isolation area for emergency use. Facilities team to ensure external areas are clean and cleared before students arrive with periodic daily checks of external environment. Cleaning team have access to all appropriate cleaning materials and PPE for cleaning A method for staff to log/request areas/things to be cleaned at the end of each day- Cleaning request log book to be held at reception for Facilities team to check and direct cleaners on a daily basis. SLT to monitor	As above	B	13
7	Suspected case of CV in school	Staff & Students	As above and in addition unknown source of contamination	Infection, hospitalisation, life limiting illness, death	4	Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents/carers - share general information about sickness etc.	No previous events / occurrences / near misses	C	19
8	Infection control & cross	Staff & Students	As above with additional risk arising from poor or	Infection, hospitalisation, life limiting illness, death	5	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy , using PPE at all times.	No previous events / occurrences / near misses	D	20

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	contamination		inadequate procedures			<p>Students encouraged to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in Students and staff to clean their hands after they have coughed or sneezed.</p> <p>Parents/carer informed not to send their child into school or if they display signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Students who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Stagger transitions to facilitate social distancing</p> <p>Staff must not to come to work if they are presenting symptoms or have someone in their household who is.</p> <p>PPE for all staff is under consideration but is not considered currently necessary.</p> <p>The school will act within the DFE guidance in relation to this: COVID-19 Personal Protective equipment (PPE) 3.5.2020</p> <p>Staff and students may individually choose to wear face masks, following consultation and advice from SLT. However, all must be sensitive to where this may offend/cause or lead to increased student anxiety and use established strategies such as social stories and key visuals (Photos/pictures) to support where necessary. Further guidance will be sought in accordance with Implementing Protective Measures in Education Settings 11.5.20</p>			
9	Confirmed case of CV	Staff & students	As above and in addition unknown source of contamination	Infection, hospitalisation, life limiting illness, death	5	<p>Deep clean of all areas including external areas e.g. playgrounds etc.</p> <ul style="list-style-type: none"> - Inform staff - Core reminders of hygiene - Contact parents/carers – general - CV test for staff/students <p>information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</p>	No previous events / occurrences / near misses	D	24
10	Stress/Mental Health	Staff & Students	Anxiety & depression leading to LTA (long term Absence) or bouts of STA (short term absence) from work	Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by changes in body chemistry which may trigger the onset of symptoms.	2	<p>As above</p> <p>Liaise with Line Manager/HR with regards to managing and supporting stress levels or work issues which may impact on one's own ability to self-manage/control work commitments</p> <p>Consult with your GP for advice and review of treatment plan if on medication.</p> <p>Referral to OH for LTA (Long term Absence)</p> <p>Promote and ensure staff are aware of EAP (Employee Assistant Programme) support.</p> <p>Internal and external Mental Health, Resilience and Stress management support and training available (Ealing Teachers Centre) External training April 2019 Training.</p>	As above	C	9

11	Emergency Arrangements	Staff/Students	Poor communication with school LM. Staff Lone working with limited contact to other colleagues Pre-existing medical health issues and in addition accident or incident within the home which renders the staff member incapacitated and or unable to seek medical attention.	Infection, hospitalisation, life limiting illness, death Contracting COVID 19 Pre-existing medical health condition e.g. Epileptic seizure, diabetes Type, autoimmune deficiency, Mental Health/depression.	3	Daily, weekly contact by agreeable technologies e.g. telephone, email, Microsoft Teams, Zoom, Facetime, Skype etc, MSD, appraisals, reflective supervision and contact discussions. Access to NAS OH counselling provision. Staff to continue to follow NAS sickness procedures. Staff to share/disclose any key information which may render working at home unsuitable or unsafe. Follow NAS/School safeguarding procedures with regards to any information which places others (students) at risk. Use CPOMS. All staff working from home must follow GDPR guidance (LM to guide and support with maintaining compliance) Temporary adjustments to place of work including admin & teaching responsibilities and duties Support & supervision (students) Health & Safety protocol and procedures followed. Lesson planning and preparation including resource management Maintaining links with parents, carers, SMT & external professionals e.g. reports, home school communication etc. Line management responsibilities and	RA will be amended to reflect any changes e.g. if the school has to close for a prolonged period of time. Social distancing measures may have to be introduced within the work place. SMT to be kept informed of any changes	C	14
11	Students/staff with a pre-existing health or medical condition e.g. Epilepsy, Diabetes, Asthma, Hay-fever,	Staff/students	As above	As above Possible complications if Infection with COVID 19	3	As above NHS offer some excellent advice. https://www.nhs.uk/Conditions/Hay-fever/ https://www.asthma.org.uk/coronavirus/ https://www.nhs.uk/conditions/Diabetes/ https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/	As above	C	14

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	Cancer, Pregnancy etc, which may potentially place them at increased risk					<p>Continue to maintain all open channels of communication with students/parents/carers/staff e.g. email text, face to face etc.</p> <p>Explore flexible systems of work this may involve temporary remote working of some description. Staff and students may require training and guidance if it is agreed that they are able to work from home.</p> <p>Explore feasibility of satellite work settings, that make use of current resources e.g. Buildings (x3 Havelock, Woodlands, Swift Rd) etc.</p> <p>Follow NAS Attendance policy, procedures and protocol, including statutory government guidance.</p> <p>Staff sign-posted to relevant guidance and advice including PHE e.g.</p> <p>Liaise with Line Manager/HR with regards to managing and supporting stress levels or work issues which may impact on your ability to self-manage/control work commitments</p> <p>Staff to consult with their GP for advice and review of treatment plan if on medication.</p> <p>Referral to OH for LTA (Long term Absence</p>			
12	Cleaning and waste disposal	Staff & Students	COVID 19	Infection, hospitalisation, life limiting illness, death	3	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Enhanced cleaning schedule implemented throughout the school including external areas and school minibus if used to transport staff and students after each use, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of pupils/students are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Posters /signage reinforce the need to wash hands regularly and frequently, including on arrival at school. Handwashing for 20 seconds minimum encouraged. • Reinforce 'catch it, kill it, bin it' message. Use of e-bug learning from Public Health England. • Process is in place for removing and disposing/storing of face coverings when pupils and staff who use them arrive at school 	As above	C	14

13	LEA Transport	Staff & students	COVID 19	Infection, hospitalisation, life limiting illness, death	3	LEA transport should be following their own COVID 19 Pandemic procedures. Escorts and driver will be reminded that they will not be permitted with the internal school building at this time. Staff will need to adhere to 2m social distancing with transitions of arrival and departure of students.	As above	C	14
14	Start and end of day Arrangements	Students/staff	COVID 19	Infection, hospitalisation, life limiting illness, death	4	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised; where possible each student to enter individually by a designated access point. Different entrances/exits are identified and used for different groups. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating, drivers & escorts are informed that gathering at school gates needs to be minimised. Signage visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. A plan is in place for the effective and safe hand over of very pupil/student at the beginning and end at the start and end of the school day - particularly around issues of responding to behaviours of concern or signs of distress. DSLs continue to maintain a focus on vulnerable children, particularly if preparing for bubble isolation and should notify key workers (social workers, family support). 		A	12
15	Curriculum	Students	COVID 19 Restricted and limited access to learning opportunities	Infection, hospitalisation, life limiting illness, death	3	<ul style="list-style-type: none"> List of pupils/students identified, who are able to understand and access remote learning platforms if appropriate. Parental/carer permission sought as appropriate Remote learning platforms identified with training and support provided for staff and students. Teachers and Learning Assistants will prepare differentiated T&L resources for pupils/students who are unable to use online learning platform, these packs will be sent home if appropriate. Trans-Disciplinary Team will support with Behaviour, Sensory and Communication resources and strategies. It is identified that not all pupils/students will be able to engage in home/school learning – individual strategies will be collaboratively explored with parents/carers/LEA with safe feasible strategies implemented. It is acknowledged that extra-curricular activities such as External educational opportunities (swimming) will be suspended until it is safe to recommence again Daily/weekly and termly communication between home and school 		C	14

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						<ul style="list-style-type: none"> Additional consideration will be given to safeguarding measures. 			
16	Catering	Students & Staff	COVID 19 route of contamination /spreading of virus	Infection, hospitalisation, life limiting illness, death	3	<ul style="list-style-type: none"> Catering staff trained in Food handling procedures and requirements Food deliveries - packaging to be cleaned before being stored. Meals prepared on-site. Use disposable plates and cutlery implemented systems for key identified staff to collect snack and lunch from catering kitchen. Food to be consumed within each bubble group/classroom/identified area. 		C	14

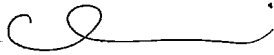
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Additional arrangements required to reduce risk:									
N o	Recommendations and actions required to reduce risk	Residual risk with additional controls			Deadline for action (Date)	Action to be completed by (name)	Monitoring arrangements Active and Reactive	Action Complete (date)	Comments / additional information
		S	L	R					
1	Key student documentation reviewed and updated (Individual Risk Assessments and Positive Behaviour Support Plans, Communication Plan, Sensory Plans etc.) to reflect strategies and support required to minimise anxiety and the impact of COVID 19 with returning to school.	5	C	24	ongoing	Psychology and MDT approach to ensure documentation is shared and disseminated to all teams	Principal and SLT to review impact and implementation		Weekly SLT meetings Evidence – document sent via email with email acknowledgement received etc
2	Differentiated individualised resources and visuals (Makaton signs, symbols, pictures, photographs and objects of reference are available and in place to promote greater student understanding	5	C	24	Ongoing	Teachers, teaching assistants, MDT, SLT	Principal, Deputy Principal, FE Manager, Lead Teacher and Psychologist	Ongoing	Weekly SLT meetings Evidence – document sent via email with email acknowledgement received etc
3	Continue to facilitate flexible and feasible alternative school functioning arrangements that enable the school to continue to remain open to support vulnerable students.	5	C	24	Ongoing	SLT	SLT	Ongoing	The situation is currently very fluid and may change on a daily basis.

4	Continue to consult with Students, Parents/Carers, staff and professionals to explore safe options to remain open and contingency planning should Lockdown return - normal school functions following DFE, PHE advice	5	C	24	Ongoing	SLT	SLT	Ongoing	Weekly SLT meetings Evidence – document sent via email with email acknowledgement received etc
5	Deep clean of all school areas over the mid-term May/June break.	5	C	24	Ongoing	Facilities Manager	SLT	Ongoing	Deep clean as required following COVID 19 any concerns
6	Confirmed case of CV within school. Inform and liaise with Managing Director, NAS Education and Children's Services and NAS Academies Trust , NAS Health & Safety, PHE, LEA, staff, students, parent's carers etc. Strategy meeting to plan and identify key actions to be taken. <ul style="list-style-type: none"> - Temporary school closure - Deep clean of building - Review RA, PPE procedures etc 	5	C	24	ASAP	Principal	SMG	Ongoing	Review RA, ensure all actions help to minimise and prevent COVID spreading.

To add more rows to this section place the cursor to the left of the line above until you see a + sign and 'click'

Management ownership - I confirm that this risk assessment is suitable and sufficient, and that it will ensure the implementation, monitoring and review of the arrangements as stated.

Managers Name	Chloe Phillips	Manager's signature		Date signed	17/03/20 Date reviewed 01/09/21	Next review due (based on risk level)	/01/22
Staff Name	I acknowledge that I have read and will to the best of my ability agree to adhere to the control measures as identified within this risk assessment	Staff signature		Date signed		Next review due (based on risk level)	

This guide will focus on three consequence / impact domains: Risk of injury (physical, psychological), risk of enforcement action and risks to the environment. Other risk domains should be considered by managers during the risk assessment process: Reputation, staffing, financial, etc. The full table is available at Appendix G.

Risk domain	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
Impact on the safety of: - supported individuals, - Staff, - volunteers or - public	Minimal injury requiring no / minimal intervention or treatment. Self-care	- Minor injury or illness, requiring minor intervention - First aid Staff time off work for up to 7 days	- Moderate injury requiring professional intervention - Hospital treatment Staff time off work for 8-14 days Impact on planned activities for 4-14 days RIDDOR/agency reportable incident An event which impacts on a small number of supported individuals	- Major injury leading to long-term incapacity/disability Requiring time off work for 15 days and over Impact on planned activities for 15 days or more Mismanagement of supported individual care with long-term effects	Incident leading to death Multiple permanent injuries or irreversible health effects An event which impacts on a large number of supported individuals
physical /psychological harm	No time off work No change to planned activities	Impact on planned activities for 1-3 days			

One you have identified the elements above you should be in a position to allocate a likelihood rating to the hazardous event/harm occurring:

Likelihood →	A Rare	B Unlikely	C Possible	D Likely / Probable	E Almost certain
	Will only occur in exceptional circumstances – Not expected to occur	Expected to occur annually	Expected to occur monthly	Expected to occur weekly	Expected to occur daily

Harm / consequence / impact						
5 Catastrophic		17	22	23	24	25
4 Major		12	18	19	20	21
3 Moderate		6	13	14	15	16
2 Minor		2	8	9	10	11
1 Minimal/Insignificant		1	3	4	5	7
	Likelihood	A Rare/ Remote	B Unlikely	C Possible	D Likely/probable	E Almost certain

Please note:

- Harm is rated 1-5
- Likelihood is rated A-E

This is to align with the NAS Risk Management risk matrix.

This system will assist you to identify the level, prioritisation and escalation of risk.

It also shows where you need to focus i.e. focus on impact or likelihood factors.

APPENDIX J

Risk Assessment - Level of risk, risk ownership, escalation and review for the 3 x 3 and 5 x 5 matrices

Local action: Insert names of the key people for your service into the table.

Risk rating 3 x 3 Matrix	1	2	3-4	6	9
Risk rating 5 x 5 Matrix	1 – 5	6 – 10	11 – 15	16 – 20	21 – 25
Risk level	LOW	MEDIUM	MODERATE	HIGH	SIGNIFICANT
Action required	Additional controls to be considered	Additional controls to be actioned	Additional controls to be actioned	Additional Controls to be actioned	Cease activity
Action deadline	-	6 months	3 months	1 month	Immediate
Sign off by (risk owner)	Local Manager	Business / Service Manager NASAT - Local Governing Body	Principal / Area Manager	National Lead Safeguarding / H&S	Director / H&S
Monitoring of risk by:	Local	Business / Service Manager	Principal / Area Manager	National Lead Safeguarding / H&S	Director / H&S
Send risk assessment to healthandsafety@nas.org.uk	No	No Discuss at SAG	No Discuss at SAG	Yes	Yes
Review	Annual	6-monthly	Quarterly	Monthly	Weekly

Useful Links Updated December 2020

As new guidance is produced weekly, please refer to www.gov.uk for updates

Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches

- Public Health England's [COVID-19 vaccination: resources for children and young people](#) contains information for eligible children and young people.
- The Joint Committee on Vaccination and Immunisation (JCVI) [statement on COVID-19 vaccination of children aged 12 to 15 years](#) (3 September 2021).

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<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/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<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/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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<https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications> (added in v2)

Keeping children safe in education 2020 – comes into force 1st Sept and references keeping children safe online whilst at home: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (added in v2)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> (added in v2, updated v7)

<https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19> (added in v4)

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19> (added in v4)

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19> (added in v4)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Additional guidance/governance Links

ACAS guidance on mental health: <https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus>

NAHT guidance on health and safety duties and schools: <https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/>

HSE guidance on working during coronavirus and related links: <https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>