

COVID-19 risk assessment – Extension of partial re-opening of school

Site / school name:	Nower Hill High School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff: <ul style="list-style-type: none"> ▪ Teaching staff ▪ ESS staff ▪ Catering staff ▪ Cleaning staff ▪ Premises / site staff ▪ Contractors ▪ Visitors to the site 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Some face to face support in secondary schools for Years 10 and 12 ▪ Ongoing provision for key worker/vulnerable children ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Louise Voden – Headteacher	Date of completion:	10 June 2020
Risk assessment approved by:	Governing Body/Staff and written in accordance with current government guidance.	Date of approval:	11 June 2020
Date risk assessment to be reviewed by:	Plans to remain under constant review. Risk assessment to be reviewed on an ongoing basis from 15/6/20 and formally at least one month from completion.	Risk assessment no:	Version 1

Record of risk assessment reviews

Date of review:	17/6/20	Reviewed by:	Louise Voden	Comments / date of next review:	Completion dates added.
Date of review:		Reviewed by:		Comments / date of next review:	
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What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff, students and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members/ persons. 	Organise class groups <ul style="list-style-type: none"> Ensure maximum numbers are adhered to. (15 per class) Minimising contact between groups where possible. Ensure students are only in school when they need to be and otherwise working remotely. If staff on timetable are unable to attend school they should follow clear sickness and absence procedure guidelines provided by HR. 	<ul style="list-style-type: none"> Carefully plan timetables Set classrooms up for social distancing Clear guidance to students and staff Ensure rooms are thoroughly cleaned at end of each day Wipes available for keyboards 	DHT T&L Site		15/6/20
		Organise classrooms and other learning spaces <ul style="list-style-type: none"> Move furniture and desks to enable social distancing between pupils. the same principle is applied to teachers' desks. Floor markings can be used as well to define transit routes or no-go spaces in classrooms. Remove any unnecessary items including soft furnishings and other items that are hard to clean. All spaces should be well ventilated using windows etc where possible. No air-conditioning to be used. SLT on duty to relieve staff if they need to use toilet facilities or wash their hands. 	<ul style="list-style-type: none"> Students, parents and carers and staff to be provided with photographs of socially distanced classroom to show what is planned Crib sheet of daily procedures to be available in every classroom in use. Instructions to all Curriculum Leaders to check all areas have been cleared Site team to open all windows of classrooms being used that day and to be left open Site team to place lidded bins in classrooms used during partial reopening 	Headteacher	12/6/20	12/6/20
				DHT SS	15/6/20	15/6/20
				DHT T&L	12/6/20	12/6/20
				Site	Daily	Ongoing
				Site	12/6/20	15/6/20
		Review curriculum provision				

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		<ul style="list-style-type: none"> ▪ Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. ▪ Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 	<ul style="list-style-type: none"> ▪ To be taken into consideration when timetable planning 	DHT T&L	8/6/20	11/6/20
		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ DfE guidance is that risk from spread of virus whilst passing in corridors is very low, so one-way system not necessary. Students to be advised to keep at least 2 metres apart in the corridors and make room for people passing ▪ Use the timetable to and selection of classrooms to reduce movement around the school as much as possible. ▪ Consider if teachers move rather than pupils ensuring that contact between different groups is minimised. ▪ Stagger break and lunch times. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. 	<ul style="list-style-type: none"> ▪ To be taken into consideration when timetable planning ▪ PPE not advised for use at school (DfE guidance) however, if students and staff wish to wear PPE it will be permitted. ▪ No assemblies will take place. Carry on with on-line student support daily messages ▪ Timetable will attempt to avoid students being on site for break/lunch service ▪ Signage to be put up to advise numbers of students and staff at one time in toilets ▪ Hand sanitiser stations at every student entrance. Students to 	DHT T&L AHT Community/ Site Site	8/6/20	11/6/20 12/6/20 12/6/20

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		<ul style="list-style-type: none"> ▪ Staff disabled toilets to be unlocked for general use and to provide additional handwashing facilities ▪ Some children may need additional support with these measures e.g. those with special educational needs. 	<ul style="list-style-type: none"> be allocated an entrance to enter and depart the site ▪ Social stories for SEND students prior to returning to lessons 	AHT Inclusion	15/6/20	15/6/20
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, dining areas and sports facilities at half capacity. ▪ If class groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together. ▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. ▪ Stagger the use of staff rooms, work rooms and offices to maintain social distancing. ▪ Limit the numbers using the staff room at any one time and minimise use as much as possible. 	<ul style="list-style-type: none"> ▪ Timetable model will minimise use of shared spaces. Cleaning materials available in rooms. ▪ Encourage use of team rooms ▪ Notices in staff room to remind staff about social distancing 	DHT T&L Site Team Curriculum Leaders AHT Community		11/6/20 12/6/20 12/6/20
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks where possible 				

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		<ul style="list-style-type: none"> Outdoor education can limit transmission and allow easier distancing between children and staff Outdoor equipment should not be used unless it can be ensured that appropriate cleaning takes place, groups do not use it at the same time and there is cleaning in between groups using the equipment. 	<ul style="list-style-type: none"> PE lessons will be theoretical only for Year 10 	SLT Link PE	5/6/20	5/6/20
		<p>Shared resources</p> <ul style="list-style-type: none"> Limit what shared resources are required and, particularly any that are taken home. Cleaning will be needed after each use where shared resources are used by different groups. Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them. 	<ul style="list-style-type: none"> Upload electronic textbooks, do not allow textbooks to be taken home Library will remain closed to students, however, a book loaning scheme will be devised to encourage students to read over the summer. 	Curriculum Leaders AHT Inclusion Book loaning scheme set up for summer. To be communicated by Librarian	12/6/20 5/6/20 29/6/20	Ongoing
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> Encourage people to walk or cycle to school where possible Highlight government advice on safe travel to parents and carers. Stagger start and finish times to limit numbers at any one time. Mark drop and pick up areas including with social distancing markers. 	<ul style="list-style-type: none"> Letter to all staff and to students to encourage them to walk or cycle to school. Timetable to avoid peak flow travel where possible Include in letter to parents of Year 10/12 and staff Accounted for in timetable planning. 	AHT Community DHT T&L Headteacher DHT T&L	5/6/20 10/6/20	11/6/20

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		Different areas may be needed for different classes and groups.	<ul style="list-style-type: none"> ▪ If parents drop off children inform them not to get out of car or come to school gate. ▪ SLT on duty at entrances at beginning and end of the day to supervise students on and off the premises. Students to be taken straight to classrooms. ▪ SLT to dismiss students from site in a socially distanced way at the end of the day. 	Headteacher	10/6/20	11/6/20
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons arising from use of reception areas. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with visitors. ▪ Potential for spread to other family members / persons. 	<p>Reception areas/visitors to school</p> <ul style="list-style-type: none"> ▪ Glass partitions are in place in both Reception ▪ Numbers of staff working in offices is restricted 	<ul style="list-style-type: none"> ▪ Glass partitions at Reception and Student Services to remain closed and locked. ▪ Plastic chairs to be used to replace material ones currently in use if requested by member of staff. ▪ Hand sanitisers to be placed in reception for visitors to use ▪ Signage to be put in place confirming this and asking visitors to speak loudly and clearly ▪ Only 3 members of staff to be allowed into Reception and Student Services offices at a time ▪ One visitor only to be let into Reception from outside at a time. 	Majority of reception staff swapped chairs back to office chairs.		15/6/20

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			<ul style="list-style-type: none"> ▪ Drop off boxes to be left in both Reception areas for visitors for them to drop off items. 			15/6/20
<ul style="list-style-type: none"> ▪ Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. ▪ Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> ▪ The school will maintain suitable first aid and where needed paediatric first aid cover. Break and lunchtimes for students limited by timetabling to avoid injuries requiring medical help occurring. ▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. ▪ All first aid equipment will always be accessible. ▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a 	<ul style="list-style-type: none"> ▪ PPE for medical room staff has been obtained ▪ Medical room staff trained and clear protocols written. ▪ Clear guidance given to medical staff regarding following policies. 	School Nurse	12/6/20	15/6/20

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		<p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> All incidents must be recorded as per the school's normal arrangements. 				
<ul style="list-style-type: none"> Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> Staff and other occupants may become contaminated via indirect contact with contaminated equipment. Potential for spread to other family members / occupants. 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> Information on measures in place will be provided at reception and key entry points. All staff will be briefed weekly as a minimum on expected hygiene standards. Students and staff to be reminded and encouraged to regularly wash their hands All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. Sufficient quantities of cleaning supplies and hand soap to be maintained. Anti-bacterial wipes to be placed in all classrooms to be used. Students to be asked to wipe down desks and keyboards at the end of lessons if room is to be reused. 	<ul style="list-style-type: none"> Signage completed Weekly reminder regarding hygiene standards to be sent each Monday morning to all staff In line with Health & safety regulations Maintain good hygiene measures which been ongoing since the start of the crisis Staff to be encouraged to report any Health & Safety issues to Site team/member of SLT on duty immediately 	<p>DHT SS</p> <p>Headteacher</p> <p>All staff</p> <p>JCI/Site team</p>	<p>12/6/20</p> <p>15/6/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>12/6/20</p> <p>12/6/20</p> <p>Staff reminded 12/6/20 and then weekly</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> ▪ More frequent wipe down of high passage area door handles, including main entrance doors, toilet doors and commonly used doors. ▪ Ensure that bins are emptied throughout the day. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. 	<ul style="list-style-type: none"> ▪ Classrooms in use to be cleaned if intended to be used again that day and at least once each day. Avoid use of classrooms by timetabling to avoid multiple groups of students using a room in one day. ▪ Toilets to be cleaned regularly through each session and at the beginning and end of the day 	DHT T&L	8/6/20	
<ul style="list-style-type: none"> ▪ Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> ▪ Staff and occupants infected by consumption of contaminated food packaging or food product. ▪ Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> ▪ Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines ▪ Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 	<ul style="list-style-type: none"> ▪ Food service will be minimal due to timetable 	Headteacher		Canteen informed 12/6/20
<ul style="list-style-type: none"> ▪ Staff and pupils may be un- 	<ul style="list-style-type: none"> ▪ Risk of injury arising from 	Emergencies				

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familiar with changes to fire safety or other emergency arrangements.	panic due to lack of clear emergency arrangements.	<ul style="list-style-type: none"> ▪ Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. ▪ A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. If you are sharing with other schools make sure any external staff are aware as well. ▪ Other emergency procedures e.g. lockdown should be reviewed as required. 	<ul style="list-style-type: none"> ▪ No changes to emergency or lockdown procedures, however Fire Warden responsibilities will need to be reviewed in case all are not on timetable each day. Train as required. Record to be kept by MH/NE 	NE/MH	8/6/20	17/6/20
<ul style="list-style-type: none"> ▪ Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> ▪ All persons at risk of Legionnaires disease from little used systems ▪ Damaged or broken items may not be identified or repairs actioned leading to injury. ▪ Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> ▪ Before school reopens: ▪ Ensure all little used water outlets are flushed through. ▪ Check and test all fire protective systems ▪ Check and test all relevant safety critical devices ▪ Carry out a visual site inspection to identify any issues that may need remedying ▪ Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed 	<ul style="list-style-type: none"> ▪ All maintenance systems have been maintained during partial school closure. Site Team have been on duty at all times. Guidance from DfE on managing partially open school premises during Covid-19 (April 2020) have been adhered to. 	JCI/Site	Ongoing	Ongoing

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		the required tests. Their use will therefore need to be postponed until testing has taken place.				
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow latest government guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. If a member of staff has helped someone who was unwell with a new, 	<ul style="list-style-type: none"> Instructing staff and students prior to wider provision Isolation area has been set up to use in medical room PPE available in medical room 	<p>Headteacher</p> <p>School Nurse</p> <p>School Nurse</p>	<p>10/6/20</p>	<p>17/6/20 flowchart sent to staff</p> <p>March 2020</p> <p>21/5/20</p>

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		The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.				
<ul style="list-style-type: none"> Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. E-learning courses can be carried out to supplement guidance as required. Ensure regular communication with staff working remotely. 	<ul style="list-style-type: none"> Remind staff of guidance Curriculum Leaders/Line managers to regularly contact staff 	HR/NE	8/6/20 Ongoing	17/6/20 Ongoing
<ul style="list-style-type: none"> Potential for harm to mental health wellbeing 	<ul style="list-style-type: none"> Staff mental health impacted as a result of Coronavirus and changes to their normal work life balance 	<ul style="list-style-type: none"> Be aware of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. Workload should be carefully managed and assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. 	<ul style="list-style-type: none"> Letter from Headteacher inviting staff to raise concerns about return to work completed and followed up by SLT links 	Headteacher SLT	22/5/20 5/6/20	20/5/20 9/6/20

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	<ul style="list-style-type: none"> Student mental health impacted as a result of Coronavirus 	<ul style="list-style-type: none"> Ensure regular communication and consultation with all staff School counsellor available and can provide resources Ensure staff know where to get additional support. School counsellor to be on site daily to help students Information to be sent to parents/carers with regard to well-being hub for students Staff to be given information about students who have suffered a bereavement 	<ul style="list-style-type: none"> Remind staff about Education Support Partnership Service at Inset Investigate buddy system for staff to support each other with any concerns Letters to parents of Year 10/12 children and to all parents List to be provided to staff 	<p>AHT Staff Wellbeing</p> <p>AHT Staff Wellbeing</p> <p>DHT Student Support</p> <p>DHT Student Support</p>	<p>15/6/20</p> <p>15/6/20</p> <p>10/6/20</p> <p>15/6/20</p>	<p>12/6/20</p> <p>15/6/20</p> <p>10/6/20</p> <p>15/6/20</p>
<ul style="list-style-type: none"> Harm from use of new or different hazardous products 	<ul style="list-style-type: none"> Contact, inhalation or ingestion injuries or illness from hazardous substances affecting all persons 	<ul style="list-style-type: none"> Ensure that any hazardous substances that are used as a result of changes to cleaning or hygiene regimes have a COSHH risk assessment. Ensure that any significant findings or precautions are shared with those using the products. It should be noted that in most if not all cases these will be lower risk items. 	<ul style="list-style-type: none"> Site team to notify if different products being used and ensure COSHH completed 	JCI	Ongoing	Ongoing
<ul style="list-style-type: none"> Clinical/contaminated waste 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 	<ul style="list-style-type: none"> Medical room waste should be double bagged in plastic rubbish bags and collected with clinical waste. 	<ul style="list-style-type: none"> School nurse to ensure appropriate procedure followed 	School Nurse	Ongoing	Ongoing

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	<p>via direct or indirect contact with carriers.</p> <ul style="list-style-type: none"> ▪ Potential for spread to other family members/ persons. 	<ul style="list-style-type: none"> ▪ If the individual tests negative, this can be put in with the normal waste 	<p>with regard to disposal of clinical waste.</p>			
<ul style="list-style-type: none"> ▪ Increased risks from coronavirus for vulnerable staff members 	<ul style="list-style-type: none"> ▪ Staff with pre-existing medical conditions or other vulnerabilities that may make them more susceptible to Covid-19. 	<ul style="list-style-type: none"> ▪ If general precautions outlined in government guidance are followed, then for most persons these should ensure that sufficient control measures are in place to manage the spread of coronavirus. ▪ Consideration should be given to summarising risk and measures by role as indicated in the persons covered section at the start of this risk assessment. ▪ Where there is a specific concern an individual risk assessment may be appropriate but this should be based on clear medical or specific need. 	<ul style="list-style-type: none"> ▪ Individual risk assessments to be completed for extremely clinically vulnerable staff ▪ Individual staff with serious concerns about return to work invited to request an individual risk assessment from their line manager. ▪ BAME staff – if male and aged 55+ should seek personal advice from their GP if they have concerns 	<p>SLT/Line manager</p>	<p>10/6/20</p>	<p>Ongoing as necessary</p>

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<ul style="list-style-type: none"> ▪ Individual pupils with challenging behaviour may pose additional risks 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers because of challenging behaviour e.g. spitting, coughing etc. 	<ul style="list-style-type: none"> ▪ Specific pupils with challenging behaviour should be identified and a risk assessment completed for each pupil with regards to the increased risk to others from the spread of coronavirus because of the behaviour. ▪ This could include pupils who would not normally require an individual approach but with the new measures in place may require an assessment. ▪ School behaviour policy to be reviewed to take account of COVID-19 and any new measures in place. 	<ul style="list-style-type: none"> ▪ School Behaviour Policy already includes putting a member of staff at risk or the health and safety of the school community at risk as a C7 sanction (Fixed Term Exclusion or Permanent Exclusion), so no further review necessary. ▪ Members of SLT will be on duty in areas of school used for teaching to help teaching staff with any challenging behaviour. 'On call' system to continue to be used. Rota for SLT staff on duty to be shared with staff on Google drive 	DHT T&L	15/6/20	15/6/20