

Coronavirus Risk Assessment – Westlands Academy

Assessment conducted by: James Newman	Job title: Principal	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Date of assessment: 12.03.20 Updates: 12.03.20 22.5.20 03.6.20 06.7.20 28.08.20 04.09.20 09.09.20 28.09.20	Review interval: On-going	Date of next review: Ongoing with government guidance

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)

	Minor Causes physical or emotional discomfort.	M	L	L
--	--	---	---	---

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

This risk assessment reflects local arrangements and school will not close unless advised to do so.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant procedures and, where appropriate, policies and including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy / Practice - Infection Control Policy - First Aid Policy / Practice <p style="margin-left: 20px;">Access to these is made available via the shared area and the school website.and Teams</p> <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ 	<p style="margin-bottom: 10px;">Y</p> <p style="margin-bottom: 10px;">Provide a simplified version</p> <p style="margin-bottom: 10px;">Y</p>	Principal	Review and amend in line with updated government guidance	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The relevant staff receive any necessary training or advice and guidance that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Regular updates through daily briefings and weekly bulletins. A simple guide to be produced for staff to follow • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/phone calls and website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Students are made aware of the school's infection control procedures prior to them returning to school, along with regular verbal and visual reminders as and when the guidance changes • School website to enable clear navigation for COVID-19 Updates for parents • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	<p>Y</p> <p>Letters sent July 20 ,Aug 20 4th Sept</p> <p>Phone calls to be made where possible on 1.9.20</p> <p>Y</p> <p>Y</p>	<p>Principal / SLT</p>	<p>1st September 2020</p>	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Students returning to school following a period of absence due to the pandemic must be aware of the procedures in place and supported to understand these. • Staff and students will be advised to wear face masks/visors should the Government recommend this for special school settings. <ul style="list-style-type: none"> - Social areas and areas where there is a number of students - To be worn in corridors during lesson change overs - No need to be worn in classrooms or corridors when no students are present or if working with a student who is in need of support and requires clear and effective communication • Staff supporting students with their personal care needs will be instructed to wear face masks, aprons and gloves and dispose of these after use. • At social times, students are to be in either dedicated classroom according to their bubble, or outside. Students are not able to gather in corridors. Students will be encouraged to spend time outside during social times. • Students to eat their lunch in the designated classroom as the dining hall is not able to enable suitable social distancing. Food menu to be altered accordingly. • The number of visitors is restricted and only to be approved by SLT. New signing in system will improve track and trace Specialist support services will be given priority and parents will be informed of visits 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>			
Poor hygiene practice	H	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash/sanitise their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are made to clean their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent 	Y	Principal	13.03.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Visitors are asked to wear face coverings and signage is up to support this • Visitor Risk assessment in place and shared with visitors • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Support for this can be found using the link below https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Portable hand sanitisers will be made available. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils should not be sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. This is to be focused in areas of high use, with regular reviews between Cleaning supervisor and Westlands Principal. Clear tick lists enable tracking of this. • The Facilities and Premises Team have a 30 day rota in place for sterile fogging of all areas of the school 	Y	<p>Facilities and Premises Manager</p> <p>Catering Manager</p>	13.3.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Facilities and Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. 				
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Thermometers that can detect temperatures without touch have been purchased and will be used if a staff member of students presents with a temperature. Any pupil or member of staff who displays signs of COVID-19, and believes they have been exposed to coronavirus, is immediately referred to the Principal (or Vice Principal) or Head of Human Resources. Clear actions regarding national self isolation is available and understood. Any concerns or queries, seek HR advice Where the designated staff are unavailable, staff act in line with the this risk assessment and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. The relevant (senior) member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where initial contact with a pupil's parents cannot be made, appropriate procedures are followed to safeguard the wellbeing of the student and that of other students and staff until contact has been made. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. 	<p>Y</p> <p>Y</p>	<p>Head of HR Principal</p> <p>Principal / SLT</p>	<p>13.03.20</p> <p>13.3.20</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and not used until this process has happened • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact the NHS to arrange a test. They can call 111 or 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately. They can call 111 or 999 if the pupil becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children and Young People with Medical Conditions Policy. • Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Staff or pupils experiencing symptoms must self-isolate for at least 10 days from when the symptoms started, not 7 days. • 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with cleaning policies, using PPE at all times. • Bins with lids are positioned in all areas of the school for staff and students to dispose of used tissues, PPE and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder 	Y	Facilities and Premises Team Principal Vice Principal	06.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Parents are informed via letter and text message not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended self-isolation period has passed, in line with local and national guidance. • School trips and student offsite visits will resume in September 2020 but with additional information added to Risk Assessments. Guidance to be developed and shared with staff in Sept 2020. • Masks are required by all students and staff when being transported by school and numbers of passengers are suitable for the vehicles to ensure appropriate social distancing is maintained. • A record is kept of students with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health. • School health, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. • Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments 		Principal / SLT	Sept 20	
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. 	Y	Chief Executive Principal		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Senior Leadership Team. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The Principal is informed by pupils' parents when pupils return to school after having coronavirus – the Principal informs the relevant staff. • Staff who are suspected of having coronavirus will be directed to arrange a virus test as soon as is possible and will be asked to follow official isolation guidance around this • The Parents/Carers of students who are suspected of having coronavirus will be requested and supported to arrange a virus test for them as soon as is possible • Staff inform HR and/or the Principal when they plan to return to work after having coronavirus. • School report any confirmed cases to the DfE helpline 0800 046 8687 by selecting the option 'reporting a positive case'. Lines are open Mon-Fri 8am-6pm and 10am-4pm on Saturdays and Sundays. • Details of any child or staff member who potentially has symptoms or illness that could potentially be COVID related needs to be shared and discussed with the Public Health Nurse immediately. • Susan Turner-Jones 07741186119 susan.turner-jones@nhs.net • If not available ring Newcastle Hub 03003038596 • The Facilities and Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 		<p style="text-align: center;">HR</p> <p style="text-align: center;">Principal / SLT</p>	<p style="text-align: center;">March 2020</p>	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Academy can refer essential workers for testing if they are self-isolating because either they or member(s) of their household have coronavirus symptoms. They can do this by uploading the names and contact details of self-isolating essential workers to secure employer referral portal. Referred essential workers will then receive a text message with a unique invitation to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site. To get a login to the employer referral portal, employers of essential workers should email portalservicedesk@dhsc.gov.uk with the following information: <ul style="list-style-type: none"> -Organisation name -Nature of the organisation's business -Region -Names (where possible) and email addresses of the 2 users who will load essential worker contact details. (2 users -Principal and Head of HR) Once employer details have been verified, 2 login credentials will be provided for the employer referral portal. 				
Lack of communication	H	<ul style="list-style-type: none"> School staff report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. The Principal liaises directly with the Chief Executive. The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. This is to be quickly and clearly communicated to stakeholders, including parents/carers 	Y	Staff Chief Executive Principal	March 2020 On-going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Schools contact their local Health Protection Team (HPT) for specific recommendations for their school, e.g. boarding schools. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. The Principal/Chief Executive contact the DfEs helpline number where required Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments Where required, maintain contact with social workers or key family support workers around safety of students. If in place use LA SPOC system - earlyhelpadmin@stockton.gov.uk or 01642 528474 Details of any child or staff member who potentially has symptoms or illness that could potentially be COVID related needs to be shared and discussed with the Public Health Nurse immediately. Susan Turner-Jones 07741186119 susan.turner-jones@nhs.net If not available ring Newcastle Hub 03003038596 COVIDoutbreak@stockton.gov.uk 		HR		
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. Where required, maintain contact with social workers or key family support workers around safety of students 	Yes	Exams Officer	20.03.20	M
Preparing for a school closure – If required	H	<ul style="list-style-type: none"> The school communicates with parents via letter and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening. 	YES	Principal /SLT	20.03.20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils are informed via tutors about the school closure and what is expected of them should they need to work from home. • The Principal puts a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing. • The Principal puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. • The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • A clear system is in place to identify how work is provided for students who have to self-isolate • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support for Looked After Children • The Facilities and Premises Manager arranges for the school to be deep cleaned in the event there is a school closure. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil. 		IT Team	20.03.20	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where required, maintain contact with social workers or key family support workers around safety of students Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments 				
Preparing for the Re-Opening of Schools	H	<ul style="list-style-type: none"> Provision is preliminary made for vulnerable students and those children of critical workers. Over time, the provision is increased, with students accessing specific areas of the school in line with government guidance, with full capacity expected in September 2020 Regular communication is shared via email and text message to parents and carers. The school communicates with parents via letter and text message and website as soon as possible about any plans to reopen the school. The Principal ensures communication with the transport service as early as possible. The Principal to work with the LA Transport services with regards to their procedures to ensure social distancing and robust hygiene. Arrangements are made to ensure students accessing specific areas of school at any one time are reduced. Handwashing and hand gel will be readily available upon entry to the site. Each classroom and other teaching/social areas will be risk assessed to ensure that social distancing can take place where this is possible. Students are timetabled with fixed groups at all times, though teachers and staff will be changing In higher risk areas, extra cleaning will be carried out to minimise risk Staff have been asked to use the staffroom sparingly and use other areas where possible In order to keep to the requirements of social distancing the dining hall will not be open. 	<p>On going but in all in place</p> <p>On going but in all in place</p>	<p>Principal Facilities and Premises Finance</p> <p>Principal / SLT</p> <p>Principal / SLT</p>	<p>July 2020</p> <p>(Keep on RA in case Schools close/partially close again – to be reviewed if happen)</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • During lunch, students will eat their meal within the classroom. • The canteen will be providing pack lunch and cold meals in September to reduce visits and time spent in the dining hall • The Principal puts a plan in place to manage staff workload during the re-opening phase. Support is offered for staff to manage their own wellbeing. • The Principal puts a plan in place for those pupils' who continue to be home educated so that there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • Student presence on site will continue to be risk assessed based on their likely behaviours and the impact this will have on <ul style="list-style-type: none"> - Their ability to adhere to expectations around social distancing - Their ability to manage and regulate their behaviours so they do not pose a risk to other students and staff • Where emergency physical intervention is used, support colleagues to put PPE on, including face shields if there is a risk of bodily fluid transmission (ie spitting) and take over the physical intervention. • Provisions will be made with the timings of the school day and the areas used to enable social distancing measures at break and lunchtimes • Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue. • The Principal works with the ICT technicians to ensure that relevant staff have access to Microsoft Teams. Webcams are placed in communal areas such as the staff room and main hall. • Tissues and suitable places for their disposal are made available in all areas of the school site. Separate pedal bins to be sourced and 	Y	Principal / SLT		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>made available. Bins to be emptied at the end of each day by the cleaning team.</p> <ul style="list-style-type: none"> • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to return to school e.g. Virtual School for CYPIOC and Transport. • The Facilities and Premises Manager arranges for the school to be regularly deep cleaned. • The school continues to manage the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupils 				
Shielded and clinically vulnerable adults	H	<ul style="list-style-type: none"> • Clinically extremely vulnerable individuals were previously advised not to work outside the home, therefore any staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow risk assessments and social distancing measures in order to keep themselves safe. • Clinically vulnerable individuals who are at higher risk of severe illness were previously advised to take extra care in observing social distancing and should work from home where possible. • Clinically vulnerable and extremely vulnerable individuals who return to school, should stay 2 metres away from others wherever possible. For those not returning, support measures should be put in place for them to access education/work remotely. • If the individual chooses to take on a role that does not allow for this distance and they have to spend time within 2 metres of other people, the individual must carefully assess and discuss it with senior management whether this involves an acceptable level of risk. This discussion will be recorded and put in the staff member's personnel record. 	Y	Principal Head of HR VP	On-going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Vacant premises	H	<ul style="list-style-type: none"> • Access to the school is restricted – additional security is arranged and put in place in line with the Security Practices • The Principal and site manager remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and pupils returning to school. • The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	If required	Principal Facilities and Premises Manager Site Manager		M
Emergencies	H	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy and Emergency plan in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • Fire Drill to be actioned as per usual arrangements. • A member of the Senior Leadership Team and Designated Safeguarding Officer are on site every day. 	Y	Principal / SLT / Office staff	20.03.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Mental Health		<p>Leadership will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p> <p>Staff will have access to Alliance Counselling Services anonymously. Regular updates will be shared to offer reassurance to staff. The opportunity to speak to a member of SLT to be available each day. Initial bubbles are based in tutor groups so that the very best pastoral support can be offered by skilled and knowledgeable staff who liaise with families at least weekly.</p> <p>Open access resources to support individual's emotional health and wellbeing</p> <p>Qwell – provides an online emotional wellbeing service for school staff including self-help resources, peer support communities and virtual counselling.</p> <p>Kooth – provides an online emotional wellbeing service for children and young people aged 11-18 years including self-help resources and virtual counselling.</p> <p>If School feel that a child, young person or their parent/carer's emotional health and wellbeing has been impacted by COVID 19 (including grief, loss, anxiety, resilience etc) and would benefit from the support School will contact our Early Help Support Officer or the Early Help Single Point of Contact to have an initial discussion regarding the child, young person, family or group's needs. This can be as part of your regular and ongoing discussions around vulnerable children and young people or outside of this process if a faster response is needed. On School's behalf, they will liaise with services to establish the appropriate intervention and coordinate their response, whilst maintaining communication with school</p>	Y	Principal/SLT Head of HR	On-going as required	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>to ensure that needs are met. To ensure a rapid response to securing support, School will not need to complete a referral form but will need to seek verbal consent from parents/carers prior to any therapeutic intervention commencing.</p> <p>Single Point of Contact (SPOC) 01642 524188/01642 526123 Email Address: earlyhelpadmin@stockton.gov.uk North Stockton & Norton – Vikki Meynell 01642 526123/ 07384 797822</p>				

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealthengland.gov.uk/covid-19-coronavirus>

Resources

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)