



**Addendum covering COVID-19 to
Health and Safety Policy**

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| Status | Statutory |
| Responsible Directors' Committee | Directors Board |
| LGB Committee | Full Governing Board |
| Responsible Persons | Mr A Hibbitt |
| Date Policy Agreed | May 2020 |
| Reviewed Date | January 2021 |
| Next Review Date | Spring 2021 |

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Version Control

| Version | Revision Date | Revised by | Section Revised |
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| V1 | Sept 2020 | D Ashmore | Replaced risk assessment with the September Wider Opening Risk Assessment Added the Addendum to the Wider Opening Risk Assessment |
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Introduction

The purpose of this addendum is to ensure staff are aware of the health and safety procedures during the COVID-19. Whilst the main Health and Safety Policy remains in place there are certain areas that require reviewing and may require carrying out differently due to the changes brought by COVID-19. These areas should be assessed and individual procedures amended where necessary in line with HSE.

ELP will support its academies with updating procedures that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective during COVID-19.

The following addendum to the Health and Safety Policy, Procedures and Guidance is required for adoption by all Exceed Learning Partnership academies.

1. General Statement of Intent

It is the aim of (Insert Academy Name) Governing Body to continue to comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation as identified in the main Health and Safety policy. Where changes have been implemented due to the COVID-19 these have been identified below, maintenance checks have continued to be carried out on key areas whilst the academies have been partially open. A wider school risk assessment has been completed and full walk round of the site prior to the academies fully opening for pupils to return back to school in June 2020.

The Governing Body of (Insert Academy Name) are committed to taking effective action 'so far as is reasonably practical' to ensure the health, safety and welfare of all the academy staff, pupils, visitors, contractors and any other person affected by its activities is not compromised due to the Covid -19 and includes: -

- To provide adequate control of health and safety risks arising from our work activities
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances in place to reduce the risk of infection
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks, and provide adequate training following changes implemented due to COVID-19
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions, including the use of PPE if required; and
- To review and revise this addendum to the health and safety policy as required

The Governing Body of the (Insert Academy Name) will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Exceed Learning Partnership has commissioned the services of North Yorkshire County Council as responsible body for providing Health and Safety support to its academies.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities.

2. Organisation

Responsibilities of the Principal

The Principal will remain responsible for ensuring that all changes in relation to managing the coronavirus in school will be implemented and all staff will follow policy and procedures to maintain the safety of staff, pupils, parents/carers and visitors on site.

The Principal may delegate the responsibilities for checking the procedures are being followed by all staff, pupils, parents/carers and visitors to the senior leaders in the academy.

Responsibilities of all Senior Leaders

Vice / Assistant Principals and school business managers may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management during COVID-19.

Responsibilities of the Site Manager/Supervisor/Caretaker

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained during COVID-19
- Additional cleaning of the premises will take place in line with the cleaning schedule, this will include additional cleaning during breaks and lunch time period.
- During COVID-19 contractors on site will be kept to a minimum, only essential works will take place, where work needs to take place safe working arrangements will be in place including additional measures to ensure social distancing is adhered to.
- PPE requirements must be discussed with the contractors prior to any works taking place.
- Adequate fire safety arrangements are reviewed and changes implemented i.e. fire evacuation points identified, checks on fire exits being clear, fire drills tested plan in place are adequate

Responsibilities of all employees:

Implementation of the changes is a management responsibility but the co-operation of all employees is essential to ensure the school site remains safe and eliminates where possible the risk of cross contamination.

All staff employed by the academy will act responsibly to ensure that:

- They attend the training on COVID-19 Health and Safety provided by the Trust
- Wash hands with running water and soap for a minimum of 20 seconds or utilise the alcohol hand sanitisers on entry into school – *COSHH Data Sheets on file*

- Cleaning hands more often throughout the school day, especially before and after eating and sneezing or coughing
- Wash hands before and after putting on PPE, especially masks
- Dispose of PPE Equipment by putting in the disposable bags and tying up
- Employees are encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste promoting the 'catch it, bin it, kill it'
- Follow all procedures implemented in relation to measures put in place to reduce cross contamination in school

3. Health and Safety Policies and Procedures

The following procedures have been adapted to take into account the COVID-19:-

- Full school risk assessment completed and controls identified to reduce contamination – see appendix 1 (risk assessments will be updated as guidance changes)
- Full site walk rounds checklist completed
- Cleaning and Hygiene controls will take place as per the individual academies cleaning schedules including additional cleaning during the day
- PPE will be available for staff if they require it, wearing of gloves all day will not be recommended as these would need to be changed many times, instead regular washing of hands will be encouraged
- PPE must be worn at all times when dealing with pupils/staff who have been identified as showing symptoms whilst in school, this includes dealing with bodily fluids i.e. vomit
- Identified space for pupil/staff member to be moved to an isolated room if showing symptoms of coronavirus
- Access to testing if staff members are showing symptoms of the coronavirus
- COVID-19 measures signs will be visible external and internally around the buildings
- Social distancing measures of 2 metre distances will be in place where possible
- One way routes will be introduced in all academies
- Staggered entry and exit of pupils will take place
- Plans in place for use of toilets to avoid crowds gathering
- Zoned areas will be identified for outside breaks and lunch periods
- Bubbles of pupils will be formed in classes and remain in these bubbles through lunch and break times
- Pupils will not be allowed to bring items from home into the academies with the exception to lunch bags, these will be wiped with antibacterial wipes in the class rooms and stored in a hygienic area
- Individual pupil packs to be issued to prevent cross contamination
- Tables and chairs will be positioned taking into account the 4 m² areas (where possible)
- Where possible, all spaces to be well ventilated using natural ventilation (opening windows) or ventilation units
- Encourage children to wear additional clothing in school during the cooler periods
- Where safe to do so, doors to be propped open to limit use of door handles and aid ventilation

- Soft furnishings will be removed from class due to the complexity of cleaning the materials
- Outdoor resources will be cleaned between sessions
- First aid stocks checked and updated where required
- Site safety checks will be completed prior to the opening of the academies to additional pupils in year groups
- Fire exits will be reviewed and plans adapted, staff trained on the nearest exit to their classroom
- Lockdown procedures will be reviewed and changes required due to COVID-19
- Staff fully aware of full and partial lockdown procedures and how to implement them.
- Staff to receive return to work meetings and records completed identifying any concerns – refer to HR Staff Guidance Returning to Work during COVID-19
- Risk assessments carried out for staff who are in the Clinically Vulnerable category and have requested to return to work to ensure it is safe for them to do so – refer to HR Staff Guidance Returning to Work during COVID-19
- Risk assessments for pupils where applicable
- Remote working will continue to take place where possible

Health and safety compliance checks identified below have continued to be completed during the partial lockdown period and records held on file: -

- Fire Alarm Testing
- Emergency lighting
- Legionella
- Monthly Temperature checks

All remaining statutory compliance checks will continue as per the main health and safety policy.

This addendum should be read and implemented alongside the documents identified below –

- ELP Health and Safety Training – Returning to School
- ELP HR Staff Guidance Returning to Work during COVID-19
- ELP Partial Closure – Fire Procedure
- ELP Covid-19 Safeguarding and CP
- ELP Home and Remote Working
- Academy Organisation Plans including building and zone plans

Policy Agreed: May 2020

Signed Executive Principal:

Signed: Chair of Directors:

Policy reviewed in autumn 2020, Next review due Spring 2021

Appendix 1 Wider School Pre Opening Risk Assessment

| Activity/ Situation | WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020 | | | | |
|--|---|---|--|---|-----|
| Location | | | | | |
| Persons at Risk | Pupils <input checked="" type="checkbox"/> | Employees <input checked="" type="checkbox"/> | Visitors <input checked="" type="checkbox"/> | Contractors <input checked="" type="checkbox"/> | |
| HAZARD(S) | <p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation | | | | |
| CONTROL MEASURES | | ADDITIONAL INFORMATION | YES | NO | N/A |
| <p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p> | | | | | |
| <p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p> | | | | | |
| Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group | Details;- | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate | Circumstances need to be assessed and if class-sized groups are not compatible with offering a full | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| should someone in the group become ill with coronavirus (COVID-19). | range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles' | | | |
| Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Siblings may be in different groups | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible staff maintain a 2 metre distance from each other, and from children | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the classroom a distance between people is maintained so far as reasonably practical | It is accepted that distancing may not be possible in primary schools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face to face contact time is reduced and limited to no more than 15 minutes duration | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Pupils are seated side by side and facing forwards, rather than face to face or side on | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff will work side on to pupils as opposed to face to face whenever possible | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where a pupil routinely attends more than one school setting i.e. dual registration or an alternative provision schools should work in collaboration and work through systems of controls to allow them to jointly deliver the curriculum for the child | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Educational and care support is provided as normal to pupils who have complex needs or who need close contact care | Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As normal schools should engage with local immunisation providers to continue to provide immunisation programmes on site as these programmes are essential to children's health and wellbeing | Schools must ensure these will be delivered in keeping with the schools control measures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unnecessary furniture has been moved out of classrooms to make more space | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large gatherings such as assemblies or collective worship with more than one group do not take place | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school | Staggered start and finish times should not reduce the amount of overall teaching time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| appointment, which should be conducted safely) | | | | |
| External entrances to classrooms are used where practical | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Break times are staggered so that all pupils are not moving around the school at the same time | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered, identify pattern used | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Schools are able to work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that it is safe to do so and are assured that such arrangements are operating within the schools protective measures | Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There may be an additional risk of infection when children are singing, chanting, shouting or playing wind or brass musical instrument's Schools should consider how to reduce the risk through physical distancing, playing outside wherever possible and limiting group sizes to no more than 15 | The sharing of instruments should be avoided Increase room ventilation where possible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social Distancing Measures Not Followed During Travel to and from School | | | | |

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| Parents and pupils are encouraged to walk or cycle to their education setting where possible | The government have announced a £2billion package to support cycling and walking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport | safer travel guidance for passengers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face coverings are required at all times on public transport for children, over the age of 11 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For pupils who are transported to school via an arranged taxi service schools need to ensure that the relevant taxi company has effective systems of control in place. | <p>Pupils must be provided with hand sanitiser on embarking and disembarking the vehicle</p> <p>Additional cleaning of vehicles must be in place</p> <p>Children under the age of 11 are not required to wear face coverings</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Cleaning/Sanitising | | | | |
| A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place, record kept of additional cleaning of spaces | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible different groups of pupils are allocated their own toilet areas. Pupils must be encouraged to clean their hands thoroughly after using the toilet | This is not a requirement if the site space does not allow for it toilets can be accessed by multiple year groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A cleaning schedule that ensures cleaning of toilet areas is generally enhanced and is in place, a record is kept of additional cleaning of toilets | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| cleaned more often than normal and record kept in place | | | | |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared Resources | | | | |
| For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared consider Pupil packs of equipment | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day with antibacterial wipes | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors | | | | |
| Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school for 10 days | Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days , and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible | Clinically extremely vulnerable Individual risk assessments are needed and guidance must be sought – <i>Advanced HR have advised Schools are classed as COVID safe and therefore currently staff will generally be expected to return to work</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible | Clinically-vulnerable people Individual risk assessments are needed and | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | guidance must be sought | | | |
| Pregnant women are in the clinically vulnerable category and are generally advised to follow the above advice | Clinically-vulnerable people Employers need to conduct a risk assessment for pregnant women in line with Management of Health and Safety at work Regulations 1999 (MHSW) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff will need to be available for work in school from the start of term. The government has set a requirement for people returning from some countries to quarantine for 10 days or the latest government guidance on their return. Schools will need to discuss arrangements for this with staff who have returned from abroad Where it is not possible to avoid a member of staff having to quarantine during term time employers should consider if it is possible to temporary amend working arrangements to enable them to work from home. | See Advanced HR Guidance for Foreign Travel Advice for Schools July 2020 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils Volunteers may be used to support the work of the school, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils | Consider longer engagement of supply staff to minimise movement between sites | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 | See Inadequate Personal Protection & PPE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | section of this risk assessment | | | |
| Sneeze into a tissue or sleeve NEVER into hands, wash hands immediately after | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Becoming Unwell | | | | |
| If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms | stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a pupil 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 Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. | If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs) | See Inadequate Personal Protection & PPE section of this risk assessment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| person subsequently tests positive or they have been requested to do so by NHS Test & Trace. | | | | |
| Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people | COVID-19: cleaning of non-healthcare settings guidance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Developing Symptoms | | | | |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit | Priority tests for staff members can be booked through the employer portal via the Trust Office on 01709 805175 In the autumn term all schools will be provided with a small number of home testing kits that can be given to parents/carers collecting a child who has developed symptoms at school Advice will be provided alongside these kits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate for 10 days if they have been in | Where staff have been in close contact with someone who | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> | <p>develops the covid 19 symptoms or close contact with someone who has tested positive, staff members can request a test. If the test returns a negative result they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop Covid 19 within the remaining days.</p> | | | |
| <p>Parents and staff are asked to inform the school immediately of the results of a test</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p> | <p>This is the case unless they have been in close contact with others who have symptoms or who have tested positive. See Above</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days</p> | <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | (COVID-19) attended the school – as identified by NHS Test and Trace | | | |
| Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious | <p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Hand Washing/Personal Hygiene | | | | |
| Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating | Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The school has considered whether they have enough hand washing or hand | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| sanitiser 'stations' available so that all pupils and staff can clean their hands regularly | | | | |
| Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | Skin friendly skin cleaning wipes can be used as an alternative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The 'catch it, bin it, kill it' approach is very important and is promoted | <p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p>NHS</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Posters are in place to show and encourage good hand and respiratory hygiene. The MindEd and e-bug website has free resources to support teaching pupils about hygiene measures | The e-bug coronavirus (Covid-19) Website | | | |
| Disposable tissues are available in each room for both staff and pupil use | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins (ideally lidded pedal bins) for tissues are available in each room | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Personal Protection & PPE | | | | |
| Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their | safe working in education, childcare and | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | children's social care | | | |
| Pupils and staff who use them are required to remove face coverings on arrival at school | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils are instructed not to touch the front of their face covering during use or when removing face coverings | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors, Contractors & Spread of Coronavirus | | | | |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where visits can happen outside of school hours, they are arranged as such | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | measures and availability of resources to effectively clean following the visits | | | |
| A record is kept of all visitors including contact details | Visitors and contractors must understand that these details will be shared if required for the purpose of NHS track and trace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Ventilation | | | | |
| Ventilate spaces with outdoor air | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible, occupied room windows should be open. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep toilet ventilation in operation as much as possible while building is occupied | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | Fire doors must not be propped open unless they have a self-closing hold open device fitted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment? | | | | |
| Have you shared the results of this risk assessment with the workforce and considered publishing it on the school website? HSE would expect all employers with 50 or more employees to do so. | | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| What is the level of risk for this activity/situation with existing control measures | | High <input checked="" type="checkbox"/> | Med <input type="checkbox"/> | Low <input type="checkbox"/> |
| Is the risk adequately controlled with existing control measures | | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan? | | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |

Have you set a timescale to review the risk assessment to ensure measures are working and action is taken to address any shortfalls?

| ACTION PLAN (insert additional rows if required) | To be actioned by | |
|---|-------------------|------|
| <i>Further control measures to reduce risks so far as is reasonably practicable</i> | Name | Date |
| | | |
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| State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment | High <input type="checkbox"/> | Med <input checked="" type="checkbox"/> | Low <input type="checkbox"/> |
| Is such a risk level deemed to be as low as reasonably practical? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | |
| Is activity still acceptable with this level of risk? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | |
| If no, has this been escalated to senior leadership team? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

| | | | |
|-------------------------|--|----------------------|--|
| Assessor(s) : | | Signature(s): | |
| Position(s): | | | |
| Date: | | Review Date: | |

Distribution:

| <i>Risk rating</i> | <i>Action</i> |
|--------------------|---|
| HIGH | Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice) |
| MEDIUM | Review/add controls (as far as reasonably practicable) & monitor |
| LOW | Monitor control measures |

Appendix 2 - Addendum to the Wider Opening Risk Assessment

| Activity/ Situation | WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020 updated 05.10.2020 ADDENDUM TO RISK ASSESSMENT | | | |
|--|--|---|--|---|
| Location | | | | |
| Persons at Risk | Pupils <input checked="" type="checkbox"/> | Employees <input checked="" type="checkbox"/> | Visitors <input checked="" type="checkbox"/> | Contractors <input checked="" type="checkbox"/> |
| HAZARD(S) | <p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | N/A |
| <p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p> | | | | |
| <p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p> | | | | |
| Teachers and other staff can operate between different classes and year groups to facilitate the delivery of the school timetable | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools can hold parents evenings based on the schools risk assessment and the systems of controls in place however guidance is as follows <ul style="list-style-type: none"> • Minimising contact and mixing between people helps to reduce | Schools will also have the discretion to require visitors to wear face coverings at these events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>transmission and you should consider how to achieve this.</p> <ul style="list-style-type: none"> Given the DfE's existing guidance to schools advises limiting the number of visitors on site, we suggest you consider an alternative to face-to-face events if possible. This could be virtual tours & events, pre-recorded videos etc. A through risk assessment is important if you do decide to go ahead with a face-to-face event, and you must ensure appropriate control measures are implemented | | | | |
| Social Distancing Measures Not Followed During Travel to and from School | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Cleaning/Sanitising | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared Resources | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors | | | | |
| <p>To ensure we identify those with coronavirus while avoiding a huge increase in demand for tests from people without coronavirus symptoms, we ask that you recommend to your pupils, students and staff who feel unwell, that they get tested if:</p> <ul style="list-style-type: none"> they develop one or more of the main coronavirus symptoms: <ul style="list-style-type: none"> a high temperature | <p>This is to avoid putting a strain on the testing facilities following the return to Schools</p> <p>As per letter from Public Health England 03/09/2020 Yvonne Doyle Medical Director</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <ul style="list-style-type: none"> • a new, continuous cough • the loss or change of their sense of taste or smell, or <p>due to the difficulty in testing young children they are recommended, where possible that they are tested by a healthcare provider (e.g. GP or nurse)</p> <p>If a test comes back as INCONCLUSIVE , then another test needs to be arranged. Whilst awaiting further test and the result the pupil/staff member needs to stay at home and not attend school</p> <p>Following issues with testing appointments It has now been confirmed that teachers and school staff and/or their symptomatic household members will be given priority for testing through the employer portal via the Trust office</p> <p>Doncaster NHS have also set up their own testing facility which can be used if the test appointment given by the employee referral scheme is not local or timely</p> <p>The NHS track and Trace app has been released and is available for download by anyone over the age of 16. Whilst we are not able to insist that staff download the app , the use of the app will support the Trust and Academies in making decisions in a timely manner</p> <p>Public Health England have produced a letter for schools to share with parents which explains when a child needs a test and what symptoms to look out for. There are also 2 posters for display in schools</p> | <p>and Director of Health Protection</p> <p>Susan Hopkins Interim Chief Medical Adviser NHS Test and Trace</p> <p>As expected it has now been confirmed that schools are not able to insist staff download the Track and Trace app due to GDPR</p> <p>Copies of the letter and posters have been sent to all academies in the Trust</p> | | | |
| <p>Shielded pupils and those who have family members that were shielding should return to school following the pausing of shielding on 1st August 2020. They will have been removed from the shielding list by their GP or specialist following consultation with their families. Their records will remain in place for contact in the event of an increase in local transmission.</p> | <p>As per letter from Public Health England</p> <p>Yvonne Doyle Medical Director and Director of Health Protection</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>Therefore, schools and colleges should welcome back children and young people who have previously been shielding unless they are:</p> <ul style="list-style-type: none"> • in a local lockdown area with specific shielding restrictions, or • have been advised to self-isolate because they, their family or a close contact have COVID-19 infection, or • they have recently been specifically advised to remain off school or college – for example with a new serious diagnosis such as active cancer | <p>Susan Hopkins Interim Chief Medical Adviser NHS Test and Trace</p> | | | |
| <p>Site User Becoming Unwell</p> | | | | |
| <p>First aid trained staff are to follow the latest HSE advice and not carry out mouth to mouth resuscitation in an emergency</p> | <p>Only chest compressions and where possible defibrillator to be used while awaiting attendance from 999</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Site User Developing Symptoms</p> | | | | |
| <p>If a pupil or staff member is displaying symptoms of Covid 19 (suspected case) schools do not need to notify Public Health England but MUST notify the Doncaster Public Health Team on 01302 734581 or PHEnquiries@doncaster.gov.uk</p> <p>AND notify the Local authority through the LA google form</p> <p><u>Trust Central Team must also be contacted to inform of suspected cases as above</u></p> <p><i>This is a change to previous full opening of schools guidance which states that “schools must take swift</i></p> | <p>Doncaster Public Health enquiries email is monitored 7 days a week</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p><i>action when they become aware that someone who has attended has tested positive for Coronavirus”</i></p> | | | | |
| <p>If a pupil or member of staff has a positive test for Covid -19 and this is a SINGLE case schools’ must notify the DFE/NHS public Health Advice Service for schools on 0800 046 8687 and selecting option 1. This new service has been introduced following a significant increase in calls to Public Health England Lines are open Monday to Friday 8.00am to 6pm and weekends 10am to 4pm</p> <p>You also need to complete the LA google form to report the positive case</p> <p>AND notify the Public Health Team on 01302 734581 PublicHealthEnquiries@doncaster.gov.uk</p> <p>Trust Central Team must also be contacted to inform of suspected cases as above</p> <p><i>This is a change to previous full opening of school’s guidance which states that “schools must take swift action when they become aware that someone who has attended has tested positive for Coronavirus”</i></p> <p><i>This guidance re-enforces the position in the joint Bio Security Centres Action Cards which states you should notify your local Health Protection Team when you are informed of a possible or confirmed case of by NHS test and Trace , staff member or a parent or carer of a pupil within the last 10 days</i></p> <p>If schools have 2 or more positive tests in children or members of staff within 10 days of each other and who are known to have been in the same class or had contact with esachother schools must call Yorkshire and Humber Public Health Protection Team on 0113 3860300</p> <p>Complete the LA google form to report positive cases AND</p> | <p>This number will take you through to a dedicated team of advisors who will inform you of what action to take and work with the school to carry out a rapid risk assessment.</p> <p>This number can also be used for general enquiries about guidance for Covid 19 in educational settings w</p> <p>ELP have produced an action plan template to detail actions to take in the event of a positive test in a school bubble following case experience at CLA</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notify the Doncaster Public Health Team on 01302 734581 or by email PHenquiries@doncaster.gov.uk (this email address is monitored 7 days per week)

Schools have been provided with an additional allocation of 10 tests for use in exceptional circumstances where a person becomes symptomatic and there are barriers accessing testing.

From 16th September schools are able to order additional testing kits on line.

Kits are supplied in boxes of 10 and you can only order replacements every 21 days after delivery of the last order

Schools have been provided a Unique Organisation Number (UON)for the reordering process

The delivery times for new supplies of the tests has now been changed to 8am to 4pm in line with school opening hours

With Public Health advice, schools will identify contacts of the symptomatic individual.

- **Direct close contacts** with a person with a positive result, for any length of time within 1m, including being coughed on, face to face conversation, unprotected physical contact, (skin to skin). This includes exposure within 1 metre for 1 minute or longer
- **Proximity contacts** extended close contact (within 2m for more than 15 minutes) with a person with a positive Coronavirus test result
- **Small vehicle contacts** travelled in a small vehicle with a person with a positive coronavirus test result

Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for household with possible or confirmed coronavirus infections

Schools must not share the names of people with Coronavirus (covid-19) unless essential to protect others

Provision of Remote Education

| | | | | |
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| <p>The Government have issued The Coronavirus Act 2020 Provision of Rempote Education Temporary Continuity Direction</p> <p>This is to provide legal certainty for all involved in the educaiton sector that schools have a legal duty to provide remote education for school aged pupils unable to attend school due to covid 19</p> <p>This legal direction was issued by the Secretary of State for Education on 30th September and legally comes into force on 22nd October and will last until the end of the Academic year (unless revoked)</p> | <p>Schools are expected to provide immediate access to remote education where a class, group or individual pupils need to remain at home</p> <p>ELP have subscribed to Seesaw and Tapestry to enure that this in in place for all pupils in our Academies</p> | | | |
| <p>Staff who are pregnant</p> | | | | |
| <p>Pregnant women are in the ‘clinically vulnerable’ category and should be in work with an individual risk assessment in place. These individual risk assessments should be reviewed with the pregnant woman at 28 weeks’ gestation (3rd trimester)</p> <p>Expectant mothers can continue to work, however greater adherence to stringent social distancing should be maintained from week 28 of pregnancy.</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Inadequate Hand Washing/Personal Hygiene</p> | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Inadequate Personal protection and PPE</p> | | | | |
| <p>In Primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, Headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| In order to reduce the risk of transmission from external sources all visitors such as Contractors, Health Specialists, Clinicians, Supply Teachers and Peripatetic Teachers must be asked to remove personal face coverings (Cloth or their own disposable) and be provided with a clean single use disposable mask. | School PPE (face mask, disposable gloves, aprons) must be made available to visitors on entry to the academy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risk is lower, and where they can inhibit learning | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In such circumstances as face coverings are allowed to be worn in school they must be worn correctly | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risk of transmission | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe wearing of face coverings requires the cleaning of hands before and after touching- including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where a face covering becomes damp it should not be worn and the face covering should be replaced | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors, Contractors & spread of Coronavirus | | | | |
| From Monday 14 th September the Government introduced the rule of 6. This rule of 6 does not apply in school or during school run out of school activities however it does apply to lettings to community groups. Schools will need to be assured that hirers of school facilities are aware of and following the rule of 6 and have an appropriate risk assessment in place. E.g. lettings to organisations such as Slimming World | https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| | | | | |
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Inadequate Ventilation

Ventilate spaces with outdoor air

As we go into the winter months and spend more time indoors and with windows and doors closed a new science based public **Hands, Face, Space** information campaign and a new video will be launched.

Wash your hands – often with soap and water for at least 20 seconds

Cover your face – reduce the dispersion of droplets

Make space- keep 2 metres apart where possible



Pupils and families who are anxious to return to school

All pupils must attend school – school must bear in mind the anxiety of parents and pupils returning to school and are being asked to work with families to secure regular attendance

Schools and Local Authorities should

- Communicate clear and consistent expectations around school attendance
- Identify [pupils who are reluctant or anxious about returning and develop plans to support them
- Use additional catch up funds and existing pastoral support services to secure regular attendance
- Work closely with other support services and professionals to support the return to school, including child's social worker if they have one.

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?

Have you shared the results of this risk assessment with the workforce and considered publishing it on the school website? HSE would expect all employers with 50 or more employees to do so.

Yes

No

| | | | |
|---|--|--|--|
| What is the level of risk for this activity/situation with existing control measures | High <input checked="" type="checkbox"/> | Med <input type="checkbox"/> | Low <input type="checkbox"/> |
| Is the risk adequately controlled with existing control measures | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan? | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| Have you set a timescale to review the risk assessment to ensure measures are working and action is taken to address any shortfalls? | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| ACTION PLAN (insert additional rows if required) | To be actioned by | | |
| Further control measures to reduce risks <i>so far as is reasonably practicable</i> | Name | Date | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment | High <input checked="" type="checkbox"/> | Med <input type="checkbox"/> | Low <input type="checkbox"/> |
| Is such a risk level deemed to be as low as reasonably practical? | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| Is activity still acceptable with this level of risk? | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| If no, has this been escalated to senior leadership team? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Assessor(s) : | | Signature(s): | |
| Position(s): | | | |
| Date: | | Review Date: | |
| Distribution: all staff | | | |

| <i>Risk rating</i> | <i>Action</i> |
|--------------------|---|
| HIGH | Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice) |
| MEDIUM | Review/add controls (as far as reasonably practicable) & monitor |
| LOW | Monitor control measures |

POTENTIAL OUTCOME

| | |
|---------------|---|
| Catastrophic | Fatal injury/permanent disability |
| Major | RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence |
| Moderate | RIDDOR reportable over 7 day injury |
| Minor | Minor injury (requiring first aid) |
| Insignificant | Minor injury |

LIKELIHOOD

| | |
|---------------|----------------------|
| Highly likely | More likely to occur |
| Likely | ↓ |
| Possible | |
| Unlikely | |
| Remote | Less likely to occur |

POTENTIAL OUTCOME

| | | | | | |
|---------------|--------|----------|----------|--------|---------------|
| Catastrophic | | | | | |
| Major | | | | | |
| Moderate | | | | | |
| Minor | | | | | |
| Insignificant | | | | | |
| | Remote | Unlikely | Possible | Likely | Highly Likely |

LIKELIHOOD