



## Addendum covering Covid-19 for Health and Safety Policy



<b>Status</b>	<b>Statutory</b>
<b>Responsible Directors' Committee</b>	<b>Directors Board</b>
<b>LGB Committee</b>	<b>Full Governing Board</b>
<b>Responsible Persons</b>	<b>Mr A Hibbitt</b>
<b>Date Policy Agreed</b>	<b>May 2020</b>
<b>Reviewed Date</b>	<b>September 2021</b>
<b>Next Review Date</b>	<b>Spring 2022</b>



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Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V1	Sept 2020	D Ashmore	Replaced risk assessment with the September Wider Opening Risk Assessment Added the Addendum to the Wider Opening Risk Assessment
V2	September 2021	L Burton	<b>Section 1</b> updated to September 21 <b>Section 2</b> updated to reflect latest guidance <b>Section 3</b> updated to reflect latest guidance <b>Appendix 1</b> updated to latest Risk Assessment template September 21 <b>Appendix 2</b> removed as not now applicable



## 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 **September 2021**.

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 Academy 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 follow the Academy safe working Covid-19 arrangements.
- If local measures are in place PPE requirements must be discussed with the contractors prior to any works taking place.
- In the event of Local Restrictions being in place, 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:

Covid-19 operational Risk Assessments will be reviewed in accordance with any changes made by the Government, DFE or Local Public Health Inspectors. 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 any training on COVID-19 Health and Safety provided by the Trust
- **Continue to** wash hands **regularly** 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
- s
- 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 **updated to take into account the most recent DFE and Government Guidance for 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
- **Staff can continue to wear a face covering when walking around the academy or when meeting people, they do not normally come into contact with on a daily basis.**
- 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
- COVID-19 measures signs will be visible external and internally around the buildings
- 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
- First aid stocks checked and updated where required
- **Fire exits will be reviewed and plans adapted in the case of Local restrictions being put in place that impact on the normal evacuation procedures.**
- Staff **who have been absent due to testing positive for covid-19** will receive return to work meetings and records completed identifying any concerns or adjustments required to support their return to work - refer to HR Staff Guidance Returning to Work during COVID-19



- Risk assessments carried out for staff who are in the Clinically Vulnerable category will be reviewed in the event of Local Restrictions or advice from Public Health

Health and safety compliance checks identified below will continue to be completed during any local Restrictions being put in place 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.

In the event of Local restrictions being placed on the Academy, this addendum should be read and implemented alongside the documents identified below –

- Operational Risk Assessments
- 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 2021, Next review due Spring 2022



## Appendix 1 Wider School Pre Opening Risk Assessment

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM SEPTEMBER 2021				
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 <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ Contact Between Individuals</li> <li>✗ Inadequate Cleaning/Sanitising</li> <li>✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Arrangements for Boarding Schools During Pandemic</li> </ul>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> 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>In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>					
<b>Contact Between Individuals</b>					
It is no longer necessary to keep children in consistent groups ('bubbles')			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can mix at breaks and lunchtimes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your commercial insurance provider, the Risk Protection Arrangement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	(RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation			
Schools can undertake educational day visits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits do not take place before the start of the autumn term		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra-curricular provision can be found in the guidance for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	<a href="#">Cleaning of non-healthcare settings outside the home</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



etc. regularly checked and additional supplies requested as necessary				
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul>	Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a> . We would encourage all individuals to take a PCR test if advised to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>health might advise a setting to temporarily reintroduce some control measures</p>				
<p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting</p>	<p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</p>	<p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	assessments and communicating with staff and parents.			
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on <a href="#">Supporting pupils with medical conditions at school</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CEV colleagues currently undertaking amended duties to enable them to work fully from home can now consider with their manager a return to normal duties on a risk assessment basis with specific factors to be taken into account including:</p> <ul style="list-style-type: none"> <li>➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role;</li> <li>➤ they <b>should not</b> provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid;</li> <li>➤ continuation of the current amended duties for the time being may be appropriate depending on the risk assessment</li> <li>➤ arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced.</li> </ul> <p><b>Colleagues in their third trimester of pregnancy</b>          For colleagues in their third trimester of pregnancy (i.e. from 28 weeks) we have been following the same guidance as the for CEV colleagues so the approach outlined above should also be followed for these colleagues</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.	Read about the: <a href="#">extra mental health support for pupils and teachers</a> , <a href="#">Wellbeing for Education return programme</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p>	<p><a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing</p>			
<p><b>Site User Becoming Unwell</b></p>				
<p>If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice</p>	<p><a href="#">Symptoms of coronavirus (COVID-19)</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The room used by the pupil awaiting collection should be cleaned after they have left</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p>	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Site User Developing Symptoms</b></p>				



<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p>	<p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do</p>	<p><a href="#">When to self-isolate and what to do - Coronavirus (COVID-19)</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Inadequate Hand Washing/Personal Hygiene**



<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Help given to pupils with complex needs to clean their hands properly</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap &amp; water for a minimum of 20 seconds</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b>. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion</p>	<p>Skin friendly cleaning wipes can be used as an alternative</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p><b>CATCH IT</b>   <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b>   <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b>   <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p>	<p>The <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Personal Protection &amp; PPE</b></p>				
<p>Face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)</p>	<p>This is covered in the Outbreak Management Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately			
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires 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 carefully		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				



Key contractors are made aware of the school's control measures and ways of working		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival		<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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<p>This can be achieved by a variety of measures including:</p> <p><b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<b>Natural ventilation</b> – if necessary external	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	opening doors may also be used provided this doesn't compromise safeguarding measures			
Where possible, occupied room windows should be open		<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	Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a> .	<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 assist with creating a throughput of air	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"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	increased fire and electrical risk			
<b>Arrangements for Boarding Schools During Pandemic</b>				
Where pupils travel from abroad to attend a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pupils travelling to England must adhere to <a href="#">travel legislation</a> , details of which are set out in <a href="#">government travel advice</a>	Additional guidance has been issued on the <a href="#">quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils travelling from amber list countries may quarantine at home or at accommodation provided by their school for 10 days	The rules for pupils travelling from amber and green list countries are different and are explained in the <a href="#">rules for entering guidance</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	<a href="#">Guidance on isolation for residential educational settings.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils should not use public transport if they are symptomatic	If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the <a href="#">safe working in education childcare and childrens social care settings</a> guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



In the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible	Decisions will be made on a case-by-case basis. They will need to remain open to those who: -have particular needs that cannot be accommodated safely at home -do not have suitable alternative accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home	Settings should prioritise staffing towards the most vulnerable pupils and students	<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		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"/>
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
State overall risk level assigned to the task <b>AFTER</b> 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"/>
<b>Assessor(s)</b> :		<b>Signature(s):</b>		
<b>Position(s):</b>				



<b>Date:</b>		<b>Review Date:</b>	
<b>Distribution:</b>			