

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Edge Grove School Date 03/09/2020

Who to contact: Martin Sims - Bursar Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## **Phased Return to School Policy**

*This policy is updated as of 6<sup>th</sup> November 2020 and has been approved by the Board of Governors.*

### **Introduction**

Following the initial phased return for specific year groups in June 2020 and the reduced but full re-opening to all pupils in September 2020, Edge Grove continues to follow Government guidance and, during the lockdown period in November 2020, is continuing to operate as per the initial functionality offered in September, with certain operations modified and updated following the imposition of “Lockdown 2” and the revised guidance issue to schools on 5<sup>th</sup> November 2020.

This policy will remain in place until all staff and pupils are able to safely return to school and are operating as normal in a fully open, safe and secure environment with no COVID-19 related restrictions.

As we have all become aware over the preceding period, this may still take many months to achieve and so a phased return for all pupils will require patience, resilience and considerable effort to ensure the school environment is safe, at all times, during transition.

Our aim is to operate the school as close to normally as is feasible, while ensuring that all the necessary controls are in place to safeguard the safety and well-being of everyone in the school community. Our pupils will continue to experience the full curriculum at each stage of the School and we will put in place ‘proportionate protective measures for pupils and staff’ to manage risks.

The School recognises that as we transition back towards a “normal School environment”:

1. Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.
2. We hold the prime responsibility for ensuring the safety of, first and foremost our pupils but also and as importantly:
  - a. Staff and volunteers;
  - b. Parents and guardians;
  - c. Guests and visitors;
  - d. Contractors and delivery services.

Whilst the School recognises and embraces these obligations and responsibilities, achieving this objective requires the active collaboration of all members of the School community. Ultimately, all need to recognise that ensuring that Edge Grove is a safe environment in which to operate and learn is the responsibility of every member of that community.

This policy, as well as the revised school operation in all areas, is based upon and is supported by the following documents:

1. Government guidance for the re-opening of schools – as updated on 5<sup>th</sup> November 2020. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. This guidance is in 5 sections:
  - a. Prevention / minimisation of risk of transmission
  - b. School Operations
  - c. Curriculum, behaviour and pastoral support
  - d. Assessment and accountability (much of which is not applicable to Edge Grove)
  - e. Contingency planning to provide continuity of education in the event of a local outbreak
2. Government guidance in other areas as this may apply to the reopening and continued operation of schools.
3. General Risk assessment for reopening of the School.
4. Specific Risk Assessments for Buildings, Departments, Year Groups/“Bubbles”, Classes and Activities to ensure individual circumstances are adequately covered by assessments.
5. Analysis and Planning Guidance.

## **Planning the phased return and transition to school**

Good planning and management are fundamental to the success of the phased return. Effective planning and consultation with all stakeholders including insurers, governors, staff, parents, pupils and contractors is essential. The level of detail is considerable and will involve all staff in ensuring this policy is implemented and complies with the strict rules set out in the school's risk assessments and planning.

### **COVID-19 points of contact:**

The COVID-19 point of contact and COVID-19 Coordinator for the school is Jacquie Horrocks, HR & Compliance Manager, and her main responsibilities are:

1. Reading and assessing daily government, DfE, NIHP/PHE and ISBA bulletins.
2. Reviewing how information is passed and key messages and issues highlighted.
3. Liaising with SLT and the IMT as needed to ensure messaging is clear, regularly updated and authorised for communication.
4. Maintaining a complete record of all COVID-19 documents, publications and communications.
5. Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
6. Daily lesson learned debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

The IMT, or sections thereof, will meet as the COVID-19 Planning and Advisory Team (CPAT) will meet at least weekly to review matters or as changes are required. The full IMT consists of:

1. SLT
2. School Nurse(s);
3. Estates Manager;
4. Network Manager;
5. Head of Digital Learning;
6. Head of Boarding/Director of Sports;
7. Admissions Manager;
8. Head's PA;
9. HR & Compliance Manager.

### **Phased return to school:**

Currently government requirements during "Lockdown 2" are that, whilst recognising that the safety of children and staff is of the utmost priority, schools should remain open to all pupils.

It is important to note that The School's insurers have stated that Government guidance should continue to be followed unless the School's individual circumstances dictate otherwise.

The return towards "fully open" envisages 6 stages, if the conditions are safe, through the following:

1. Fully Closed No one on site except residents, security and maintenance staff.
2. Open R Teaching is all achieved remotely.
3. Open K Key staff and vulnerable children in school. All other teaching remote.
4. Open T In transition: some teaching in school and some remotely. No Boarders.
5. Open Business as usual: with caveats – no visitors or trips. Including Boarders
6. Fully Open Business as usual: no travel or trip restrictions.

*As at November 2020, the School remains at stage 5: "Open"*

### **Risk assessments**

The school is required to carry out either a single combined risk assessment or a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. Edge Grove has undertaken a series of risk assessments in a pyramid of documentation based upon a single generic assessment for all school operations, which is then supported by specific documents detailing the assessment elements for each area of the School and activities. The Pre School is separately risk assessed. As the School has more than 50 employees, the COVID-19 risk assessments will be made available to all staff and to adult members of the School's community on the School's website. All risks assessments drawn

up at the time of the September 2020 re-opening have been reviewed and updated as a result of amended Government guidance issued on 5<sup>th</sup> November 2020.

Assessing COVID-19 is particularly complex as the outcome of the varied elements of the risk assessment for one group within school e.g. departments, year groups, classes and activities may impact on other groups e.g. teaching staff, support staff, visitors and contractors (as required) and pupils of other age groups. Therefore, it is key that each element of the risk assessments complement all the others to ensure risks are identified and properly mitigated across the school.

The risk assessments will require daily revision and should include but not be limited to:

1. Social Distancing (SD) and other hygiene rules communicated, understood and applied. Staff to be reminded of their role model status in this regard.
2. Staff and pupils reminded and checked to ensure they are complying with hygiene and SD rules.
3. Whether there are sufficient supplies of hygiene materials and are they well placed around the school.
4. Has the cleaning regime been regularly re-assessed and, if necessary, revised?
5. Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
6. Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
7. Are SD rules different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
8. Are procedures and protocols for pupils using the minibuses communicated, understood and applied?
9. Removing where possible soft toys, furnishings and items that are hard to clean.
10. Is the re-allocation of indoor and outdoor space working?
11. Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?

Note that the school is responsible, via the Health & Safety Officer and the COVID-19 coordinator / Officer, for:

1. Updating Safeguarding, Behaviour Management, Code of Conduct and medical policies and procedures so staff and pupils feel safe.
2. Regularly accessing Government advice and ensuring changes are incorporated into assessments and plans as appropriate.
3. Consulting regularly with staff on plans for re-opening and changes to operation.
4. Ensuring that changes are regularly reviewed by governors and communicated to staff, pupils and parents.
5. Consulting with insurers prior to the school re-opening and / or plans are amended.
6. Ensuring that the School's medical staff have early liaison and active engagement with the local Health Protection Team (HPT)
7. Revising the policy for those wearing (or not) PPE.
8. Updating emergency procedures, fire drills and assembly points.
9. Re-assessing that access to school is controlled effectively and details of visitors etc (as permitted) are recorded.
10. Ensuring that plans for all school events are coordinated and are appropriate for the pandemic situation at the time.
11. Preparing contingency plans in place for the transition to full opening (or re-closing), recognising the potential impact of missing staff and/or third party contract providers due to Covid-19 concerns and procedures in lockdown.

### **Space management**

Departments and schools must consider the following as part of the planning and risk assessments:

1. Contact and mixing even within bubbles are minimised.
2. Maximum use of outdoor spaces.
3. Altering classroom layout with desks facing forward and as far apart as practicable where there is no space for them to be 2m apart.
4. Changing timetables so that assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered as far as is practicable.
5. Maintenance of year group bubbles of pupils.

6. Pupils to remain in class groups or year group bubbles at all times during the day with a teacher or own set of teachers / assistants. As far as is practicable, specialist teaching will be carried out by the teacher moving to the pupils and not the reverse. Where the need to use specialist equipment or facilities makes this impracticable, rooms must be cleaned between bubble use.
7. Bubbles stay away from other people and groups.
8. Where possible in and out routes are identified in buildings.
9. Spaces such as halls are only used with social distancing in place and without mixing of bubbles.
10. Groups are staggered through the indoor and outdoor spaces.

Some risk assessments refer to specialist medical issues noting the importance of GDPR rules:

1. Who has pre-existing medical conditions or the potential for heightened risk due to their genetic background (including, but not limited to staff and pupils from a BAME background) and are they fully declared?
2. Have all vulnerable pupils, parents and staff been identified and recorded?
3. For those tested positive for COVID-19 is it recorded (for elimination purposes)?
4. Who has come into contact with anyone tested positive to COVID-19?
5. Who has been sent home with COVID-19 symptoms (a new continuous cough, a high temperature, a loss of, or change in, normal sense of taste or smell (anosmia))?

### **Update to Behaviour Management Policy**

The following additional elements are included as an appendix in an updated Behaviour Management Policy and are now a requirement for all pupils:

1. SD rules (which may vary for various activities) such as play, games, drama, music.
2. SD rules (which may again vary) for classroom, playgrounds, boarding house etc.
3. Hygiene rules:
  - a. "Catch it, bin it, kill it".
  - b. Wash hands for 20 seconds"
    - i. Before arriving at school and immediately after arriving at home.
    - ii. At every break.
    - iii. After all visits to the toilet and before / after meals.
4. Rules for breaks, lunch and hydration.
5. External socialising rules for shopping; parties; games and play.
6. Tracing. All pupils, parents and staff log their travel details other than home and school.
7. Minimise all contact and mixing outside your bubble during breaks.

### **Planning for incidents/ emergencies**

The School recognises that existing plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, the Health & Safety Officer and COVID-19 Coordinator / Officer should ensure that variations to existing emergency procedures are agreed for:

1. Fire.
2. Accidents and injuries.
3. Infection during school hours, their isolation and return to home procedures.
4. Other emergency evacuation.
5. Security.
6. Severe weather that limits pupil's learning, exercising or playing outside.

### **Inclusion for people with a disability**

The School will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies.

## **During school**

Once the documentation and plan have been agreed (including governors and insurers) emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:

1. Ensuring communication channels and messaging are working and regularly reviewed and updated.
2. Systems to communicate with parents and staff that have not returned to school for fear of infection.
3. Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
4. Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) supervised for SD rules.
5. Maintaining information on bubbles / social class / activity groupings and where pupils / staff have travelled from (other than home and school) thus ensuring that adequate contact tracing is available as and when needed.
6. Ensuring different bubbles are supervised throughout and timetabling, length of the school day and exposure to other age groups is monitored and safe.
7. Enforcing rules / procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
8. School transport arrangements including SD, hygiene, PPE and cleaning.
9. Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, parents remaining in vehicles.

All staff and pupils and, where necessary and approved in advance, parents, visitors and contractors will be given a COVID-19 written brief before arriving at school and a verbal induction as they enter school for the first time in September 2020 that covers:

1. Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
2. SD and hygiene rules.
3. Key contacts and locations (including isolation and health check areas).
4. Communications protocols and reporting procedures.
5. Pinch points, site hazards and agreed control measures.
6. Site specific instructions: speed limits, drop-off and pick-up, parking areas etc.
7. Emergency arrangements (including contingency plans).
8. Any specific clothing, nametags, PPE for certain groups such as visitors and contractors.

**Martin Sims**  
**Bursar & Health & Safety Officer**  
November 2020

Description of Activities: Phased Re-Opening of School to all pupils – Updated November 2020 - during “Lockdown 2”. GENERAL OVERVIEW. Doc 3A – Updated information highlighted in Yellow

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 06/11/2020	Date of Review: Daily throughout Pandemic
Residual Risk	ACTIONS TO TAKE		
Low Risk	No further action required and activity may take place		
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?		
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.		

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
<p><b>ALL HAZARDS</b></p> <ul style="list-style-type: none"> <li>Potential spread of Covid-19. <b>Severe illness / death</b></li> </ul>	<p>Staff, pupils, parents, visitors &amp; contractors</p>	<p>This risk assessment forms a constituent element of the School’s overall risk assessment strategy with regard to School operations during the Covid-19 pandemic and the ways in which the operation of the School is varied due to the pandemic. It is designed to complement and not replace existing risk assessments unless these need to be superseded by Covid related actions and protocols.</p> <p>The complete set of risk assessments and supporting protocols is designed to follow Government Guidance as published and updated and they will collectively outline the actions that the School will take in response to all pupils and staff returning to site from September 2020 during the Covid-19 pandemic. They are grouped into ‘prevention’ and ‘response to any infection’:</p> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE) - applies in specific circumstances</li> </ol> <p><b>Items 1 – 4 will be in place at all times in all areas of the School operations and item 5 will be considered at all times and in all places and measures put in place as appropriate</b></p> <p><b>Response to any infection:</b></p> <ol style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice</li> </ol> <p><b>Items 7-9 will be followed in every case where these are relevant</b></p>	

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.		<p>Safeguarding policy and associated procedures/protocols are updated annually in September or as needed. Update for Sept 20 will include updated references to KCSIE 2020 once that document is formally released. School procedures are enhanced during the Covid pandemic with consideration of known vulnerable children and the provision of additional services for them including boarding on a no-charge basis as needed.</p> <p>Staff and pupil welfare is a major focus of the pastoral provision of the School and initiatives are in place to address any members of the community experiencing concerns or feeling unsafe. Pupils will receive in-depth and age appropriate guidance and information as to the nature and impact of Covid; staff are made aware of the Employee Assistance Programme, which has this year been enhanced with a new dedicated offering from Aviva.</p>	N
Government advice not being regularly accessed, assessed, recorded and applied.		<p>Accessing and dissemination of all updated or new guidance is tasked to the HR &amp; Compliance Manager acting as the Covid-19 Coordinator and she is supported in this responsibility by the Bursar / Health &amp; Safety Officer. The Head and these members of staff opt in to receive Government and DfE updates. The Bursar receives regular updates through the ISBA.</p>	N
Changes not regularly communicated to staff, pupils, parents and governors		<p>Communication of all changes internally is the mandated responsibility of the Covid-19 Coordinator and the Bursar who is also Clerk to the Governors and responsible for communication with the Governors. Communication with parents is authorised by the Head and administered by the front office staff.</p>	N
Changes to assessments, procedures and other important matters not reviewed by Governors		<p>All significant variations to any academic or procedural aspect of the School is always tabled to the Governors for approval prior to enactment; this may be for a specific meeting or simply circulated by email for comment. Assessments carried out at EG are not public examinations but are used for internal tracking.</p>	N
Insurers and / or brokers not consulted with school's re-opening and / or amended plans		<p>Hettle Andrews, insurance brokers, are kept fully apprised of all aspects of the return to school and they in turn liaise with insurers on the School's behalf. This is facilitated by the Bursar and HR &amp; Compliance Manager.</p>	N
Suspended services and subscriptions or contract provision not re-set or updated due to new needs in time for return to school.		<p>Minimal services actually suspended although some had been reduced. All are now re-commissioned back at full operating and pre-Covid levels.</p>	N
Access to school not controlled effectively and visitors' (as permitted) details not recorded.		<p>Policy adopted of restricted access to parents with appointments, which will be limited in number; prospective parents who will only be able to tour the exterior of the school facilities and then only at times when pupils are not in the vicinity or only access areas where pupils are not present. Front gates on the driveway are closed and are only available to exit the School this restricting visiting traffic. All booked visitors and contractors will be required to complete a Visitor's Health Questionnaire within 24 hours of their planned arrival.</p>	N

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.		School Health Centre staff will lead Inset and a briefing on use of the NHS Test and Trace will be included with emphasis on the importance of providing personal data both by staff when visiting other establishments and for all visitors visiting EG.	N
No liaison with local authority and health protection team		Medical staff maintain existing relationships with local authorities including the local HPT.	N
Record of names of pupils / staff in their groups / bubbles, locations visited, seating not updated on a regular basis.  Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.		Contract tracing procedures in place and all classroom seating plans maintained. Trial exercise in contact tracing carried out by IMT. Year group bubbles maintained and all members and staff teaching in those rooms may be deemed as "close contacts".	N
Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated or applied.		Staff will receive updated induction prior to the start of the Autumn term. This will be essential for those staff who have not been at School since March and also for staff who were on site in the Summer Term as there will be many changes to the processes that had been in place in the summers. Updates and reminders will be circulated weekly or as needed by the Covid-19 Coordinator. Provision on site for hand washing and personal hygiene is copious and wide ranging across all areas. Reminders on all rules including ventilation issued November 2020 to reinforce message and conflict of interest with external temperatures.	N
SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?		All areas of the School will be briefed on Social Distancing requirements for both children and staff. Play, games, PE, Drama and Music along with other departments and activities are all separately risk assessed and protocols for their provision drawn up and adherence to these closely monitored by SLT and Heads of Department. Safety precautions included within all briefings from September.	N
Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination		Staff and Pupils are reminded of the requirements to reduce all possible opportunities for mixed bubbles. It is acknowledged that, despite best attempts, the younger pupils will not realistically be able to socially distance from each other. Teaching staff in these areas are briefed on the maintenance of as much social distancing as possible but with enhanced reliance on hand washing and hygiene measures. All staff are required to socially distance from each other at all times.	N
Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.		SLT, Covid-19 Coordinator and all Heads of Department (academic and support) are tasked with observation of social distancing and hygiene compliance and intervention when compliance is not present.	N

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
Insufficient supplies of hygiene materials are not readily available, suitably stored or located.		These are ordered centrally in bulk from locally based suppliers with whom the School has long-standing relationships which have already proved to be beneficial in obtaining supplies at the commencement of the pandemic when supplies nationwide were difficult to obtain. Stocks are held centrally and issued as needed with records kept to indicate any possible abuse of issue. Hand sanitising pump bottles and stations are filled from bulk supplies by the Estates team.	N
Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.		Both day time and evening cleaning as well as Boarding cleaning is heavily focussed on the cleaning of touch points as key elements of enhanced cleaning regimes. Staff are encouraged not to turn off lights or close doors that need frequent opening. Applies in all buildings on main site and at School House. All staff are given basic COSHH training to be able to find, safely utilise and store spray cleaners as needed if other cleaners are not available at the time. Catering team operates in their own areas in an identical manner.	N
No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.		Staff made aware of risk assessment requirements for use of shared equipment in all areas and the potential consequences of not enforcing these protocols; this is reinforced by Heads of Department.	N
High-risk areas (including boarding areas) not being regularly monitored for hygiene.		All areas of the School are assessed daily for hygiene and cleanliness. Deficiencies are logged and reported to the appropriate cleaning operation for remedy and to reduce risk of recurrence.	N
Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?		The School has plans in place and these are regularly reviewed for full closure, local lockdown, staff absence, and lack of catering. These are based upon the plans drawn up and the experience gained from the Continued Academic and Pastoral Provision in the summer term.	N
Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?		The plans drawn up include the continuation of educational and pastoral services to all pupils in these circumstances. As a day school with very limited boarding, the consideration of international boarders does not arise and this reduces the requirement for self-isolation facilities; all pupils and staff will self-isolate at home. For those staff who have their home in the Main House, provision will be made for them to receive meals/drinks and medical care as needed.	N
Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.		Risk assessments and required in all areas are updated. School continues to offer after school care only to assist working parents.	N

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
Insufficient preparation to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.		Draft communications all in place and known to IMT. Year 1 issue at half term is treated as a trail run for whole school communication.	N
All hazards identified properly mitigated and regularly re-assessed?		The School, is going to great lengths to identify all potential hazards and then to effectively mitigate them. All assessments, protocols, policies and procedures related to Covid-19 ae reviewed very regularly.	N

**FURTHER ACTIONS REQUIRED:**

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

<b>Overall Residual Risk assessed as:</b>	<del>High</del>	<b>Moderate</b>	<del>Low</del>	<b>Low: Activity may proceed as assessed provided no further actions are required</b>			
				<b>Moderate: Activity may proceed with sign off following review by H&amp;S Officer and TiC/Assessor</b>			
				<b>High: Activity may not proceed without SLT intervention</b>			
<b>Signed by Assessor:</b>	<i>(Required for all assessments)</i>			<b>Date:</b>	<b>06/11/2020</b>	<b>Name:</b>	<b>Jacque Horrocks</b>
<b>Signed by H &amp;S Officer:</b>	<i>(Required for all Moderate Residual Risk)</i>			<b>Date:</b>	<b>06/11/2020</b>	<b>Name:</b>	<b>Martin Sims</b>
<b>Signed by Head:</b>	<i>(Required for High Residual Risk)</i>			<b>Date:</b>	<b>06/11/2020</b>	<b>Name:</b>	<b>Lisa McDonald</b>

## COVID-19 Medical Protocol

COVID-19 is an infectious viral disease. While most people have mild symptoms, some develop more serious problems. Pupils/staff and visitors could potentially present to the School/Health Centre.

The main symptoms of Coronavirus are:

**High temperature** – this means 37.8c and above. If you do not have a thermometer you feel hot to touch on your chest or back

**New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

### **The purpose of this policy is to give guidance to pupils/staff**

- To identify potential cases as soon as possible
- To prevent potential transmission of infection to other pupils/staff
- To promote effective infection control

### **Effective infection control measures to help prevent the spread of the virus**

- Cleaning hands more often than usual either by washing hands for 20 seconds with running water and soap or using Alcohol sanitiser.
- Ensuring good respiratory hygiene by promoting the “catch it, bin it, kill it” approach
- Cleaning frequently touched surfaces
- Minimising contact and mixing by altering the environment and timetable

### **Actions to take if COVID-19 is suspected**

Pupils and staff should not attend school if they have COVID-19 symptoms, or if they have tested positive in at least the last 10 days.

If a case is suspected in school - immediately contact the School Nurse. Ext 234/Mobile 07841 136780.

If COVID-19 symptoms are displayed or are suspected with a pupil or staff member whilst away from School but where the pupil is supervised by school staff or staff are on duty – for example of a day trip away from the School site, or a minibus journey to/from School – the teacher in charge or the bus driver must report the situation immediately to the School Nurse and follow guidance given.

Unwell pupils/staff members displaying symptoms of COVID-19 should be placed in the designated isolation area (main boys changing room) Isolation signage must be used.

Avoid physical examination of a suspected case. The pupil/staff member should remain in the isolation area with the door closed. Good ventilation will be maintained. Belongings and waste should remain in the room.

Parents will be contacted by telephone to collect the pupil with instructions to park in the Sports Hall car park. Parent to contact nurse/school office on arrival and child will be taken out to the car. Advice will be given regarding testing.

The pupil/staff member should only use the toilet facilities within the isolation area. Instruct them to wash their hands thoroughly after toileting.

Inform the Head or on duty SLT member following contact with the School Nurse.

PPE (Personal Protective Equipment) to be used by the Nursing Staff as required.

If the patient is critically ill and requires an urgent ambulance transfer to a hospital, inform the ambulance call handler of a suspected COVID-19 case.

Following the pupil/staff transfer, the isolation room should not be used until an appropriate clean has been undertaken. All clinical waste and laundry should be double bagged for disposal and/or laundering separately at high temperature.

Clean and disinfect any reusable non-invasive care equipment, such as blood pressure monitors, digital thermometers, glucometers, that are in the room prior to their removal.

Clean all reusable equipment systematically from the top or furthest away point.

Nursing staff to change clothing once all cleaning and clearing has been completed.

### **Cleaning of communal areas**

If a suspected case spent time in a communal area, for example, a classroom/staffroom then these areas should be cleaned with anti-veridical as soon as practicably possible, unless there has been a blood/body fluid spill which should be dealt with immediately.

Staff engaged in cleaning will have appropriate PPE available to them and will have been trained in use and disposal of PPE and in use of appropriate cleaning materials.

Once cleaning and disinfection have been completed, the area can be put back in use.

### **Vulnerable children/families**

Special consideration will be given to children and their families who, for any reason, may be at heightened risk should they contract the virus. Each case will be considered on an individual basis.

Date: September 2020  
G O'Sullivan – School Nurse  
M Dootson – School Nurse  
Review date: as required