

Report to: EDUCATION ATTAINMENT IMPROVEMENT BOARD

Date: 23 June 2020

Executive Member/Reporting Officer Councillor Leanne Feeley - Executive Member – Lifelong Learning, Equalities, Culture and Heritage
Tim Bowman – Assistant Director Education

Subject: PLANNING FOR SCHOOL REOPENING

Report Summary: The Government announced on Sunday 10 May 2020 that schools would begin to re-open from 1 June 2020 as follows:

- Nurseries and other early year providers, including childminders, to begin welcoming back all children.
- Primary schools to welcome back children in nursery (where they have them), reception, Year 1 and Year 6.
- Secondary schools, sixth form, and further education colleges to begin some face to face support with Year 10 and 12 pupils, although we do not expect these pupils to return on a full-time basis at this stage.
- All schools and childcare providers to continue to offer places to the priority groups – vulnerable children and children of critical workers – they have been supporting since the end of March.
- Special schools, special post-16 institutions and hospital schools to work towards a phased return of more children and young people without a focus on specific year groups and informed by risk assessments.
- Alternative provision to welcome back children in reception, Year 1 and Year 6 and begin some face to face support with Year 10 and 11 pupils (as they have no year 12)

It is essential that we provide clear communication and support to headteachers, their staff, parents and carers to outline how a safe re-opening of settings based on local need may be progressed. It should be noted though, that schools and their governing bodies are responsible for determining both the strategic and operational direction of the school and not the Local Authority, however, in those schools where the Local Authority is the employer it will have a duty in relation to the health and safety of all staff and in relation to other persons on the premises. In reaching a determination as to the re-opening of the school system the safety and wellbeing of pupils staff and the school community will be of paramount consideration.

To support this, a number of recommendations are made which are to be noted and agreed. These are to:

- Act safely and sensibly and maintain a borough-wide approach to identifying collective processes which support local decisions.
- Agree that wider opening is an ambition for all schools. In Tameside this will be *from* 8 June (following the end of the primary school two-week half term holidays). There is no expectation that all *eligible* children should be in school on

this date. We recognise that phased approaches will be needed and that attendance will increase over time.

- Schools should focus on how they can *safely* begin to open more widely for *eligible* pupils from this date. We do not need at this point to focus on how we will open to all pupils. This will be an iterative process.
- Provide a whole school risk assessment template to all schools which should be used alongside all guidance from the Department for Education and other materials to enable each school to assess the level of risk and how it can be mitigated in order to ensure schools can open and operate safely.
- Provide an advisory review of all school risk assessments to ensure that schools have followed an appropriate and sensible process which has taken into account the national guidance prior to the reopening of the school.
- Recognise that schools will be at different stages in their thinking and planning. No final decisions about the logistics of wider opening need to be made yet. Schools must continue to think, consult and discuss *how* this can be done locally.
- Wherever possible, ensure that there is consistency in the process on which our decision-making is based. To support this we will continue to produce local guidance and protocols for schools.
- Ensure that communications with parents and staff are, wherever possible, coordinated and consistent.
- It is important that eligible groups are prioritised for attendance. These groups are, *in order*, vulnerable children (those with a social worker and those with an EHCP); the children of key workers; and children in nursery, reception, Year 1 and Year 6. Only when these groups have been accommodated should we be seeking to broaden our offer.

Recommendations:

To consider a report received by the Council's Covid-19 Executive Board and the executive decision made by the Executive Member and chair of the Education Attainment Board.

Corporate Plan:

The proposals contained in this report support most aspects of the corporate plan by ensuring that schools are able to reopen to wider groups of pupils.

Policy Implications:

Financial Implications:

(Authorised by the statutory Section 151 Officer & Chief Finance Officer)

The situation is a rapidly evolving picture which is subject to regular change and updates from Government. This may mean a change in service delivery for teams. Any reprioritisation of functions will need to be met from existing funding. This report is not currently requesting any additional resource. If there are any changes that result in the need for additional resources these will be subject to additional governance.

In general the cost of this support from the council perspective to date has been met from existing budgets or Covid-19 funding. However, schools may face additional costs in opening, which in

some circumstance's will not be able to be claimed against the Government's current support package to schools and may have a detrimental impact on their budgets.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

The legal powers both in relation to the opening and closing of schools together with the provision of education, which as the response to the Covid-19 pandemic has shown can be done independently of whether schools are physically open, can be somewhat opaque as various powers, from various pieces of legislation rests with the schools via their Governing Body, Local Authorities and the Secretary of State.

Whilst there has been a number of announcements regarding schools from central Government, there have not been any formal / statutory decisions taken by central Government directing the closure or opening of schools.

The primary power to open, and indeed close, school premises and the health and safety of pupils rests with each school's Governing Body taking into account factors such as:

- The health and safety issues for both pupils and others e.g. school staff, families of pupils and the local community.
- The impact on pupils of the lack of education in a school setting. This may vary for different year groups.
- The vulnerability of some pupils at home.
- The impact on pupils with protected characteristics for the purposes of the Equality Act 2010. For example, different negative impacts according to ethnicity, disability, sex etc.
- Practical considerations e.g. staffing numbers.
- Government guidance.

In contrast Local Authorities powers are largely strategic e.g. in relation to education provisions as a whole in their area although they do have powers to intervene in certain circumstances, with regards to certain types of schools if required. Therefore it is important that whilst the Governing Bodies are the decision makers that a collaborative approach is adopted with the Council.

In addition to considering the best interests of pupils the important issue of the health and safety of staff also needs to be considered. It is hoped that through following government guidance and good engagement with staff issues will not arise which may ultimately lead to either employment or civil law disputes being raised.

Again there are various pieces of legislation to consider depending on the precise status of the school and any local practices between the school and Local Authority in relation to staffing matters which are important to be aware of if disputes arise.

As a result in relation to some schools the liability for employment related matters rests with the Governing Bodies, some arrangements the liability rests jointly with the Governing Body and the Local Authority and in yet other situations the liability rests with the Local Authority. Therefore again it is important that a collaborative approach is adopted and that the Council provides support and guidance via its Health and Safety Service.

It should be noted that in relation to academies the Local Authority has no powers in relation to the opening and closing of school premises nor any liability in relation to health and safety or

employment issues.

Risk Management:

The whole school risk assessment template (attached as **Appendix 1**) has issued to schools and should be used alongside all guidance from the Department for Education to enable each school to assess the level of risk and how it can be mitigated in order to ensure schools can open and operate safely

Access to Information:

The background papers relating to this report can be inspected by contacting Catherine Moseley, Head of Access Services by:



Telephone: 0161 342 3302

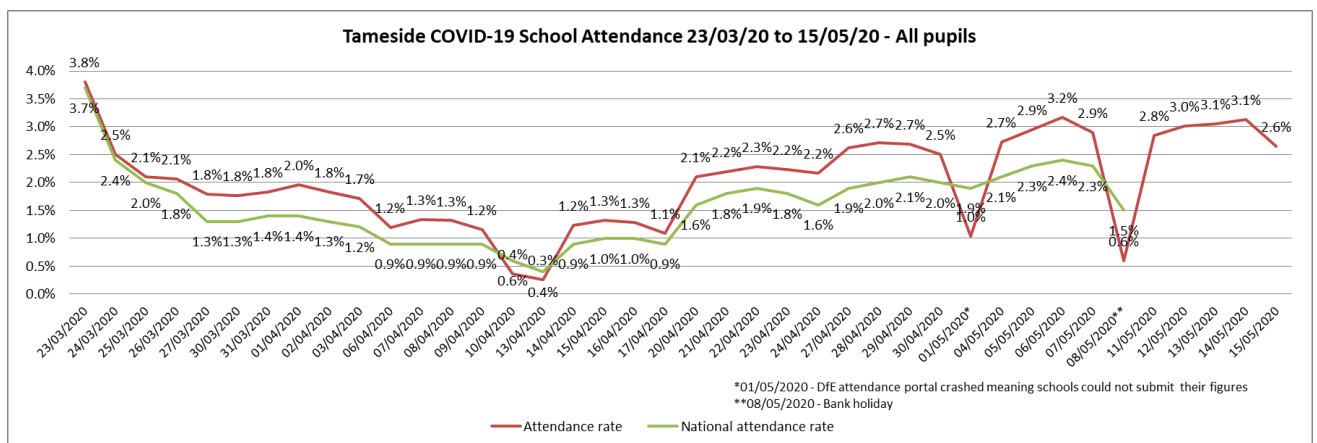
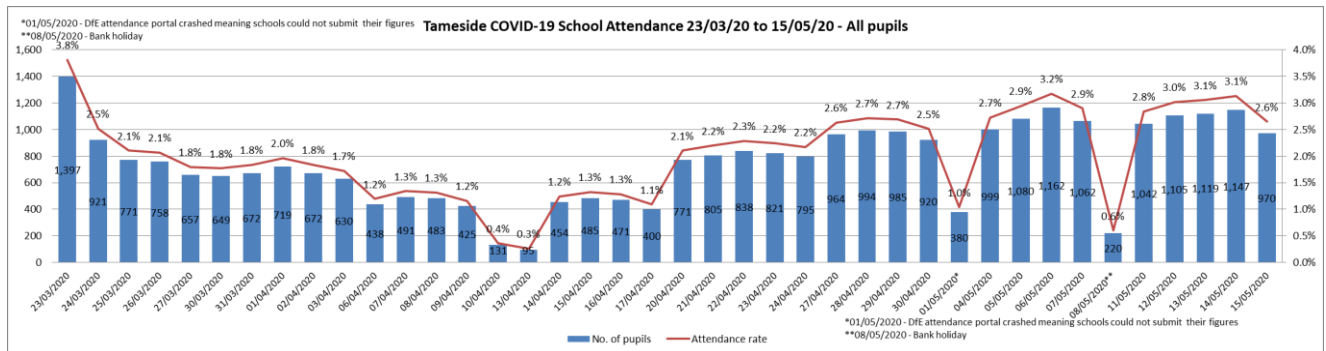


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1 BACKGROUND

1.1 In Tameside, the vast majority of schools including special schools and the Pupil Referral Service have stayed open to support vulnerable pupils and children of key workers since the start of lock-down. As a result, school leaders and their staff have worked to operate schools in a way that maintains safe practice and social distancing. However, due to a variation in attendance based solely on the children of critical workers and vulnerable pupils, this has been managed effectively.

1.2 The graphs below gives an overview of attendance over the period of lockdown and a comparison to national rates. Since Easter, numbers attending schools have steadily increased and attendance has largely been higher than national figures.



1.3 The government has since published [additional guidance](#) and announced that schools should re-open to pupils in the following year groups:

- Nursery, Reception, Year 1 and Year 6
- Years 10 and 12 to have some face to face contact to supplement provision.
- Special schools should work towards welcoming back as many children and young people as can be safely catered for but are not required to follow the same year group prioritisation as mainstream settings.
- In childcare settings, providers will be asked to welcome back all children below statutory school age.
- Ambition to bring all primary year groups back to school before the summer holidays, for a month if feasible.
- Children of critical workers and vulnerable children should continue to attend.

1.4 Re-opening schools and other education settings so that additional pupils are able to attend, will bring a range of challenges as a result of the operational changes required to

cater for the increase in pupils and the increased demands on the workforce whilst ensuring the school is safe

- 1.5 Some of these challenges will be mitigated and informed by the national position. We are also assuming that schools will be implementing protective measures in their settings.

2. ACTIONS TAKEN SO FAR

2.1 The Council quickly implemented daily phone calls with all schools and early years providers through Link Officers drawn from a range of teams within Education and Early Help Services. These phone calls have been invaluable in providing a good quality and consistent two-way communication channel. An at least weekly email from the Assistant Director has updated schools and providers on the latest guidance.

2.2 A range of support measures have been issued to schools over the last few weeks to support their provision for vulnerable children and the children of key workers. These include:

- Regular FAQs from Human Resources.
- Support from Pupil Support Services staff on request.
- New early help pathway and website.
- Support for parents through the SEND helpline.
- Updated safeguarding protocols.
- Parent packs to support reading at home and phonics.
- Supporting schools to carry out risk assessments for vulnerable children to ensure they can access provision in schools during the lockdown period.
- Issuing bereavement guidance and Educational Psychology critical incident response guidance.
- Support for governing bodies to be able to deal with their business remotely.

2.3 Provision of an EHCP Risk Assessment template and accompanying process in line with updated guidance from the DfE. The process and documentation was developed in consultation with school leaders, colleagues in social care and key health partners. To ensure robust decision-making, quality assurance for this school-led approach a multi agency assessment process, was completed by the LA and the CCG.

2.4 A Scenario Planning Group has been meeting regularly and membership includes school leaders and senior council officers. The Group identified six key themes that are leading the thinking:

1. Advice, support and guidance for staff.
2. Agreements on logistics (how we will open safely).
3. Protocols, guidance and processes to support vulnerable children.
4. Guidance on transitions between schools and back into school.
5. Curriculum and support services.
6. Assessing the quality of the current and future offer.

2.5 It has been agreed that a series of documents and resources would be made available to schools to support each setting and ensure consistency across the borough on the themes identified above. The grid indicates when guidance will be published to support school leaders' thinking and is a mixture of national and local guidance to support the six themes. Guidance will be issued on an on-going basis.

2.6 A schools and education risk assessment template has been circulated to schools which focuses on the key areas for safe re-opening. The risk assessments will be reviewed in relation to all schools where the staff are employed by the Council. In all other cases the

responsibility for ensuring the adequacy of the risk assessment, prior to the opening of the school, will sit with the school's Governing Body.

- 2.7 Officers from across the council are also working to support the safe opening of establishments through:
- Reviewing risk assessments.
 - Continuing daily calls to all schools.
 - Issuing template letters for parents and supporting parental communication.
 - Organising PPE stocks for all schools.
 - Issuing FAQ guidance from Human Resources to support the appropriate deployment of staff.
 - Officers from the SEND Service will be allocated to each setting to support them in their endeavours to secure appropriate and reasonable provision for each child with an EHCP.
 - Officers from the SEND Service are available to support settings in their ongoing work to complete and review EHCP Risk Assessments
 - Meeting with primary headteachers by Skype for Business prior to the half-term holiday.

3. COMMUNICATION WITH SCHOOLS

- 3.1 Careful planning and a clear expectation of the requirements of schools are essential. This will need to be communicated to school leaders and the wider public unequivocally, so that everyone has the same understanding and expectations.
- 3.2 Adequate planning time and staff training is essential to enable school staff to put appropriate arrangements in place and prepare the building. In addition it will also give suitable notice to parents/carers and children, allowing for conscious readjustment.
- 3.3 The most critical measure that schools must take in relation to COVID19 will be the operation of safety measures and good hygiene which will impact on the resources required.
- 3.4 The procedures to follow if staff or pupils are symptomatic in school will be communicated with additional guidance for school communities regarding tracking and tracing as testing progresses.

4 GUIDANCE TO SCHOOLS

- 4.1 The latest meeting of the Scenario Planning Group focused on how, as a borough, we can move forward collectively in a way that supports all schools and provides a consistent offer for children and families. To shape the thinking we have identified two key principles: we will act safely and sensibly; we must maintain a borough-wide approach to identifying collective processes which support local decisions. With these principles in mind the following was agreed:
- Wider opening is an ambition for all schools. In Tameside, this will be from 08 June (following the end of the primary school two-week half term holidays). There is no expectation that all eligible children should be in school on this date. We recognise that phased approaches will be needed and that attendance will increase over time.
 - Schools should focus on how they can safely begin to open more widely for eligible pupils from this date. We do not need at this point to focus on how we will open to all pupils. This will be an iterative process.
 - We recognise that schools will be at different stages in their thinking and planning. No final decisions about the logistics of wider opening need to be made yet. Schools must continue to think, consult and discuss how this can be done locally.

- All group members agreed that whole school risk assessment is the crucial first step in this thinking. To support this the Health and Safety Risk Assessment has been issued. Although this has been written with a priority focus on primary schools, the vast majority of its contents are relevant to all settings. Support is available to schools to complete this.

4.2 Informed by discussions between education, health and safety and legal services officers, the following process for reviewing Risk Assessments and making formal decisions to begin wider opening has been agreed, this has been communicated to Headteachers and Chairs of Governors:

- All schools must complete a risk assessment and are requested to submit this to the LA at least one week prior to their intended wider opening. This is to ensure that schools have followed an appropriate and sensible process which has taken into account the national guidance.
- Following the review of the Risk Assessment, the school will be given advice by the LA with one of the following outcomes:
 - The RA has not considered all relevant factors
 - Time specific amendments are recommended
 - Further considerations are advised
 - No further actions are advised.
- Once the above advice is received, the headteacher and the governing body make a formal decision about wider opening. This requires a minuted governing body decision, for which the LA will provide a model minute.
- The Headteacher and governing board should formally notify the LA of its final decision.
- The RA should be reviewed formally every two weeks or every time there is a change in conditions or guidance. This should be undertaken by a school-level COVID Oversight Panel which should include those with responsibility for H&S, the SENCo, the headteacher and chair of governors. This group should endeavour to capture and record parent concerns for consideration as an element of the regular review process. The LA will provide a model Terms of Reference for this group and it should form a sub-committee of the governing body.
- Advice from the Council's Health and Safety Unit is available to all schools to complete this.

5 PLANNING TIME

- 5.1 Schools will need sufficient run in time to plan and organise for re-opening and they may wish to use up to two additional INSET days to be utilised for whole staff training. Provision for key worker and vulnerable children should still continue throughout these days. If schools do use up to two INSET days for this purpose they are asked to consider the impact upon the children of keyworkers and vulnerable children.
- 5.2 Pupils will also need to adjust to new routines, relationships and expectations. Whilst at the same time, senior leadership teams are going to require time to creatively solve the problems that relate to their individual circumstances.

6 OPERATIONAL GUIDANCE

- 6.1 The size and layout of a school will be important. The government has recommended a cap on class sizes to a maximum of 15 pupils. However, this will depend on the individual circumstances of each school and their classroom spaces and our intention is for schools to make their own decisions on the numbers of pupils allocated a place dependent on demand, staff capacity and space.

- 6.2 Options for schools in managing these requirements may include pupil rotas and staggered timetables.

7 STAFFING

- 7.1 A complicating factor in the decision-making around class sizes that can be accommodated will also relate to available staffing. Some schools have significant numbers of staff who are themselves vulnerable or living in families where other members are vulnerable. There are also staff who are shielding. This will impact on some schools more than others. (Smaller one form entry schools may have less flexibility where staffing is an issue). Opening schools with continued flexibilities around part-time offers, sharing staff, curriculum delivery etc may help to mitigate staffing shortages.

8 ADDITIONAL INFORMATION

- 8.1 The government have also set an ambition for all pupils to have the opportunity for physical contact with their schools before the summer for at least a month, should the situation allow this, to enable them to re-engage with the school environment, school staff and their peers. In the time that is available before the summer holidays commence, this is extremely unlikely and schools should continue to be guided by advice and updates from local and national departments.
- 8.2 All schools will need to develop a recovery plan which recognises and mitigates against a whole range of factors which could arise as a result of COVID19 including re-establishing expectations of pupils and parents, focusing on the mental health of pupils, enabling children to reconnect with peers and friendship groups and establish cooperation and collaboration in the “new normal”. These are all in addition to the obvious which is closing attainment gaps and revisiting previous learning. Schools will also need to listen to their pupils and be guided by this in their recovery planning.
- 8.3 It is important to also note that most schools have now been open without a break since mid-February and many have remained open during the holidays and Bank Holidays. Where pupils are not attending, school leaders have continued to take responsibility for providing welfare checks, free school meals provision, safeguarding and providing access to education for all their pupils. We should not forget that some senior leaders may have experienced significant traumas relating to pupils and their families, staff and their families and in some cases directly or within their own families. They have also had to lead and manage significant changes to how schools are organised and function.
- 8.4 However robust the measures taken by schools are, to ensure safe practice as detailed in their plans, it is impossible to eliminate all risks. Therefore, frequent reviews and adjustments may be necessary.

9 RECOMMENDATIONS

- 9.1 As set out at the front of this report

APPENDIX 1

RISK ASSESSMENT

Risk Assessments for: Primary schools accommodating the return of nursery, reception, year 1 and year 6 pupils, alongside priority groups

Date: 14/05/2020

Assessor Name: Health and Safety Team

Sources: WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom and when
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory</p>	H	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures The risk of virus transmission will be reduced by having fewer children in school than normal. School has contacted parent of the</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Guidance to be provided on the eligibility for and arranging of testing individuals for Covid-19</p>	

	<p>syndrome, kidney failure and even death)</p>		<p>identified years to determine expected demand.</p> <p>Where the physical layout does not allow small groups of children to be kept at a safe distance apart the school may introduce caps on numbers/ part time attendance to reduce number of pupils in school</p> <p>Schools have an up to date list of permitted children, vulnerable children and the children of key workers and communicate regularly with parents.</p> <p>A register of children that are expected to attend has been created</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of additional pupils.</p> <p>Signage is displayed in key locations outside the building advising that the 'school will only admit pupils in nursery, reception, year 1 and year 6 or those that are vulnerable and/or children whose parents are Key Workers'</p> <p>Parents that bring non eligible children will be refused entry.</p> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>For pre-school children, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and will be used to group children.</p> <p>Vulnerable children and children of key</p>		<p>Guidance for parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p>	
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		<p>workers in other year groups will be split into small groups of no more than 15. Pupil Behaviour Policies will be updated to cover COVID-19 related incidents The majority of staff in education settings will not require PPE beyond what they would normally need for their work,</p> <p>Arrival /leaving school Staff are asked to arrive before pupils Gate will be opened earlier to facilitate this. Start times are staggered for year groups Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reins to prevent that child from entering the school building or using play equipment. Where possible separate entrances are used for class groups Entrances are supervised by staff encouraging parents to leave children and walk away Staff will discourage loitering. Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers</p> <p>Reception signing in and out E.g. Staff, visitors and contractors Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail Parents, visitors, non-essential support staff and the general public will not be allowed in school, this includes the use of volunteers and parent helpers.</p>		<p>The school, will identify where PPE might be required and ensure sufficient stock is available For example if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p>	
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		<p>Where possible staff sign in remotely e.g. from own PC/phone rather than reception</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work. Arrangements for deliveries are in place Arrival/reception areas are reconfigured to encourage social distancing</p> <p>If no screen is already in place school will consider whether a temporary plexi -screen be installed</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class</p> <p>School has considered what subjects can be taught safely</p> <p>Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible</p> <p>Where possible windows will be open</p>			
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		<p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Moving around school The school has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance Where you have sufficient staircases they are dedicated either up or down Children are asked to walk in single file around school Supervision in place to prevent horseplay Only 1 person permitted in lifts at any one time Class groups are kept together and in the same room negating the need to move around school Toilet use is supervised to prevent too many pupils entering at once. Teachers moving to different classes rather than the pupils Communication is done with teaching staff electronically</p> <p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers Hand washing before and after eating food Hand washing before and after touching/preparing food Encourage packed lunches Lunch times staggered for pupils and staff Lunch seating areas restricted to 1 person per table Fruit station managed so children do not handle multiple pieces before selecting</p>		<p>Where an individual requires assistance and/or supervision whilst using the lift this should preferably involve only one other person and social distancing should be observed as far as possible.</p>	
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		<p>The bringing of a full personal water bottle each day is encouraged. Water fountains to be taken out of use</p> <p>Office/Support staff Where possible arrangements are made for support staff to work from home e.g. Business/Finance Managers etc. Small offices are restricted to single occupant use only Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time. Reprographics areas restricted to single user where possible</p> <p>Vulnerable persons Staffing requirements and adult/child ratios have been identified by SLT. Dependant on these ratios teaching staff not required at school are advised to work from home, a rota is created to manage this. High risk/vulnerable staff members are identified and where appropriate are asked to work from home/ employed elsewhere in the school. High risk or vulnerable pupils are identified and guidance sought from health professional before being allowed in school Completion of employee/pupil specific risk assessments</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school They will be sent home and advised to follow the staying at home guidance. Whilst a child is awaiting collection, they will</p>		<p>Specific risk assessments may need to be carried out for some pupils based on vulnerability and behaviours of the child (such as contact with bodily fluids e.g. via spitting, biting etc. or the inability to follow instructions e.g. social distancing)</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p>	
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		<p>be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>First Aid</p> <p>A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>Where applicable a risk assessment for issues related to insufficient paediatric first aiders is in place. (Example on Egress)</p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand</p>		<p>PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary</p>	
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			sanitizer at the earliest opportunity		
Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures As per direct transmission and in addition: Hygiene station at all entrances are in place, with instructions to use it, prior to entering the building. Where hand sanitizer is available in locations around the school it should be used in addition to hand washing Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and to catch coughs and sneezes in tissues. Young pupils are supervised where appropriate. Posters will be displayed in school to remind everyone of public health advice Occupied parts of school are more frequently cleaned. Classrooms in use are thoroughly cleaned at the end of the day Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p>

			<p>contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Sufficient resources will be provide so pupils do not need to share pencils, books etc.</p> <p>Playground equipment is taken out of use unless the school is able to ensure that it is appropriately cleaned between groups of pupils</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cleaning staff are on hand during the day</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>			
Inadequate	School	M	All statutory checks and ppm's are	L		

premises checks due to lack of staffing	employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.		maintained and up to date Where possible checks take place before or after school or away from other persons Assurances are sought from external organizations providing FM services. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary			
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L		
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.	
Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L		

Review Date	Reviewed By	Amendment
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Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence