

Health & Safety

Prior to the wider opening of academies, Executive Principals/Headteachers will review and make changes to academy fire, first aid and emergency procedures to ensure they can still be followed with limited staff and changes to the academy's layout. Any changes will be communicated to staff and pupils and signage updated.

In order to comply with the Trust's duty of care, Executive Principals/Headteachers must ensure that risk assessments and other H&S measures are implemented and being followed on re-opening.

Cleaning

Every academy will be 'closed' to pupils and staff (other than those who are in attendance who are vulnerable or the children of key workers, and the staff supervising these children) for at least one afternoon a week for 'deep cleaning'.

In addition to the regular cleaning taking place with our appointed contractors, all contact surfaces (door handles, light switches etc.) should be wiped clean on a regular basis.

Any recorded instance of Covid-19 in an academy will result in a de-sanitising clean prior to those areas affected being re-occupied.

Handwashing

- Staff and pupils will be reminded to wash their hands for 20 seconds more frequently than normal, and as a minimum on arrival at the academy, before and after eating, and after sneezing or coughing.
- Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Closed bins for tissues should be emptied throughout the day.
- Staff will encourage young children to learn and practise these habits through games, songs and repetition.
- Some children and young people with special educational needs and disabilities may require additional support in following public health advice or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.

COVID-19 Testing

The government announced on 23rd April that school staff who are showing symptoms of coronavirus will now be able to access free tests. When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their household, will be eligible for testing if they display symptoms of coronavirus.

Where possible, referral for tests should be via an employer referral. Academies should obtain a login to the employer referral portal, employers of essential workers should contact portalservicedesk@dhsc.gov.uk.

Testing can be undertaken through one of the below methods:

- Regional testing sites
- Home testing
- Mobile testing units
- Satellite centres

- NHS facilities

Self-referral please see [Coronavirus \(COVID-19\): getting tested](#)

Social Distancing in the academy

As much as possible, children, young people and staff should be spaced apart at all times. This means:

- sitting children at desks that are far apart
- ensuring everyone queues and eats further apart than normal
- keeping apart when in the playground or doing any physical exercise
- visiting the toilet one after the other
- staggering break times
- putting guidelines on the floor in corridors
- avoiding unnecessary staff/parent gatherings
- no gathered assemblies

Administering first aid when social distancing

First aid is a reason that exceptions to social distancing may need to be made with children. **Appropriate protective clothing should be worn (which may include gloves and mask). If there is close face to face contact, a face shield may be worn.** Good hand washing and regular cleaning of surfaces is the best approach to take.

Social distancing in early years settings where children are very young

The government acknowledge that social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.

Personal Protective Equipment

Government advice is that staff and pupils do not need to wear a face covering for protection in schools unless a medical need is identified, or the nature of the job requires it. The use of non-medical face coverings will be permitted at the Executive Principal's/Headteacher's discretion, where this may help staff to feel safer and more comfortable when attending the workplace. Schools are not required to provide face coverings or other personal protective equipment (unless a medical need is identified, **when administering first aid** or the nature of the job requires it) and if any such equipment is provided and used by staff it should be without responsibility on the part of the academy or Trust.

Staff using face coverings and other PPE do so at their own risk and are expected to use and maintain such equipment in accordance with guidelines issued by the World Health Organisation and the manufacturer's recommendations (e.g. washing in hot soapy water, avoiding cross contamination by keeping separate). Equipment should be disposed of by employees responsibly and in accordance with Health & Safety regulations where it cannot be cleaned.

The use of any self-provided PPE does not relieve employees' responsibility from complying with the guidelines set out by the Trust and in particular with regard to guidance as to frequent hand cleaning (alcohol based or hot soapy water).

PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- 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. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- In the case of prolonged support for learning/ general care of young children or SEN children even if no symptoms apparent

Where PPE is required, Executive Principals/Headteachers will ensure that any staff member using PPE know how to put it on and take it off safely using the guidance here:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>.

For information regarding the use of PPE by pupils please see the Behaviour policy addendum.

Staff/Pupils - Showing Symptoms and Confirmed Cases

If anyone becomes unwell with one or more of the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia)

this will be treated as a confirmed case, whether they are tested or not. The member of staff pupil must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see section below regarding confirmed cases below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with

normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Confirmed cases of coronavirus

- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- The Director of Finance & HR should be notified of any positive cases at mharris@kcsp.org.uk
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Unconfirmed cases of coronavirus

There is likely to be a time-lapse of several days between the emergence of symptoms and a test result. In the event of a child/staff member becoming symptomatic and awaiting test results, we will follow government guidance and continue to allow the rest of the 'bubble' to attend. However, we will inform all families of the case and allow them to make their own decision about continued attendance or otherwise. Pupils or staff will not be named in any communication.

Reporting of confirmed cases

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and COVID-19

If an employee has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure to work; there is a requirement under RIDDOR to report it to the Health and Safety Executive as a reportable disease. There is also a requirement if a worker dies as a result of occupational exposure to the coronavirus.

The Executive Principal/Headteacher must also notify the Director of Finance & HR of any cases that need to be reported.

The Health and Safety Executive (HSE) have published guidance to employers on the reporting of work related COVID cases see below. [Health and Safety Executive- COVID-19 RIDDOR Reporting](#)

Onsite First Aiders

There should be the provision of at least one appointed First Aider on academy premises regardless of their level of qualification at this time. Executive Principals/ Headteachers must assess the level of first aid provision required for the academy.

First Aid training extension

From the 16th March, The Health and Safety Executive have recognised that it is reasonable and practical to extend the validity of current certificates by up to 3 months if people are unable to attend due to Coronavirus. They will also be reviewing the matter over the coming months.

Executive Principals/Headteachers must communicate their arrangements for first aid to all members of staff, especially if there has been a change in how this would be accessed in an emergency.

Paediatric first aid

The requirements in the EYFS on paediatric first aid certification have been modified and [statutory guidance on EYFS](#) has been published setting out what this means.

The requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavours duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and settings cannot meet the PFA requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times. New entrants (level 2 and 3) will not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.

If PFA certificate requalification training is prevented for reasons associated directly with coronavirus, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

Trust Guidance on **Home Visits** can be found at the following link: [Trust Home Visits Guidance](#)