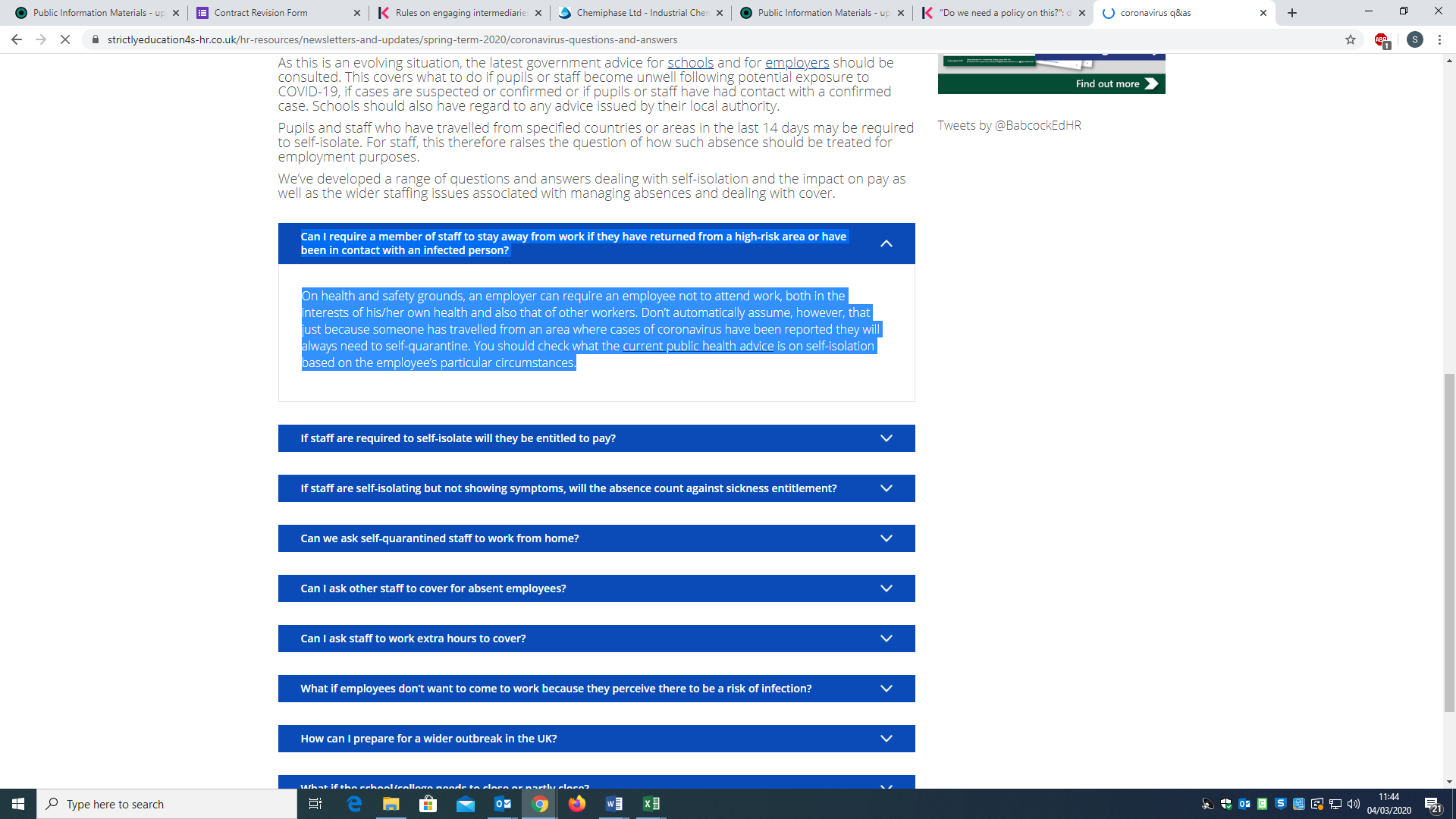
**Coronavirus Risk Assessment – Wellspring Academies**

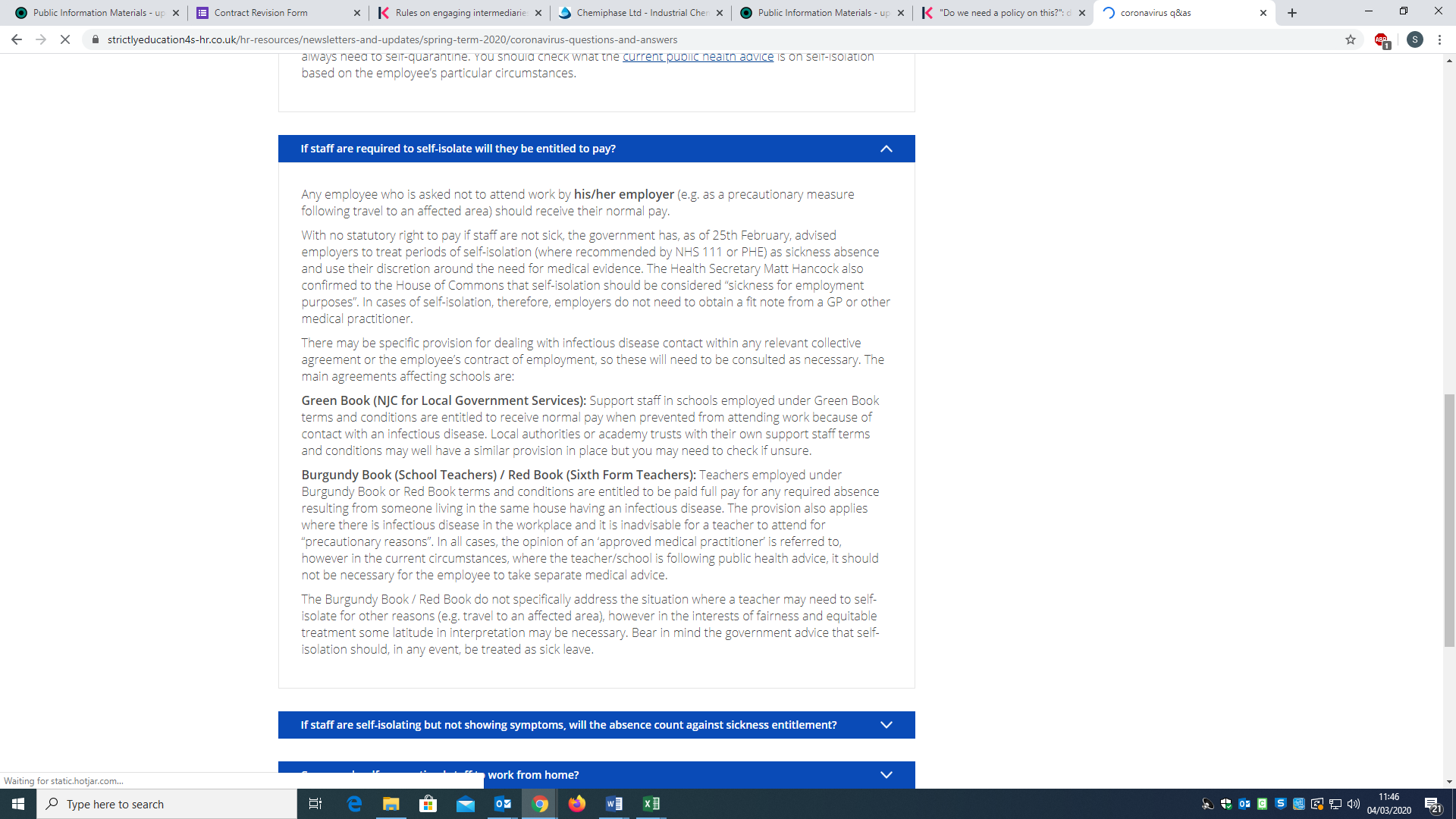
|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Rating** | **Success Criteria** | **Staff Member Responsible** |
| National guidelines are updated daily and school lapses in following advice | Low | The school has the most recent information from government and this is distributed through school community | **School Office** to ensure daily checks are made with   * Government website * AfC Newsletter   Any change in information to be shared with Chair of Governors (CofG) and passed on to parents and staff by email / letter / text  Children updated via assembly as necessary |
| Precautionary measures are not being followed in school | Low | All children and all staff working with children are adhering to current advice. | * Posters around school including entrance gates, reception, dining halls and in each classroom * **Teachers** to reiterate message in assembly: * covering your cough or sneeze with a tissue,   then throwing the tissue in a bin.   * Follow **Catch it, Bin it, Kill it** protocol * See **Hand washing procedures** poster * Avoid touching your eyes, nose and mouth with unwashed hands * **Site Manager/Team** to ensure all toilet/bathroom facilities are well stocked – twice a day – with anti-bacterial hand wash * **Site Manager** to ensure school entrance to have alcohol sanitizer hand gel for all staff and late in pupils to use at the start of the day and end of the day, where supplies allow * **School Office** to share instructions with families around hand washing via website and newsletter * **Site Manager** to get advice from NHS on the cleaning products we should be using in school to ensure that these meet necessary standards * **Antibacterial spray** to be available to all classrooms for use before/after each learning session * **Site Manager/Cleaning Contractor** to ensure cleaners resources are adequate and door handles, doors, toilet space cleaned during the day * **Site Manager/Cleaning Contractor** to ensure cleaners resources are adequate and door handles, doors, toilet space, table tops, carpets are all cleaned thoroughly – particularly in Reception (clean and disinfect frequently touched objects and surfaces) in the end of each day * **Site Manager/Team** to ensure paper hand towels are regularly re-filled * **School Office** to ensure all visitors should use hand sanitizer on arrival in school, as supplies allow |
| Specific guidelines regarding Sport & School Trips are not followed  Including any after school providers | Low | National guidelines state that *after sport activities* – children must wash hands and after any travel on public transport – this is adhered to by all staff leading sport events | Sport clubs/School clubs  **School Office** to inform all lettings of hand washing rule where possible (excluding outside morning clubs) via email/ phone call  **Teachers/TAs** to ensure children wash hands in their classrooms after returning from all morning clubs  **Teachers/TAs** to ensure children wash hands after all PE and sport club lessons during school day  **Teachers/TAs** to ensure children use wash their hands before or after play and before lunch  Trips  Usual risk assessments apply  Teachers to follow updated national guidelines on visiting populated places  School to provide / take hand sanitizer for children and adults to use after travelling on public transport, as supplies permit |
| Staff do not report sickness  Staff are unwell but attend school  Staff absence increases | Medium | National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting | **Principal** to communicate to staff the importance of following national guidelines  **Principal** to remind staff sickness policy and follow the HR guidance during lock down period/ staff self-isolation  **Staff** to inform **Principal** immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses – follow medical advice immediately  In light of staff absence   * Academy leadership will consider available contingency staffing arrangements (i.e. HLTAs, senior staff etc to cover absence * Academy may consider supply cover where appropriate and available * If appropriate and in extremis classes will be combined in appropriate learning environments to ensure continuity of provision. Principal will consider on a case-by-case basis. Government guidance pending re. permitted class sizes. * Principal will be responsible for assessing minimum viable staffing numbers sufficient to maintain school opening. Health and Safety will be paramount consideration in this regard. Where Principal feels setting is approaching viable parameters, Director of Learning and Chair of Governors to be engaged in dialogue around contingency plan. * If School Office staff sick, limit office hours opening and inform parents. Only essential tasks will be carried out during staff shortage period (attendance, first aid….) * Where Principal sick, VP or AP to lead with support and guidance of Director of Learning. * School closure with staff & children at home who are not well and still able to access education. Continuous provision (i.e. remote learning, safeguarding safe-and-well calls to be implemented). * Remote learning procedures to be confirmed – to detail and make available to staff. Consideration to viability of such an offer necessary, reflecting pupil cohort, potential availability of information technology, accessibility of this to certain learner groups.   Expectation that child completes tasks at home |
| Staff do not report travel plans to / from a category 1 / category 2 area or  a member of their household who has travelled to a category 1 / category 2 area | Medium | National Guidelines:  People who have returned from a category 1 area within the last 14 days should area should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice  People who are **symptomatic** (Dry cough, Fever, breathlessness) after visiting a category 2 area should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice  See link below for specified countries / areas  <https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas> | **Self-declaration form to be filled out and updated for all members of staff See appendix 2**  **Principal** to communicate to staff the importance of following national guidelines  **Principal** to remind staff sickness policy and follow the HR guidance during lock down period/ staff self-isolation |
| Siblings at another school report unwell and family confused as to appropriate action | Medium | The school has the most recent information from government and this is distributed through school community | **Principal** to gain updated advice from Public Health England and Coronavirus hotline – to inform family immediately  **Principal** communication with families reiterate message of gaining advice from NHS 111  **Principal** to confirm absence code if parents go against guidance and keep children off school |
| Vulnerable children & adults in the school are exposed to illness | Medium | School communicate appropriately with their most vulnerable children, Health care plans are updated and instruction from NHS/GPs/other specialist partners followed | **Self-declaration form to be filled out and updated for all members of staff See appendix 2**  **School Office staff** to identify the most vulnerable children and staff from current medical information and self-declaration form  **Office Manager** to consider contacting all families on list above requesting updated health care plans and any detailed advice received from Doctors  **School Office staff** to update plans and distribute to all staff |
| Child or adult shows symptoms whilst at school | Medium | All staff understand the symptoms of COVID-19 and follow school agreed process | **Staff** report to **Principal**  **Staff** to get advice from NHS111 immediately & the public health England team. Advice on cleaning spaces will be given by Public Health England – await advice.  **Site Manager:** Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and ties, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive to follow the advice of Health England.  **Staff** to self- isolate – journey home by car    Child reported to **Office Manager** and taken to designated area (any available room where a child/children can be isolated until further notice)  Parents informed immediately and asked to collect immediately and contact NHS on 111  PPA room used as isolation room until parent collects – advice is for child to be supervised by an adult – to sit 2 meters away. Room to be isolated and window opened. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue  **Office Manager** to get advice from NHS 111 |
| Kitchen staff absent – lunch no longer available | Medium | Contingency plan (pending) from managed service provider implemented | **Kitchen lead** ensures precautions are in place for all staff on site  Washing hands  Use of sanitizer  Wearing gloves and hair nets and uniform  Thorough cleaning of kitchen at the end of every service  **Site Manager** to ensure the kitchen space and lavatory for staff are being cleaned as appropriate  Kitchen lead to inform Office Manager of any staff sickness & reasons –  Where upon no kitchen staff available – kitchen to shut and parents informed to bring in packed lunch for their children / other pragmatic contingency (i.e. supermarkets used). |
| Precautionary measures to prevent transmission | Medium | Everyone is following the handwashing protocol | Parents have been informed that children // and staff should wash their hands  Before leaving home  On arrival at school  After using the toilet  After breaks and sporting activities  Before food preparation  Before eating any food, including snacks  Before leaving schools  To avoid touching eyes, nose and mouth with unwashed hands |
| Insufficient critical hygiene products available to schools | Medium | Trust procurement, estates and leadership teams ensure sufficient hygiene products are available. | The Trust procurement team has secured sufficient toilet roll and soap products for the short term.  Alcohol-style handwash gels are less readily available, though PHE’s guidance states that - unless individuals have underlying health challenges i.e. immuno-deficiencies - simple soap, hot water and 20 seconds of washing is entirely sufficient.  The Procurement Team and Estates Teams will maintain regular engagement with Academies to confirm the sufficiency of supplies.  Should an availability issue arise, further advice will be circulated.  Academies are asked to maintain regular dialogue with Procurement and Estates colleagues, including early warning of low stocks. |
| Most medically vulnerable pupils are at heightened risk and recommended approach fails to safeguard these individuals | Medium | Heightened diligence and proactive mitigations safeguard most vulnerable pupils. | Special Schools educating children with significant medical need / underlying medical vulnerabilities may be more exposed than is catered for within PHE guidance.  PHE / NHS proactively engaged to ensure planning and mitigations are proportionate to this risk profile. Confirmation received this is currently the case.  Relevant schools have been added to rapid communications channels within Public Health and NHS to support rapid response.  Monitor situation via these channels vigilantly. |

Appendix 1

Frequently Asked Questions



On health and safety grounds, an employer can require an employee not to attend work, both in the interests of his/her own health and also that of other workers. Don’t automatically assume, however, that just because someone has travelled from an area where cases of coronavirus have been reported they will always need to self-quarantine. You should check what the [current public health advice](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19) is on self-isolation based on the employee’s particular circumstances.



Any employee who is asked not to attend work by **his/her employer**(e.g. as a precautionary measure following travel to an affected area) should receive their normal pay.

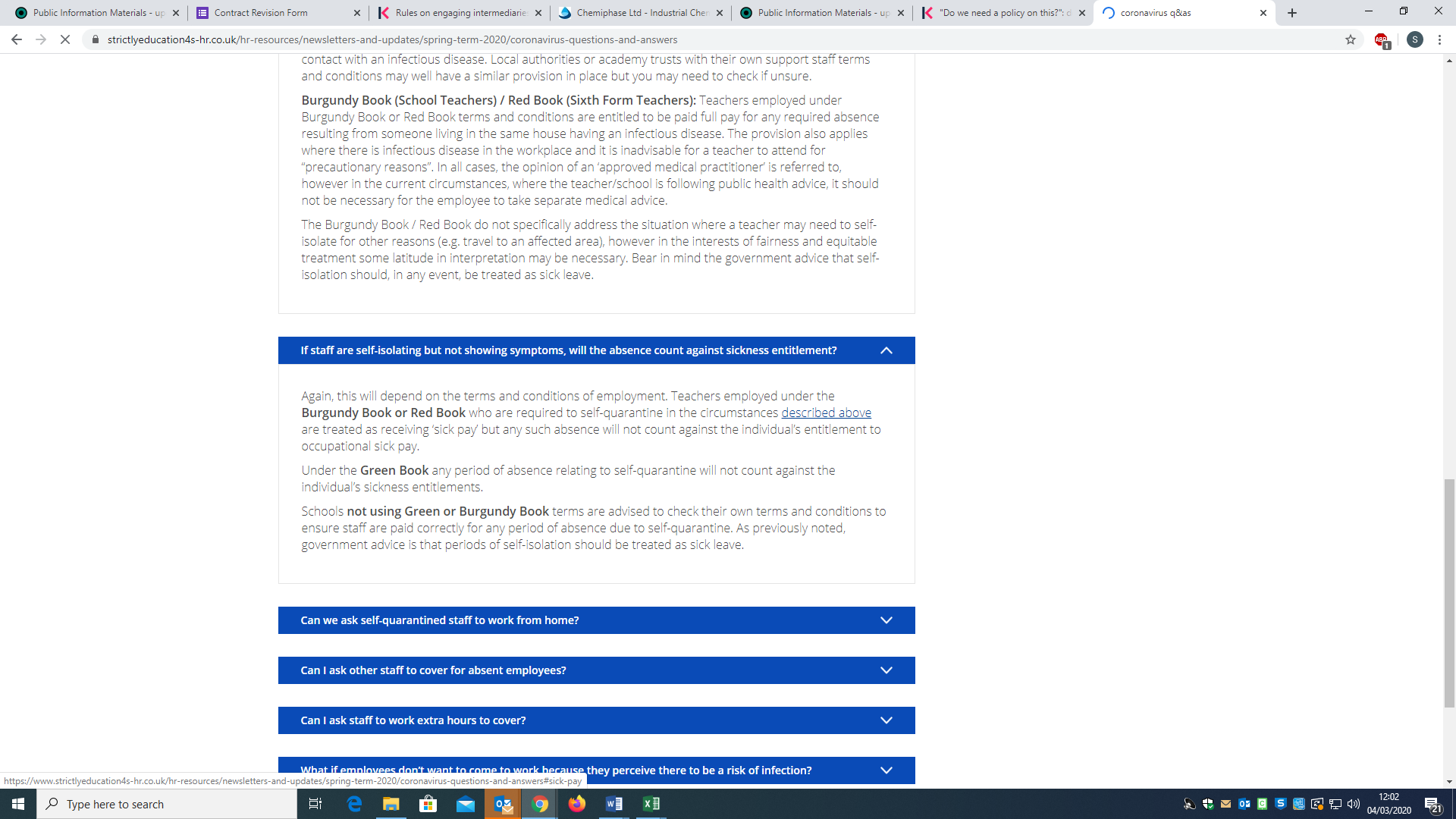
With no statutory right to pay if staff are not sick, the government has, as of 25th February, advised employers to treat periods of self-isolation (where recommended by NHS 111 or PHE) as sickness absence and use their discretion around the need for medical evidence. The Health Secretary Matt Hancock also confirmed to the House of Commons that self-isolation should be considered “sickness for employment purposes”. In cases of self-isolation, therefore, employers do not need to obtain a fit note from a GP or other medical practitioner.

There may be specific provision for dealing with infectious disease contact within any relevant collective agreement or the employee’s contract of employment, so these will need to be consulted as necessary. The main agreements affecting schools are:

**Green Book (NJC for Local Government Services):** Support staff in schools employed under Green Book terms and conditions are entitled to receive normal pay when prevented from attending work because of contact with an infectious disease. Local authorities or academy trusts with their own support staff terms and conditions may well have a similar provision in place but you may need to check if unsure.

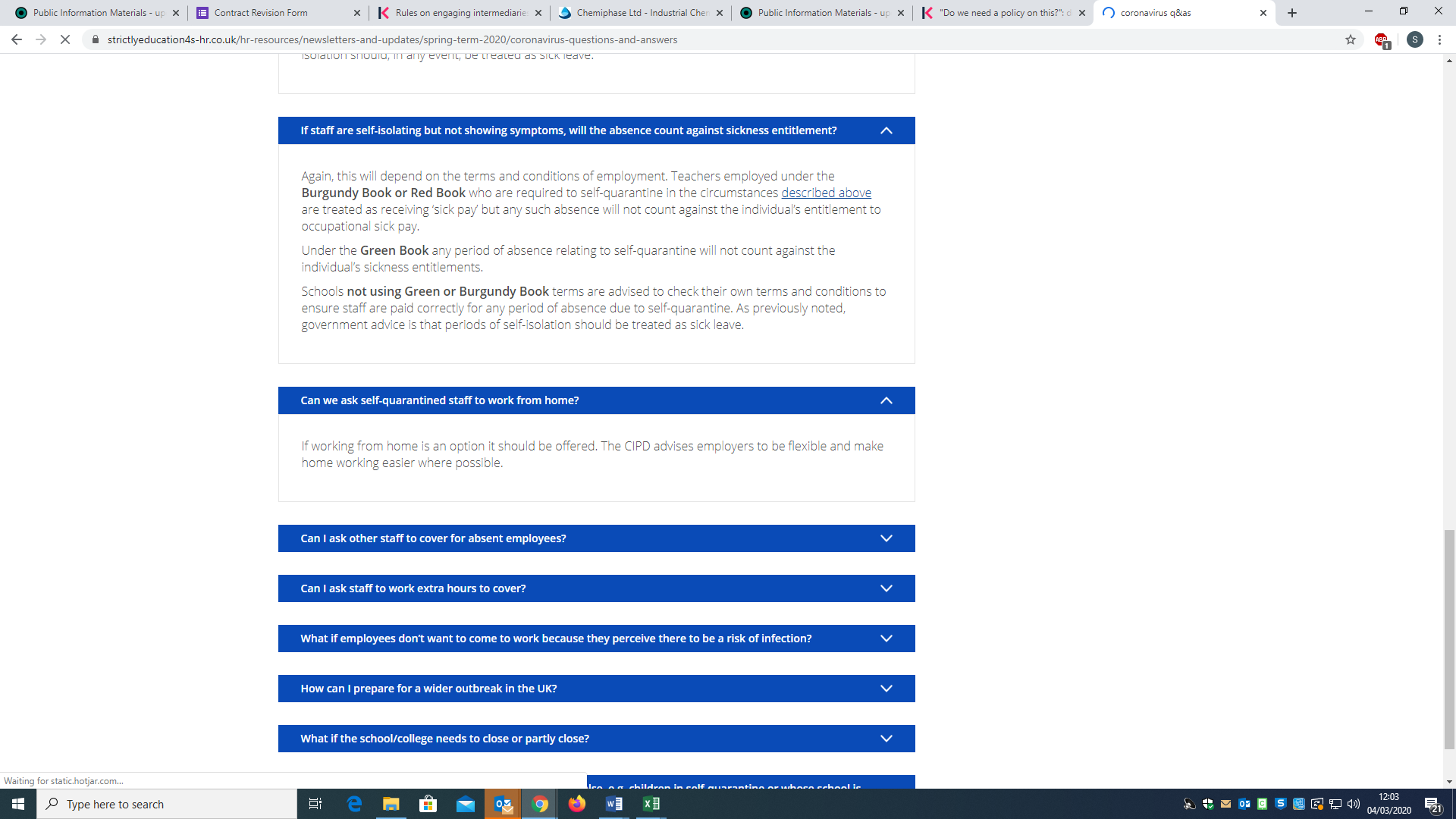
**Burgundy Book (School Teachers) / Red Book (Sixth Form Teachers):** Teachers employed under Burgundy Book or Red Book terms and conditions are entitled to be paid full pay for any required absence resulting from someone living in the same house having an infectious disease. The provision also applies where there is infectious disease in the workplace and it is inadvisable for a teacher to attend for “precautionary reasons”. In all cases, the opinion of an ‘approved medical practitioner’ is referred to, however in the current circumstances, where the teacher/school is following public health advice, it should not be necessary for the employee to take separate medical advice.

The Burgundy Book / Red Book do not specifically address the situation where a teacher may need to self-isolate for other reasons (e.g. travel to an affected area), however in the interests of fairness and equitable treatment some latitude in interpretation may be necessary. Bear in mind the government advice that self-isolation should, in any event, be treated as sick leave.



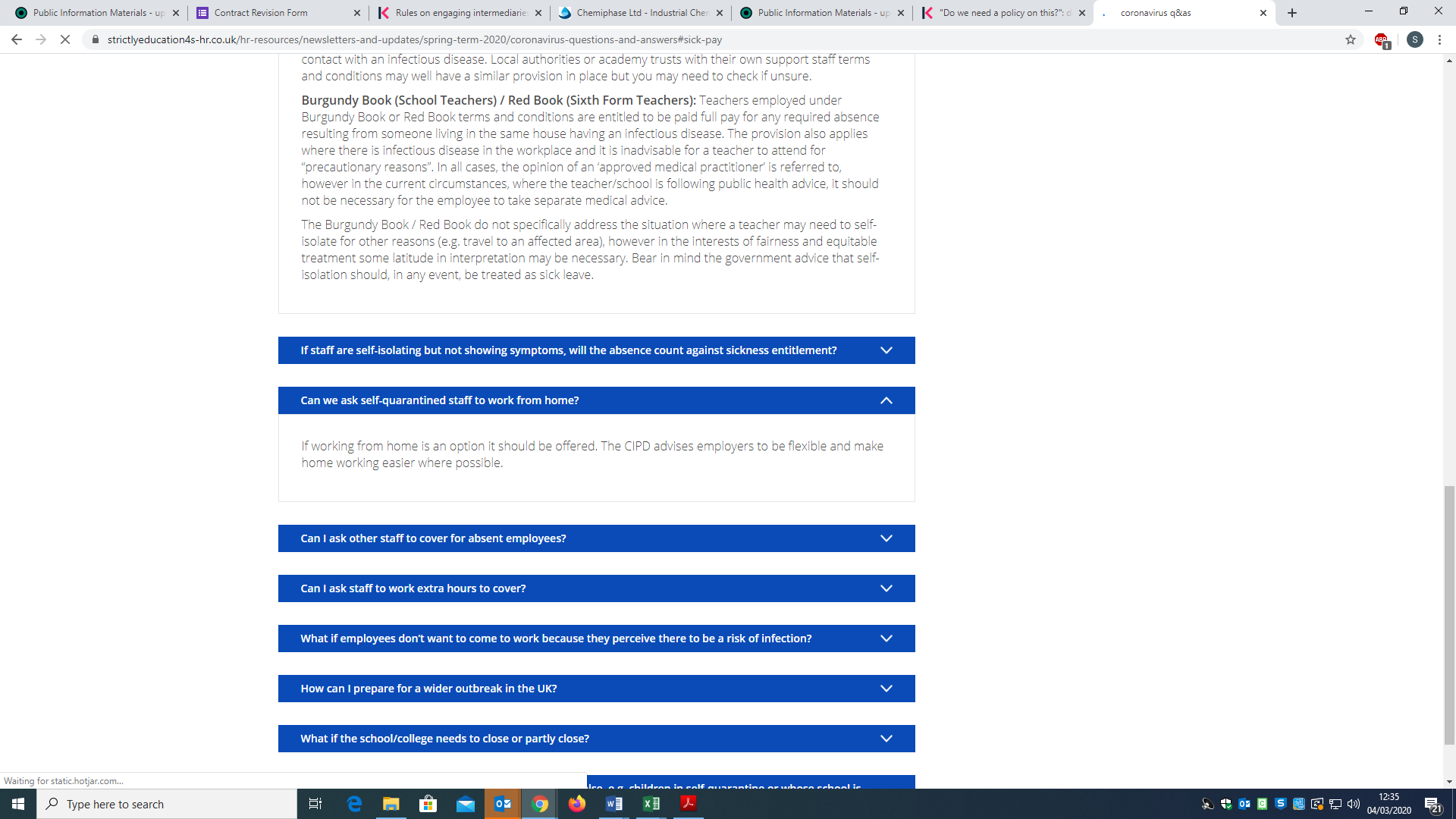
Again, this will depend on the terms and conditions of employment. Teachers employed under the **Burgundy Book or Red Book**who are required to self-quarantine in the circumstances [described above](https://www.strictlyeducation4s-hr.co.uk/hr-resources/newsletters-and-updates/spring-term-2020/coronavirus-questions-and-answers#sick-pay) are treated as receiving ‘sick pay’ but any such absence will not count against the individual’s entitlement to occupational sick pay.

Under the **Green Book**any period of absence relating to self-quarantine will not count against the individual’s sickness entitlements.

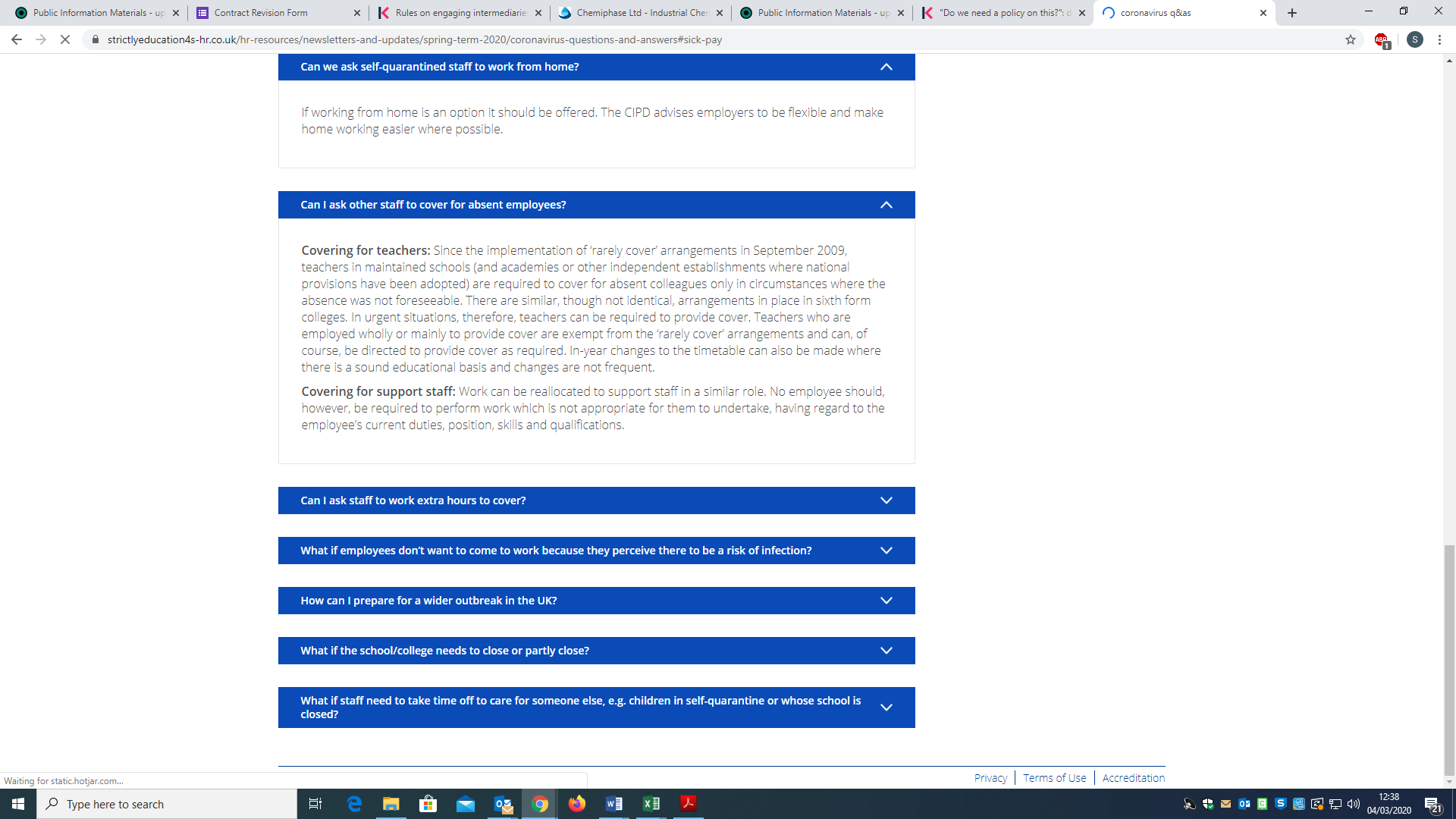


Again, this will depend on the terms and conditions of employment. Teachers employed under the **Burgundy Book or Red Book**who are required to self-quarantine in the circumstances as [described above](https://www.strictlyeducation4s-hr.co.uk/hr-resources/newsletters-and-updates/spring-term-2020/coronavirus-questions-and-answers#sick-pay) are treated as receiving ‘sick pay’ but any such absence will not count against the individual’s entitlement to occupational sick pay.

Under the **Green Book**any period of absence relating to self-quarantine will not count against the individual’s sickness entitlements.

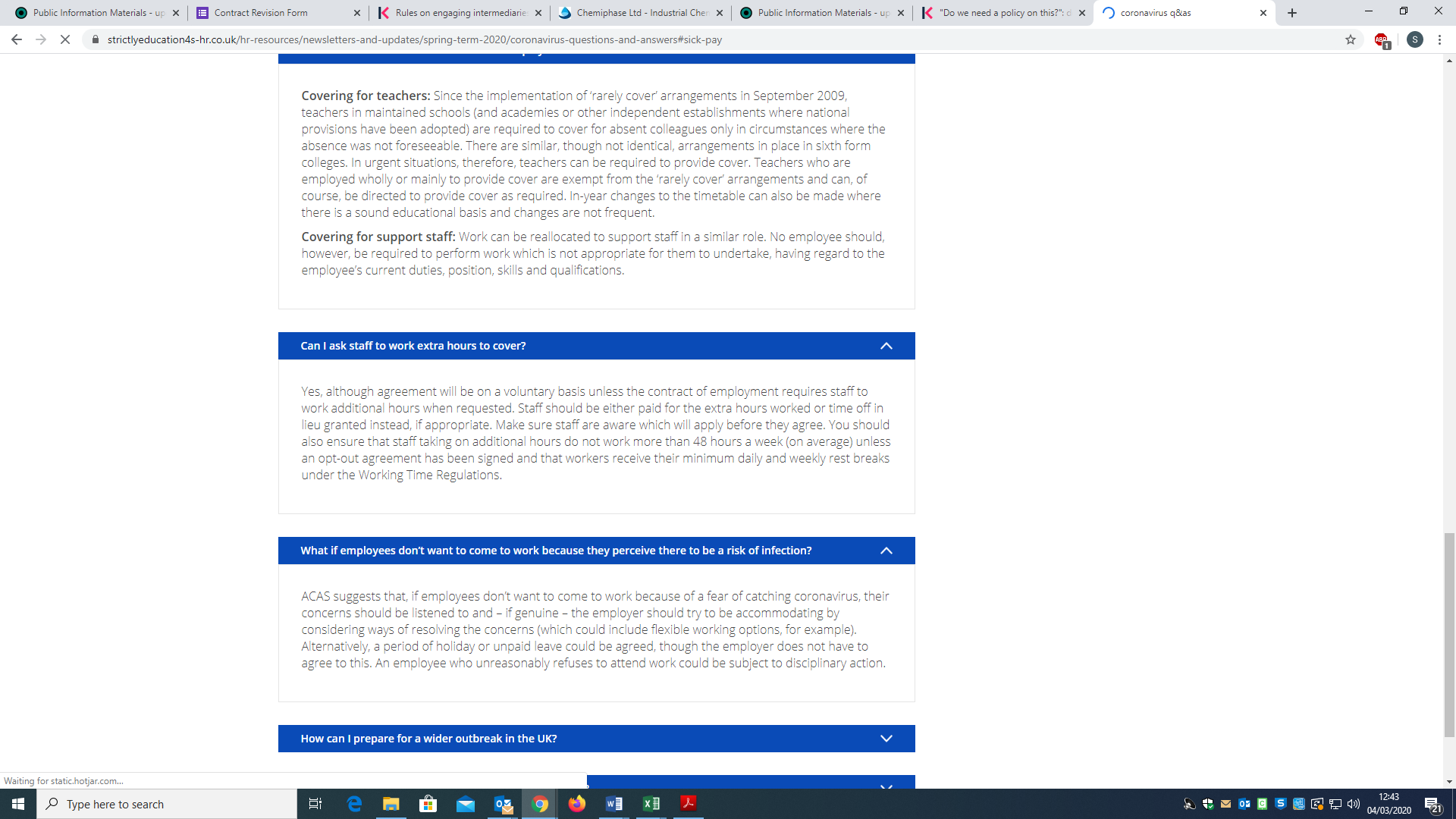


If working from home is an option it should be offered. The CIPD advises employers to be flexible and make home working easier where possible i.e. through the provision of laptops/intranet access or similar.

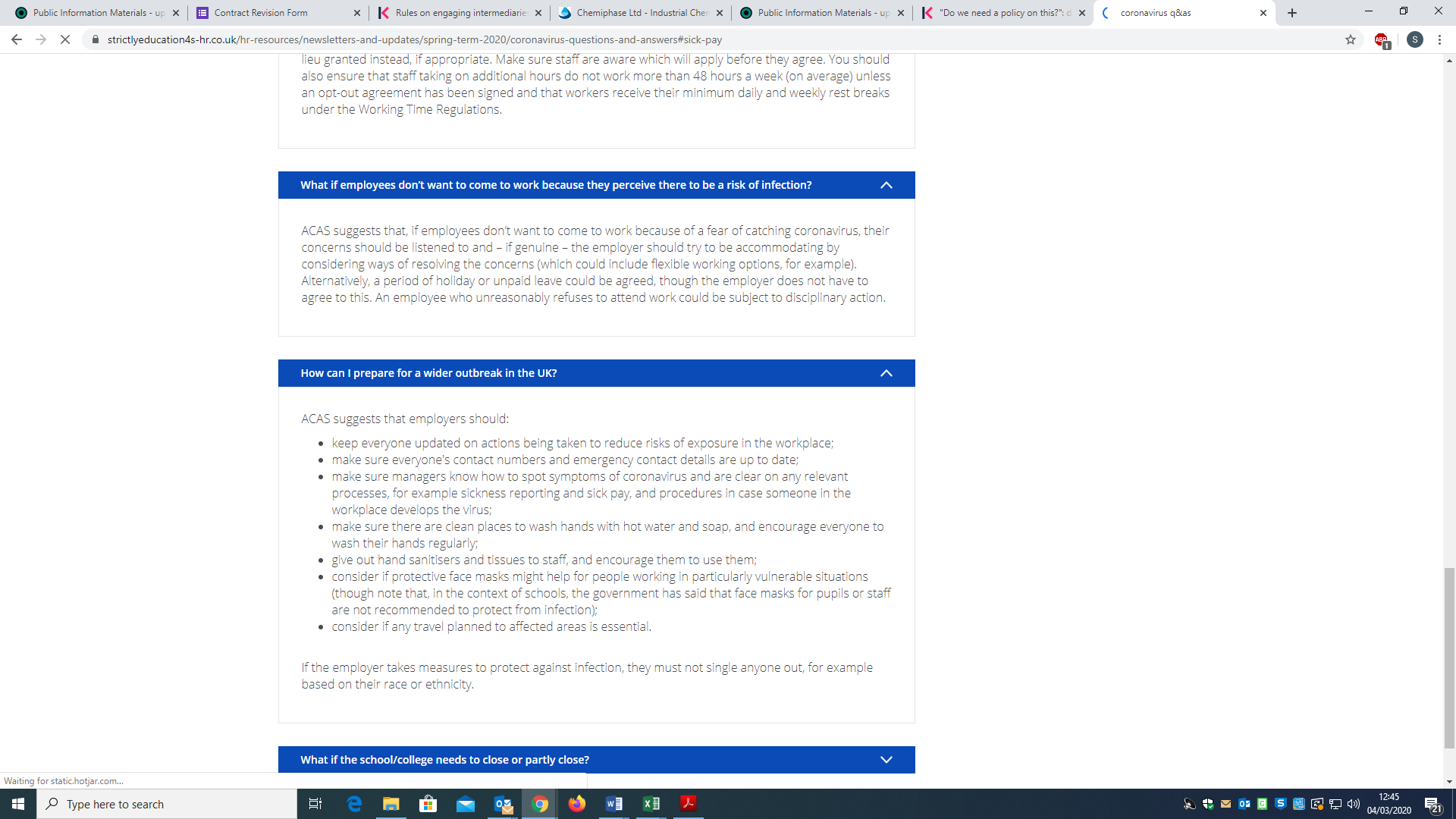


**Covering for teachers:** Since the implementation of ‘rarely cover’ arrangements in September 2009, teachers in maintained schools (and academies or other independent establishments where national provisions have been adopted) are required to cover for absent colleagues only in circumstances where the absence was not foreseeable.. In urgent situations, therefore, teachers can be required to provide cover. Teachers who are employed wholly or mainly to provide cover are exempt from the ‘rarely cover’ arrangements and can, of course, be directed to provide cover as required. In-year changes to the timetable can also be made where there is a sound educational basis and changes are not frequent.

**Covering for support staff:** Work can be reallocated to support staff in a similar role. No employee should, however, be required to perform work which is not appropriate for them to undertake, having regard to the employee’s current duties, position, skills and qualifications.



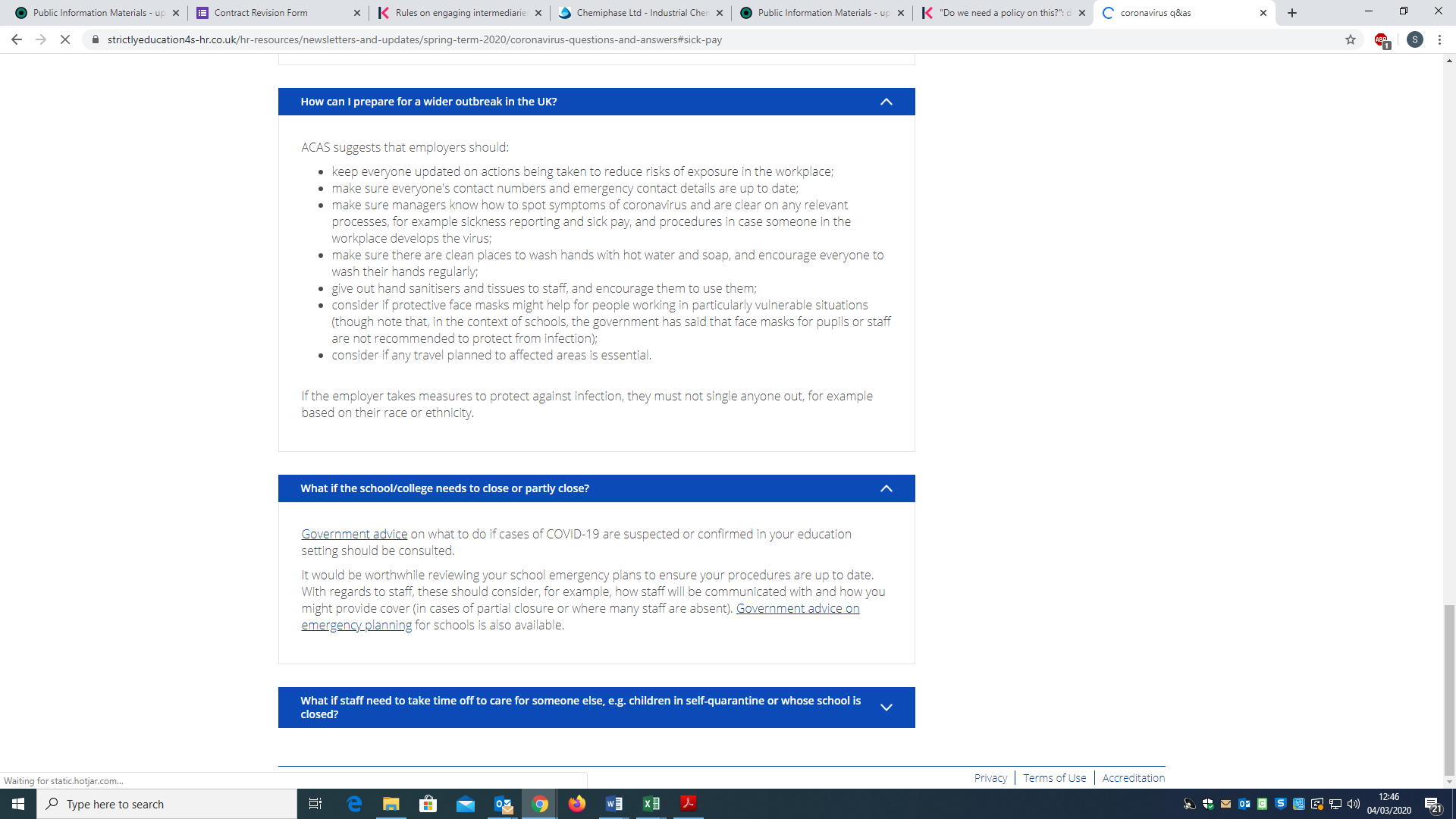
ACAS suggests that, if employees don’t want to come to work because of a fear of catching coronavirus, their concerns should be listened to and – if genuine – the employer should try to be accommodating by considering ways of resolving the concerns (which could include flexible working options, for example). Alternatively, a period of holiday or unpaid leave could be agreed, though the employer does not have to agree to this. An employee who unreasonably refuses to attend work could be subject to disciplinary action.



ACAS suggests that employers should:

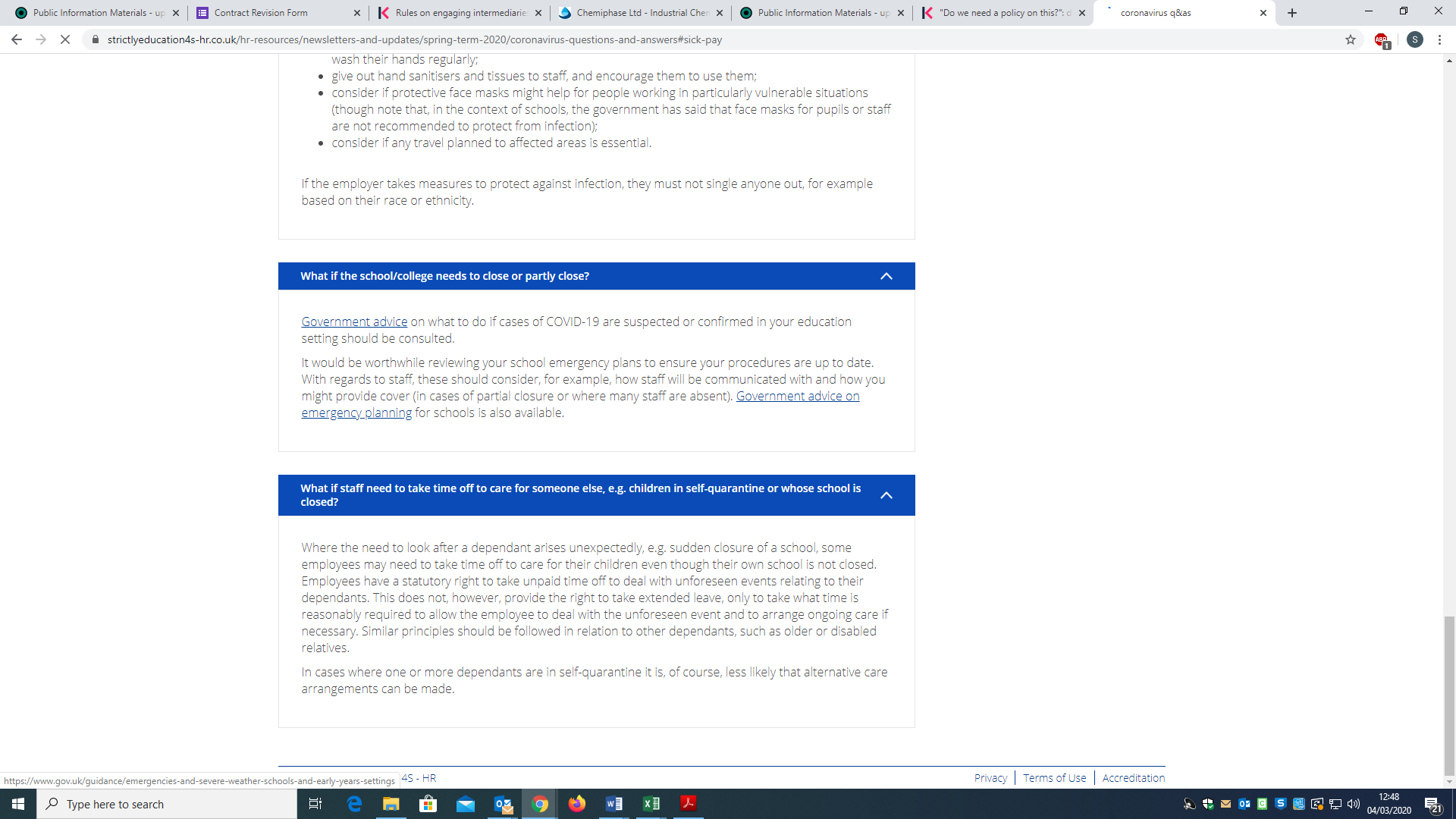
* keep everyone updated on actions being taken to reduce risks of exposure in the workplace;
* make sure everyone's contact numbers and emergency contact details are up to date;
* make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus;
* make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly;
* give out hand sanitisers and tissues to staff, and encourage them to use them;
* consider if protective face masks might help for people working in particularly vulnerable situations (though note that, in the context of schools, the government has said that face masks for pupils or staff are not recommended to protect from infection);
* consider if any travel planned to affected areas is essential.

If the employer takes measures to protect against infection, they must not single anyone out, for example based on their race or ethnicity.



[Government advice](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19) on what to do if cases of COVID-19 are suspected or confirmed in your education setting should be consulted.

Review your school emergency plans to ensure your procedures are up to date. With regards to staff, these should consider, for example, how staff will be communicated with and how you might provide cover (in cases of partial closure or where many staff are absent). [Government advice on emergency planning](https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings) for schools is also available.



Where the need to look after a dependant arises unexpectedly, e.g. sudden closure of a school, some employees may need to take time off to care for their children even though their own school is not closed. Employees have a statutory right to take unpaid time off to deal with unforeseen events relating to their dependants. This does not, however, provide the right to take extended leave, only to take what time is reasonably required to allow the employee to deal with the unforeseen event and to arrange ongoing care if necessary. Similar principles should be followed in relation to other dependants, such as older or disabled relatives.

In cases where one or more dependants are in self-quarantine it is, of course, less likely that alternative care arrangements can be made.

Appendix 2

**Notice re: COVID-19 (Coronavirus)**

In line with the latest advice from Public Health England, we request that you comply with the following measures, which we have implemented to help ensure the health of our community as far as possible.

1. **Wash your hands** upon arrival in school (or use the hand sanitiser provided) and at regular times of the day, before eating food and prior to leaving school
2. **Use a tissue** if you need to cough or sneeze – ‘catch it, bin it, kill it’
3. **Wash your hands** after visiting the bathroom
4. Ensure that children in your care practice good hand hygiene / cough and sneeze etiquette
5. Ensure that door handles, table surfaces and ‘contact’ points of your classroom are regularly wiped down with disinfectant spray provided during the school day
6. Inform the Headteacher immediately if any of the declarations below change in any regard.
7. Complete the following **declarations:**

• I am not in a vulnerable category

• There is nobody in my household within the vulnerable category

If no – please give details of vulnerability

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

• I (or a member of my household) have not knowingly been in close contact with anyone who has either been instructed to self-isolate by NHS 111 or been diagnosed with Covid-19.

• I (or a member of my household) have NOT been to the Hubei Province in China in the last 14 days

• I (or a member of my household) have NOT been to Category 1 Classified areas since 19th February:

Iran, Lockdown areas in Northern Italy (in Lombardy: Codogno, Castiglione d’Adda, Casalpusterlengo, Fombio, Maleo, Somaglia, Bertonico, Terranova dei Passerini, Castelgerundo and San Fioranoor; and in Veneto: Vo’ Euganeo), or special care zones in South Korea (Daegu and Cheongdo)

• I (or a member of my household) have NOT been to the following Category 2 areas since the 19th February

Northern Italy (see map)  
Vietnam, Cambodia, Laos, Myanmar  
Other parts of mainland China or South Korea  
Thailand, Japan, Hong Kong, Taiwan, Singapore, Malaysia or Macau

OR

• I (or a member of my household) have been to a Category 2 area, but **NOT exhibiting any symptoms**\* of the virus

\*Cough, high temperature or shortness of breath

• I (or a member of my household) have no indications that would suggest I am a possible carrier of COVID- 19

Name: ……………………………………………………………………………………….

Signature:………………………………………………………………………………….

Date:………………………………………………………………………………………….