

# The Challenge Academy Trust: Emergency Staff Health and Safety Policy **INTERIM**



This policy note outlines the Trust's approach to the management of Health and Safety during the current Covid-19 pandemic. It replaces some of the current policies, procedures and practices in place at each Academy and therefore anything written within this policy note will override current policy until such time as deemed appropriate by the Trust Board. Anything not covered in this policy will remain as per existing policy and procedure.

## **ROLES & RESPONSIBILITIES OF MANAGERS & EMPLOYEES**

Managers will:

- ensure that employees are aware of and understand this emergency policy;
- encourage all employees to follow the appropriate government advice in place at any given time;

Employees will:

- ensure that they are aware of and understand this emergency policy;
- follow the appropriate government advice in place at any given time;

## **OVERVIEW**

The responsibilities for Health and Safety at each academy in the Trust will remain as laid down in the Trust's overarching policy and each academy's own Health and Safety Policy. Where necessary due to absence or illness, the CEO or the Principal/Headteacher will nominate a deputy to take responsibility for individual arrangements in place.

Academies should consider their arrangements and make adaptations as required in accordance with the closure status of the academy (i.e. if is fully closed or remains partially open for designated pupils in accordance with government guidance. The policy identifies the main areas where adaptations may need to be made but all academies should consider their own specific circumstances.

If further advice is required the academy should contact Adrienne Laing, Director of Operations or the Trust's H&S consultant - Adele Partridge at HSINCARE.

## **REPAIRS AND MAINTENANCE**

Where possible, academies should continue to operate under the existing risk assessments and maintenance regimes. Where this is not possible for individual activities, the Health and Safety Lead in each academy will consult with the Trust Director of Operations and either establish alternative arrangements and risk assessments or ensure that the activity is not carried out.

Practical examples of the above guidance include:

- Maintenance arrangements for fire alarms and legionella should continue to be carried out in accordance with normal procedures.
- Maintenance arrangements for equipment not in use should continue to be maintained in line with schedules but if the maintenance contractors are not available then the academy needs to keep a list of outstanding maintenance requirements and ensure that these are completed before the item is used again. If it is not possible for statutory maintenance regimes to be carried for items of equipment then those items must be put out of use until the statutory requirements can be met

## **OPERATIONS WHILST PARTIALLY OPEN**

A proforma risk assessment is given in Appendix 2 which should be adapted for each school environment.

## **Maintaining Social Distancing**

The government guidance on maintaining social distancing for educational establishments can be accessed here

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

The main points are:

- tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- consider how children arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport
- ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible
- stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering
- discourage parents from gathering at school gates
- try to follow the social distancing guidelines

The social distancing guidelines include

- Making sure anyone who is feeling ill stays at home (for residential special schools and colleges, this means self-isolating as a school or college 'household' if a resident is ill). See the guidance on isolation for residential educational setting
- ensure all staff and children:
  - o wash their hands with soap and water for 20 seconds frequently
  - o are encouraged not to touch their faces
  - o use a tissue or elbow to cough or sneeze and use bins for tissue waste
- ensure help is available for children and young people who have trouble washing their hands
- increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings

Academies are advised to limit contact by creating small groups of pupils with facilities as follows:

- Each group should have its own defined space, preferably IT enabled
- Each group should use a defined toilet. Toilets should be unisex and labelled clearly to show which group they are for. Where possible allocate a cubicle per pupil each day.
- Each group should have a scheduled outdoor break at different times and preferably in a different location
- Children should report to and be dismissed from each group at a staggered designated time,

Even where there are a small number of children and therefore only one group the space and toilets in use should be clearly defines as this will assist in effective cleaning regimes particularly if a child in the group becomes symptomatic.

#### **Staff Rotas**

Consideration should be given to creating staff rotas which minimise the contact between individuals. Therefore, staff should be assigned to one group only when on duty and consider allocating rotas to one set of staff for a number of days at a time followed by a period of home working.

Only the minimum number of staff essential to the running of the facility should be asked to come into work. All others should be directed to work from home.

#### **First Aid**

Every setting should have either a first aider or an emergency first aid trained individual on site if possible. Where there are very small numbers (e.g. less than 10 people on site), there must be an appointed person in charge in the event of an incident but they do not need to be a trained first aider or an emergency first aider. It is recommended that in these circumstances, the appointed person is the person in charge of daily operations. See Appendix 3 for a detailed risk assessment and guidance on staff ratios.

First aid may still be required to be given to pupils and staff. Only pupils and staff who are not symptomatic and whose household members are not asymptomatic should be attending the setting. Nevertheless, anyone treating an injury should follow social distancing rules as much as possible.

If available, PPE (gloves, goggles -such as science goggles, aprons and facemasks should be worn). Gloves should always be worn when treating open wounds. The first aider must wash their hands thoroughly after giving first aid.

Anyone treating a first aid incident should follow the guidance on handwashing immediately after treating the injury.

Appendix 1 gives the guidance that has been given to first responders in dealing with all patients. The main points to note are that PPE should be used and in the event of cardiac arrest do not give rescue breaths and cover the injured persons mouth and nose with a cloth/ tea towel

#### **If a serious injury occurs in school:**

**Call the ambulance service and follow the directions given by the 999 call handler, the paramedics or the first responder at all time.**

#### **Cleaning and Waste Disposal**

Cleaning of settings and waste disposal needs to follow the guidance at all times:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Rotas should be planned for cleaning staff which ensure that there are always sufficient staff on duty to ensure that areas in use can be cleaned and maintained.

#### **Deliveries to pupil and staff homes**

There may be occasions when a member of staff has to visit the home of a pupils or another member of staff for example to deliver Free School Meal vouchers or coursework. The member of staff going to the home should follow social distancing guidelines at all time. Where a delivery has to be made, the envelope should be posted through the letterbox of the house where possible and if the parcel is large, put down parcel, ring the doorbell, step back to a minimum of 2 metres distance and wait for the door to be opened and the parcel picked up. Record the name of the person who has answered the door and collected the parcel.

#### **Activity Risk Assessments**

Activities provided for students in the academies whilst they are partially open should ensure that the risk assessments in place at the academy are followed and that all staff involved in delivering those activities are aware of the relevant risk assessments for example:

- Food technology/ cooking activities which could be carried out with the key worker pupils attending the school but should only be carried out if the teacher in charge has the relevant qualifications.
- PE activities provided must be carried out in accordance with the relevant risk assessment

#### **HOME WORKING AND DSE (DISPLAY SCREEN EQUIPMENT) PRACTICES**

With the majority of members of staff working from home and using IT, the importance of following correct procedures with regard to Display Screen Equipment is paramount. All homeworkers should be asked to complete the homeworking questionnaire and any issues identified should be reported to their line manager and appropriate adjustments recommended

It is recommended that home workers are asked to complete the homeworking training module on iAM Compliant. In addition, the videos below have useful advice.

<https://www.youtube.com/watch?v=tc2RulybHY0>  
<https://www.youtube.com/watch?v=ZLwIP8cBaWA&feature=related>

#### **FURTHER ADVICE**

If further advice is required the academy can contact either Adrienne Laing, Director of Operations or the Trust's H&S consultant -Adele Partridge at HSINCARE on 07894 860292

#### **REVIEW**

This policy will be reviewed, as and when further information is available from Central Government and in consultation with recognised trade unions and other relevant parties.

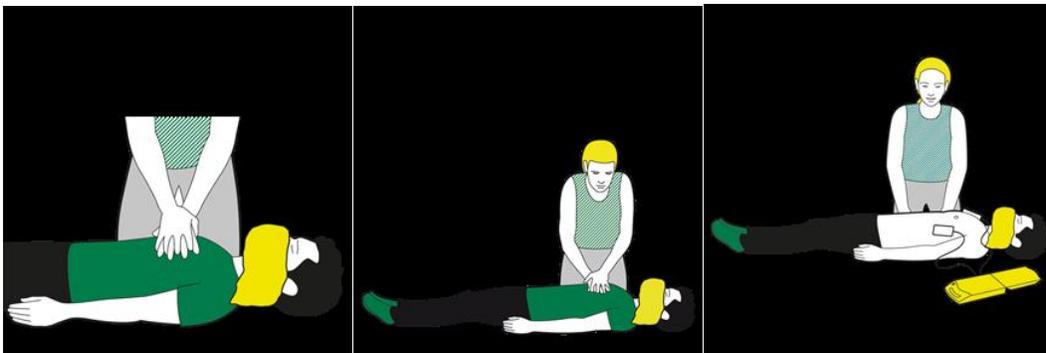
## APPENDIX 1: FIRST RESPONDER GUIDELINES

All First Responders should ask the questions on the doorstep to establish if they have been in contact or have COVID-19 if are uncertain they put on Level 2 PPE which is:

- Face mask
- Disposable apron
- Safety goggles (One use) – e.g, science
- Gloves

IF CPR is required:

- 1) If you find someone collapsed, you should first perform a primary survey. Do not place your face close to theirs. If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.
  - Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance
  - If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
  - Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.
- 2) Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.
  - Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs. Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.
  - Do not give rescue breaths.
- 3) Continue to perform CPR until:
  - emergency help arrives and takes over
  - the person starts showing signs of life and starts to breathe normally
  - you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
  - a defibrillator is ready to be used.
- 4) If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.
  - Wherever possible, the helper should keep a distance of 2m.



**APPENDIX 2: PARTIAL SCHOOL OPENING RISK ASSESSMENT PROFORMA**

<b>RISK ASSESSMENT – SPECIFIC ACTIVITY/SITUATION</b>	
GE-17-03-20	
<b>RISK ASSESSMENT REFERENCE NO:</b>	

<b>WORKPLACE ACTIVITY:</b>	Generic assessment – School opening for key worker children	<b>DATE:</b>	23 <sup>rd</sup> March 2020
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<b>PERSONS AT RISK- AFFECTED BY ACTIVITY:</b>	Staff and Pupils	<b>NUMBER</b>	10-40 Staff 50+ Pupils
<b>ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:</b>	People with underlying health problems	<b>NUMBER</b>	TBC

**SETTING THE SCENE:**

School opening during Covid-19 emergency shutdown. A number of children classified as vulnerable or having key worker parents to attend school during normal hours – possibly 20% of normal numbers. Numbers of staff in school may not be at full quota (approximately 50%)– catering staff and cleaners employed by local authority may not be available during this time.

<b>POTENTIAL HAZARDS</b>	<b>Assessment of Risk</b>		
	Low	Med	High
Risk of infection spreading via pupils or staff members to others in the school.			X
Parents trying to drop children off who are not authorised.		X	
Issuing medication to children – i.e. conjunctivitis ointment. Child falls ill/has an accident and lack of first aiders in school.		X	
Staff to child ratios not met due to staff illness		X	
Regular catering staff not at work, replaced by temporary staff – lack of knowledge about allergens.			X
Teaching staff looking after children from different classes – care plans not shared.	X		
Fire in School, different evacuation routes being used could delay exit.	X		
Other children causing disruption from outside the school		X	

<b>EXISTING CONTROL MEASURES</b>
<p>1) At the beginning of each day, speak to each individual and ensure they feel well. Take immediate action to isolate a person if they are unwell and then if they continue to feel unwell, send the person home</p> <ul style="list-style-type: none"> <li>• Take action to isolate a person immediately who has a continuous cough for more than an hour; or 3 or more coughing episodes than normal in a 24 hour period. Isolation for a child would be in a room where there is a segregated space of at least 6 foot from person to person (max 3 people in the room).</li> <li>• Ensure that the isolation room is kept clean – use antibacterial cleaner on door handles and other contactable surfaces</li> </ul>

- Protect any members of staff who are pregnant – either by them working in a room with only one other staff member (desks separated at distance of 6 foot) or at home.
- Rearrange desk space in classrooms so that students are working further apart.
- Ensure there is a suitable supply of hand sanitizer and soap available in classrooms. Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum.
- Teachers to ensure that everyone washes their hands every hour through the day – at the beginning of the school day and before eating.
- Lessons adapted so that there is less contact between pupils (such as PE and playtime activities); ipads and keyboards to be cleaned at the end of each day.
- Staff will not be required to meet with parents on a one-to-one basis during this emergency period.
- Parents will be allowed in to the reception area to talk to office staff, one at a time. Office staff will use Ping and other text messaging services to communicate messages with parents where ever possible.
- Double check with all staff members if they are classed as High Risk – see Additional information further down. Suggest alternative work load for staff members who are classed as high risk i.e. working from home.
- Extra curricular activities will be suspended, including speech therapists, sports coaches, music coaches etc.
- Any contractors due to attend for maintenance of school equipment (boilers, kitchen equipment etc) and catering staff will need to sign a declaration to show that they have not been exposed to anyone at home who display symptoms of coronavirus:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/874011/Stay\\_at\\_home\\_guidance\\_diagram.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf)

2. Only one entrance in to the school to be used at start and end of day.

- Head teacher will provide authorised parents with a time to drop off and collect their children – stagger the time over a 20 minute period. Issue drop off/collection time slot to parents through ping (Or alternative messaging services).
- A list of authorised children will be provided to all staff members who will be located at the entrance point at the beginning of the school day.
- Anyone coming into contact with parents at the reception area of entrance of the school will be provided with disposable gloves.
- Children who are dropped off at school by parents who are not authorised workers (and subsequently parents leave), will be sent to an isolation room. Parents will be contacted to collect children immediately.
- A list of parent jobs linked to Critical Workers will be displayed on the school website:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Evidence to show that parents are classed as key workers will be required – such as wage slips or confirmation from the parents employer.

3. Ensure there is a medical room available for treatment of sick or injured pupils – have a sink and access to a toilet available that is segregated from general use.

- Brief all staff in handling basic first aid treatment, such as nose bleeds, issuing asthma inhalers, assisting pupils needing eye drops etc.
- Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues).
- Hand wash and hand sanitizer will be available in the medical room.

4. Staff ratios will be determined for each class. A rota of teachers required to work in school will be reviewed on a weekly basis.

- Contact other schools to see if you can share resources – maintenance officers, teaching staff, ta's. Multi-academy trusts can assist each other in the event of staff shortages in one area. Check if other schools in the immediate area could also take in pupils in the event of your own staff shortages (DfE guidance).

<ul style="list-style-type: none"> <li>Teachers will remain contactable to provide emergency cover in the event of another teacher not being available. The Head Teacher and SLT will review the rota list on a daily basis if teachers and ta's call in sick.</li> <li>Holiday leave will be cancelled during this pandemic. The HR department will issue guidance to employees who have lost holiday leave in the current financial year.</li> </ul>
<p>5. Wherever possible, parents will be asked to send pupils into school with packed lunches.</p> <ul style="list-style-type: none"> <li>A list of children with food allergens will be displayed in the kitchen office. Temporary staff members will be briefed on allergens by a member of the SLT at the beginning of school day.</li> <li>Parents will be reminded of not sending in foods containing nuts, when appropriate, through ping messages and on website.</li> <li>In the event that the school kitchen is closed, parents will be informed. The school will consider alternative options available to children such as buying in ready made sandwiches or contacting PTA to ask for volunteers to make sandwiches etc.</li> </ul>
<p>6. Staff will be briefed daily by the head teacher.</p> <ul style="list-style-type: none"> <li>Care plans will be shared with staff as appropriate. The SLT will monitor changes to Care Plans and teachers will be supported on daily basis if changes need to be made to an individual pupil.</li> </ul>
<p>7. Maintenance team will work with the Head Teacher to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed.</p> <ul style="list-style-type: none"> <li>Pupils will be informed of which exits are to be used at the beginning of each week – particularly if pupils are located in a different classroom than they are used to.</li> </ul>
<p>7. Maintenance team will work with the Head Teacher to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed.</p> <ul style="list-style-type: none"> <li>Pupils will be informed of which exits are to be used at the beginning of each week – particularly if pupils are located in a different classroom than they are used to.</li> </ul>
<p>8. Staff will be briefed on any changes to the lock down procedure during the school day.</p> <ul style="list-style-type: none"> <li>If the entrance gate can be locked (entrance buzzer is located here), office staff will be vigilant before permitting access by anyone who rings the buzzer. Only people who have existing appointments will be permitted entrance.</li> <li>Office staff will be briefed on a daily basis to confirm who is expected to arrive during the school day.</li> <li>If the front entrance can be locked (buzzer outside door), only people who have existing appointments will be permitted entrance.</li> <li>If any members of staff are aware of groups of people loitering outside the school premises, a lockdown will be implemented until the groups dissipate. In the event that intruders do not leave, the police will be called.</li> </ul>

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM	X	HIGH	
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RISK RATING = SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	MEDIUM	X	HIGH

**Note:** Re-assessment required if overall residual risk is High

ADDITIONAL INFORMATION: (Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)
<p>The following group of people are at high risk:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having certain types of cancer treatment</li> <li>• have blood or bone marrow cancer, such as leukaemia</li> <li>• have a severe lung condition, such as cystic fibrosis or severe asthma</li> <li>• have a condition that makes you much more likely to get infections</li> <li>• are taking medicine that weakens your immune system</li> <li>• are pregnant and have a serious heart condition</li> </ul>

Risk Assessment Circulation List (tick box)			
Employees	<input type="checkbox"/>	Management	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Other – Specify:	<input type="checkbox"/>
Signature of responsible person:		Date:	
Assessor:	Adele Partridge CMIOSH MIIRSM	Signature:	
Date Assessed:	23 <sup>rd</sup> March 2020	Review Date:	May 2020

RISK ASSESSMENT REVIEW - COMMENTS

Date:

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Reason for Review

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Reviewed By:

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Signature:

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RISK ASSESSMENT REVIEW - COMMENTS

Date:

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Reason for Review

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Reviewed By:

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Signature:

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### APPENDIX 3: FIRST AID PROVISION – PARTIAL SCHOOL CLOSURE

In normal circumstances, all academies will have fully qualified first aiders on site. During these times of partial school closure, it may be difficult to always ensure that a trained first aider is on the premises. Therefore, this guidance identifies the minimum provision that academies must adhere to.

The HSE guidance of provision of first aid takes two factors into account:

- The nature of the risks being presented with premises such as offices, shops and libraries identified as low hazard and premises such as construction and places with machinery operating being identified as higher hazard
- The number of people on the premises

The guidance identifies three levels of staffing of first aid provision:

- an appointed person responsible for first aid arrangements
- a first aider trained in emergency first aid
- a first aider trained in First Aid at Work

Academies can be regarded as either low hazard or higher hazard depending on the activities taking place and the minimum staffing provision required depends on the numbers of people in the academy and the activities taking place.

The table gives the suggested minimum cover for TCAT academies although where possible a trained first aider should always be on site:

No. individuals in the academy (staff and pupils)	TCAT guidance		
	≤ 15	16 - 25	25+
Low hazard activity = Classroom activities only - no DT, Science or sports lessons (except activity such as table tennis/ badminton), premises staff doing low-level maintenance tasks	Appointed person (senior leader on site)	Emergency trained first aider (1 day course) or First Aid at Work First Aider (3 day course)	First Aid at Work First Aider
Higher hazard = includes use of machinery, science experiments, sports such as football and rugby, premises staff doing more complex tasks involving tools and equipment	Emergency trained first aider (1 day course) or First Aid at Work First Aider (3 day course)	Emergency trained first aider (1 day course) or First Aid at Work First Aider (3 day course)	First Aid at Work First Aider

#### EYFS

Statutory guidance for EYFS require that a member of staff who has paediatric first aid training is on site. There may be occasions during the partial closure that this is not possible. In this instance a risk assessment needs to be completed clearly indicating the provision and safeguards that are put in place. If academies have this issue, please contact Vicky Briggs, Primary Lead, who will be able to provide support to the academy to put appropriate provision in place.