FPTA Academies

CORONAVIRUS (COVID-19) POLICY

Link to the HEALTH AND SAFETY POLICY

Ratified: August 2020

1. Introduction

1.1. The FPTA Academies("the Trust") is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors.

2. Purpose

2.1. The Coronavirus (Covid-19) policy describes the additional measures over above our usual health & safety obligations that the Trust has put in place to reduce as far as reasonably practicable the additional risks of the Coronavirus (Covid-19) outbreak. This policy should be read in conjunction with Covid-19 risk assessment and procedures agreed and implemented by local governing bodies and Headteacher.

3. Scope

3.1. The Coronavirus (Covid-19) policy applies to all employees employed throughout the Trust, learners and their parents/carers. In adherence with these arrangements employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

3.2. All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures.

4. Review

4.1 The Trust will monitor and review the effective implementation and update of this policy and associated procedures to ensure that it reflects any changes to the Trust's activities and remains up to date with latest government guidance. Any changes will be communicated to all stakeholders and will be available on Trust and School websites.

5. Covid-19 Policy Statement

5.1. The Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the activity of providing a broad and balanced curriculum during the Covid-19 pandemic.

5.2. In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of Covid-19;
- Communicate and consult with our staff on matters affecting their well being and health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to Covid-19 so that we can all contribute towards improving safety;

- Provide sufficient and appropriate PPE for the needs of staff and learners in line with government guidance.
- Ensure that emergency procedures are in place at all locations for dealing with the virus and engaging with the Test and Trace systems ;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide training and ensure that all employees are competent
- Provide adequate information, instruction, training and supervision for employees to ensure they do carry out their roles and responsibilities safely; and
- Regularly monitor and revise policies and procedures as guidance changes.

6. Covid-19 Responsibilities

6.1. Overall responsibility

The overall responsibility for health and safety and management of the virus rests within the with the Trust Board. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

6.2. Collective responsibility

It is important that everyone is aware of their individual and collective responsibilities and has a clear understanding of a best endeavour approach to helping to control and reduce virus transmission in our education establishments. Line managers are required to provide clear direction and accept responsibility active for risk management.

6.3. Positions of responsibility

The following positions are identified as having key responsibilities for the implementation of Covid19 control measures:

6.3.1 Executive Headteacher (EHT)

The EHT is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this policy are communicated implemented and maintained.

6.3.2 Headteacher (or Head of School)

 The Headteacher must ensure that in their school:

- They implement and follow the Coronavirus (Covid-19) Policy and Health and Safety Policy and local procedures;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;

- They provide a clear and coherent plan to meeting the safe operation of their school while having an ambition to provide a broad and balanced curriculum;
- They communicate and consult with staff on Covid-19 issues, guidance documents and risk assessments;
- They keep themselves up to date with developments and guidance relating to Covid19;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the Executive Leadership Team (EHT and CFO) for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- Covid-19 incidents inside and outside of work where this impacts on the working of a school are recorded, investigated and reported where needed;
- Personal Protective Equipment (PPE) is readily available and maintained where appropriate in accordance to government guidance, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous cleaning substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

6.3.3 Line managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Employees are fully trained to discharge their duties and have acted upon all guidance and risk assessment control measures;
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of themselves and/or their loved ones.

6.3.4 Employees

Employees must:

- Follow the latest government guidance and any instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) and that of others in schools during the Covid-19 outbreak;
- Raise any issues or concerns with their line manager or safety representative where applicable.

6.3.5 Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules, guidance and control measures set out in the relevant risk assessments;
- Comply with and accept the principles and arrangements of this Covid-19 Policy and the Health and Safety Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities, observing the different circumstance for wearing PPE;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

7 Arrangements

7.1 Re-occupation of our setting

7.1.1 From 1st September 2020 and in line with government guidance, we will be welcoming back all pupils in all year groups for a broad and balanced education.

7.1.2 The Trust will ensure that all premises are ready to provide a safe learning environment for staff, students and visitors in line with the guidance and with an ambition to provide a broad and balanced education.

7.2 Attendance

7.2.1 The Trust believes that returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we will ensure all pupils can return to school.

7.2.2 All pupils will be encouraged to attend, unless they are self-isolating, or they are in a clinically vulnerable group (in which case they should follow medical advice). There may be a small number of exceptions:

- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education (see Remote Learning section below).
- Where children are not able to attend school as parents are following clinical and/or public health advice, in this case absence will not be penalised

7.2.3 No one with symptoms should attend a Trust School for any reason.

7.2.4 Families will be instructed to notify us as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together and we will take a pragmatic and careful approach to encourage good attendance in term 1. From term 2 we will use our statutory powers to enforce good attendance.

7.2.4 Attendance recording will be in line with statutory obligations and teachers will be asked to keep seating plan records to help with track and trace.

7.3 Staff workload and wellbeing

7.3.1 The Trust will wherever possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.

7.3.2 Workload will be carefully managed, and the Trust will assess whether changes to any working practices and deployment are not affecting the work-life balance in a detrimental way.

7.3.3 The Trust will conduct periodic questionnaires as appropriate. Staff will be reminded about the well-being services provided by each school and Benenden Healthcare.

7.4 Transport

7.4.1 Staff and pupils will be encouraged to walk or cycle to and from school and avoid public transport wherever possible.

7.4.2 Staff and pupils must follow the current government guidance on wearing facemasks on public transport.

7.4.3 The Trust will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including Covid secure measures to reduce transmission.

7.4.4 Staff and trip leaders will risk assess the use of school minibuses.

7.5 Catering

7.5.1 Catering will be available for pupils and staff in our schools and we will work with our caterers to ensure that meals are prepared and served safely.

7.5.2 Trust Schools will ensure lunch is organised to ensure Group bubbles remain in tact.

7.5.3 Staff will be able to bring their own lunch but must ensure that the staff room is kept clean and tidy and that they take responsibility for their hygiene of the are they use.

8 Prevention and response to any infection

8.1 Prevention

8.1.1 Preventing the spread of Covid-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). The following is the set of actions the ALL Trust schools must take:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered arrival, dispersal and break times);
- Notices and posters promoting infection control best practice will be displayed throughout our buildings;
- Signs limiting the number of persons in each area will be displayed where applicable.

8.2 Response to any Infection

8.2.1 The following is the set of actions the ALL Trust school must take in every case where they are relevant in response to an infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

8.2.2 Any pupil or employee who displays symptoms will be sent home immediately and asked to remain in isolation and encouraged to be Covid-19 tested. If the test is positive, then the rest of the class/group (including the staff) will be sent home and advised to self-isolate following the latest advice. Currently, household members are not required to self-isolate unless symptoms are evident.

8.3 Personal Protective Equipment (PPE), including face coverings and face masks

8.3.1 PPE will be provided for those activities that have been identified for cleaning of certain areas within the school and for dealing with Covid-19 situations where there has been a known suspected case of the virus.

8.3.2 Wearing a face covering or face mask in educational settings under normal conditions has not been recommended in the government guidance. Accordingly, we will not require staff or pupils to wear face coverings.

8.3.3 Most of our staff will not require PPE beyond what they would normally need for their work unless guidance changes. PPE will be needed in a very small number of cases, including:

- Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of Covid-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a 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.
- Staff who clean more than one classroom.
- Staff that routinely require PPE as a control measure identified for their role (handling hazardous substance COSHH or using power tolls etc.)

8.3.4 If guidance changes on PPE the Trust will look to source, secure and supply sufficient PPE as required.

8.4 First Aid

8.4.1 A first aid flow chart has been produced to detail the procedures to be adopted for routine first aid incidents and the additional risk of an individual presenting with Covid-19 symptoms and all staff know and understand this guidance.

8.4.2 To assist in controlling symptomatic individuals each school will have a dedicated room to isolate the individual before deciding a course of action. Staff will be advised to go home and take medical advice. Parents and guardians will be informed where the situation involves a pupil.

8.5 Shielding pupils and staff

8.5.1 Guidance on who should shield is regularly changed/updated and the Trust will follow the latest government guidance available at the time:

https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

8.5.2 Where clinically extremely vulnerable individuals (staff) who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised by the NHS to take extra care in observing social distancing and are advised they should work from home where possible, we will endeavour to support this. For example, by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically extremely vulnerable individuals cannot work from home, they will be offered the safest available on-site roles to ensure that they can stay two metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. A specific risk assessment is to be conducted with the individual and their line manager to ensure all practicable control measures have been implemented to minimise risk to health.

8.5.3 Where extremely clinically vulnerable pupils who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised by the NHS to take extra care in observing social distancing and should stay at home the school will support this by providing high quality remote learning opportunities.

8.6 Living with a shielded or clinically vulnerable person

8.6.1 If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend our setting.

8.6.2 If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable, they can attend our setting as long as they follow the Covid Secure practice laid out in the risk assessment guidance.

8.7 Bubble groups

8.7.1 The Trust will aim to minimise contacts and mixing between people to reduce transmission of coronavirus (COVID-19). Each school has considered how to implement this in order to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle each school has applied is to reduce the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals as defined in each school's risk assessment.

8.7.2 Schools will consider adjustments to the organisation of the school day, the way pupils move around the premises and access to food facilities in their bubble groups.

8.7.3 Bubble groups will be organised in accordance with the space and staff available .

8.8 Planning and organising

8.8.1 Prior to the return of pupils and staff in September 2020, the Trust will:

- Complete and maintain risk assessments and act upon the government advice on preparing for the full opening of schools;
- All health and safety compliance checks have been undertaken before opening, including the additional guidance for water checks and fire precautions;
- Organise bubble groups, as described in the section above to minimise mixing;
- Use the timetable, allocation of classroom/learning environments to reduce movement inside the school building;
- Stagger break times (including lunch) so that minimal groups are moving at the same time;
- Consider staggered start and end time for the school day;
- Plan parents protocols in a way that minimises adult-to-adult contact on the school premises

8.8.2 While the Trust is unable to reduce the risk to zero the following measures in place provide a **Covid Secure** environment for staff and students and support the aim to keep the risk low:

- Provide staff the support to maintain a 2 metre distance at the front of the classroom;
- Increase hand washing/santisiaing provision for pupils in every classroom
- Provision of enhanced cleaning regimes across the site
- Provision PPE for those that require it.
- Limit staff numbers in any communal areas

- Adjustments to the curriculum and timetables
- Reduced movement and flows around schools
- Carefully planned space management.

8.9 Communication

8.9.1 The Trust Schools will communicate plans to staff, parents/guardians and students for the opening of schools and any subsequent changes to education provision with as much notice as possible. In any rapidly changing situations we urge staff and parents to check for the latest guidance on the government's website.

8.9.2 The Trust asks that parents/guardians provide the school with early communication with regard to any suspected cases and collectively take responsibility for reducing Covid-19 in our community in the way that they support our schools.