

## HEALTH AND SAFETY POLICY ADDENDUM

### CORONAVIRUS (COVID-19) ORGANISATION AND ARRANGEMENTS

#### 1. Introduction

- 1.1. The Pontefract Academies Trust (“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) Organisation and Arrangements describes the additional measures that the Trust has put in place to reduce as far as reasonably practicable the additional risks of the Coronavirus (Covid-19) outbreak.

#### 3. Scope

- 3.1. The Coronavirus (Covid-19) Organisation and Arrangements applies to all employees employed throughout the Trust. 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

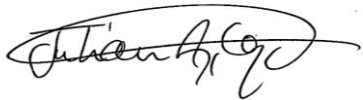
- 4.1 The Trust will make arrangements to monitor and review the effective implementation and update of this policy and associated procedures to ensure that it reflects any changes to the Trust’s activities and remains up to date with latest government guidance. Any changes will be communicated to all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

#### 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 our activities 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 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;
  - Ensure that emergency procedures are in place at all locations for dealing with the virus;
  - Maintain our premises, and provide and maintain safe plant and equipment;
  - 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 adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

**Signed:**



**Name: Julian Appleyard OBE**

**Chief Executive Officer**

**Dated: 28/05/2020**

**Signed:**



**Name: Dominic Pinto**

**Head of School**

**Dated: 28/05/2020**

## **6. Covid-19 Responsibilities**

- 6.1. The overall responsibility for health and safety and management of the virus rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.
- 6.2. It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.
- 6.3. The following positions are identified as having key responsibilities for the implementation of Covid-19 control measures:

### **6.3.1 Chief Executive Officer (CEO)**

The Chief Executive Officer 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 Head of School**

The Head of School must ensure that in their school:

- They implement and follow the Coronavirus (Covid-19) organisation and arrangements Health and Safety Policy addendum;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;
- 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 Covid-19;
- 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 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 are recorded, investigated and reported where needed;
- Personal Protective Equipment (PPE) is readily available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous 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 their loved ones.

### **6.3.4 Employees**

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) 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 out in the relevant risk assessments;
- Comply with and accept our Covid-19 organisation and arrangements in the Health and Safety Policy addendum;
- 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 1 June 2020 and in line with current and any new government guidance, we will be welcoming back some of our pupils in a controlled opening of the school to observe social distancing and maintain a safe environment.
- 7.1.2 The Trust will continue to provide a full-time provision to the priority groups of vulnerable individuals and key workers.

## **7.2 Attendance**

- 7.2.1 Eligible pupils (including priority groups) 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). No one with symptoms should attend a Trust School for any reason.
- 7.2.2 If someone in their household is clinically extremely vulnerable, they should only attend if we are able to adhere to stringent social distancing, and the pupil is able to understand and follow those instructions. 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. It is understood that parents will not be fined for non-attendance at this time, and we will not be held to account for attendance levels. We will, however, continue to inform social workers where pupils with a social worker do not attend.
- 7.2.3 We will take a daily attendance register and will continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many pupils and staff are attending.
- 7.2.4 A Register of pupils who are unable to attend for the reason outlined above will be kept by each school.

## **7.3 Priority groups**

- 7.3.1 The Trust will consider how to integrate pupils from priority groups who are attending but are not in any of the transition year groups to ensure we make the right decision for how our pupils are supervised, continue to learn and are supported in school.

## **7.4 Staff workload and wellbeing**

- 7.4.1 The Trust will wherever possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.
- 7.4.2 Workload will be carefully managed, and the Trust will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.
- 7.4.3 The Trust will conduct periodic questionnaires as appropriate. Staff will be reminded about the well-being services provided by the Trust appointed provider, Schools Advisory Services.

## **7.5 Transport**

- 7.5.1 Staff and pupils will be encouraged to walk or cycle to and from school and avoid public transport wherever possible.
- 7.5.2 Staff and pupils must follow the current government guidance on sharing a car with people outside your household group.
- 7.5.3 The Trust will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to reduce contact.
- 7.5.4 Wherever possible, the Trust will avoid the use of school minibuses.

## **7.6 Catering**

- 7.6.1 To ensure catering is available for pupils who attend our schools, we will reopen our kitchen(s) and ensure that meals are able to be prepared and served safely. We will provide meals, where required, for all pupils, including those who meet the free school meal (FSM) eligibility criteria.
- 7.6.2 The Trust will also continue to provide food vouchers for benefit-related FSM pupils through the government voucher system (Edenred).
- 7.6.3 Wherever possible, pupils will be encouraged to bring a packed lunch.
- 7.6.4 Staff will be required to bring their own lunch and ensure that the staff room is kept clean and tidy and that they take responsibility for their own dirty dishes ensuring they are washed and put away.

## **7.7 Effective infection protection and control**

- 7.7.1 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). We will employ all measures possible to:
- Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend our setting;
  - Maintain social distancing through practicable control measures identified in each School's Risk Assessment;
  - Clean hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels (hand dryers will be switched off throughout the pandemic). Hand gel/sanitiser will also be available to supplement hand washing;
  - Provide PPE (including, gloves, aprons, masks and face shields) for those activities requiring additional control measures (such as cleaning and first aid);
  - Ensuring good respiratory hygiene – promoting the 'catch it, bin it, kill it' approach. Hand tissues will be supplied for all classrooms and staff working areas;
  - Clean frequently touched surfaces and occupied areas employing an increased cleaning schedule;
  - 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.
- 7.7.2 Any pupil or employee who displays symptoms will be encouraged to be 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.

## **7.8 Personal Protective Equipment (PPE), including face coverings and face masks**

- 7.8.1 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.
- 7.8.2 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.
- 7.8.3 Most of our staff will not require PPE beyond what they would normally need for their work. PPE will only 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 tools etc.)

## **7.9 First Aid**

- 7.9.1 A first aid instruction 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. This will be communicated to all staff on the briefing and training day.
- 7.9.2 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.

## **7.10 Shielded and clinically vulnerable pupils**

- 7.10.1 For the vast majority of pupils, Covid-19 is a mild illness. Pupils (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Therefore, we do not expect these pupils **to be attending our setting, and they will continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) pupils are those considered to be at a higher risk of severe illness from Covid-19. If any of our pupils fall into this category, their parents should follow medical advice.**

## **7.11 Shielded and clinically vulnerable adults**

- 7.11.1 Clinically extremely vulnerable individuals are advised not to work outside the home. The government has strongly advised people who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and who have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe.

Staff in this position are advised not to attend work.

- 7.11.2 Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised to take extra care in observing social distancing and 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 vulnerable (but not 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.

#### **7.12 Living with a shielded or clinically vulnerable person**

- 7.12.1 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.
- 7.12.2 If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they only attend our setting if stringent social distancing can be adhered to and, in the case of pupils, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They will be supported to learn or work at home.

#### **7.13 Class or group sizes**

- 7.13.1 The Trust will reduce contact between individuals as much as possible and promote social distancing in line with the measures identified by individual school risk assessments. Our aim is to minimise and reduce the transmission risk by ensuring pupils and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups. The maximum class size within the government's current guidance is 15.
- 7.13.2 To maintain two metres apart from each other, staggered movement from and around the buildings will be instigated to minimise transitory contact, such as passing in a corridor.
- 7.13.3 Classes will be organised in accordance with the space available to social distance. Staff will be allocated to ensure suitable and sufficient supervision is maintained. A timetable to give pupils the opportunity to attend school will be produced to inform parents of the dates and times for attendance.

#### **7.14 Planning and organising**

- 7.14.1 Prior to the return of pupils and staff The Trust will:
- Complete risk assessments and act upon the government advice on preparing for the opening of schools;



- All health and safety compliance checks have been undertaken before opening, including the additional guidance for water checks fire precautions;
- Organise small class groups, as described in the 'class or group sizes' section above to observe social distancing measures;
- Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building;
- Stagger break times (including lunch) so that minimal groups are moving at the same time;
- Stagger drop-off and collection times;
- Plan parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact.

7.14.2 In addition, the setup of the classroom will be altered to:

- Minimise the amount of furniture and equipment that needs cleaning by removing or covering;
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts);
- Increase hand washing provision and cleaning between groups.

## 7.15 Communication

7.15.1 The Trust will communicate its plan to staff, parents and guardians in sufficient time to prepare for the opening of schools. Information will include:

### 7.15.1.1 Parents/Guardians

- Not to enter the school estate if they are displaying any symptoms of Covid-19;
- If their child needs to be accompanied to school, only one parent/guardian should attend;
- Allocated drop-off and collection times and the process for doing so, including entrance gates and the minimising of adult-to-adult contact (for example, which entrance to use);
- Making it clear to parents that they should not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely);
- Where appropriate, inform parents/guardians of the directions in place to assist in safe drop of and pickup.

### 7.15.1.2 Staff

All staff will attend briefing and trainings days prior to opening to receive necessary training and information to conduct their duties. This will include:

- Detailed plans for opening of the school and their responsibilities during the pandemic (e.g. safety measures, timetable changes and staggered arrival and departure times);
- First aid arrangements;
- Fire Evacuation arrangements;
- Risk assessments;
- PPE provision and use if necessary;

- Details for sickness absence.

## 7.16 Visitors

- 7.16.1 Visitors are to be discouraged during this period. Alternative arrangements are to be made where possible.

## 7.17 Contractors

- 7.17.1 Wherever possible routine maintenance or repairs will be conducted outside of normal school opening hours. In the event of a breakdown contractors will be required to arrange access through the Trust Estates Manager. They will receive an induction in relation to the school site specifically including the additional control measures that have been introduced for Covid-19. Contractors are to confirm their fitness to visit site and must not attend if Covid-19 symptomatic.

## 7.18 Testing

- 7.18.1 Pontfrac Academies Trust is a registered employer of essential workers on the government testing portal. When referred through this portal, essential workers will receive a text message with a unique invitation code to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site. Testing will identify infection, helping to reduce the number of people who are self-isolating with symptoms but who are not actually infected. It allows those who are infected to continue to take stringent self-isolation measures; and to ensure those who have been in recent close contact with an infected person receive rapid advice and, if necessary, self-isolate, quickly breaking the transmission chain. Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to education and their household will not be required to continue self-isolation unless another member develops symptoms. A positive test will ensure rapid action to protect their peers and staff in their setting.