



**The Khalsa Academy Wolverhampton – A Khalsa Academies Trust School**

# Health & Safety COVID-19 Addendum

**This policy is applicable to The Khalsa Academy Wolverhampton**

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### 1. Context

From the week commencing 1 June 2020 at the earliest, the DFE have asked primary schools to welcome back children in Nursery, Reception, year 1 and year 6, alongside priority groups. In addition, they wish that secondary schools, sixth form to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

The following are key guidance from the DFE sources along with supplementary information that the Trust wishes to provide to its staff in order to ensure their health during this difficult phase.

### 2. Staff Well-Being and Support

We expect many staff may be worried about coronavirus (COVID-19) and how it could affect their lives. This may include having to stay at home and avoid other people.

The vast majority of staff are working from home and often this can cause further issues at home and cause anxiety and stress. The Trust has recommended the following steps to minimise stress.

1. A KAT trust wide golden hour from 1 until 2 where no meetings are allowed to be booked and everyone has a chance of a lunch break and some personal leadership time
2. We publish a working day hours e.g. 8:30 to 5:30 outside of these hours meetings are not arranged on line AND emails are not sent. Only expectation is trustees

and local advisory board meetings where the heads and or SLT members may be expected to attend.

3. We recommend the following working practices:
  - a. 15mins between each webinar
  - b. Standing up and stretching / exercising during the day / between meetings. At least every two hours.

The following are resources available to staff during this difficult period.

### **Resources for schools staff**

- [Wellbeing tips for school staff](#) (PDF)

Teacher and support staff well-being is essential when working through a crisis. Young minds have produced a document to support teachers' well-being.

- [Ways to maintain your wellbeing](#) (PDF)

This information is from Hong Kong MIND and provides advice for adults on how to maintain your mental well-being during the coronavirus outbreak.

- [Managing stress: self care during coronavirus website](#)

An excellent blog post from educational psychologist Chris Moore about managing stress and self-care during the coronavirus crisis.

- [A Mind Of My Own app](#)

This company produce a variety of apps to support young people, especially those with a social worker. It can be useful in gaining young people's views.

- [Coronavirus and UK school closures:support and advice for schools and parents/carers](#) (PDF)

The British Psychological Society (BPS) has produced a range of ideas for both schools and parents.

The Trust has purchased an employee assistance support service from healthassured. Please use this for any help you need for stress, bereavement, housing concerns, counselling, finances, alcohol and drug issues.

Tel: 0800 028 0199

[www.healthassurredeap.com](http://www.healthassurredeap.com)

### 3. Face Coverings and Masks

Wearing a face covering or face mask in schools or other education settings is not recommended by the DFE.

**This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.**

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

**We realise that some staff members will be concerned for their own health and safety and therefore the Trust and School leaders have agreed to provide face masks and face shields for staff where they may otherwise feel unable to attend school. It is at the full discretion of individual staff members “for them to wear if they feel they need to in order to ensure their own safety”. We have sufficient PPE available for the month of June. An assessment will be made towards the end of June whether staff are requiring any further support.**

In the event that face masks are not available, and staff members wish to wear them, then the following website provides details of how to make your own masks:

<https://www.reopeningschools.org/>

*Using cloth face coverings to help slow the spread of COVID-19*

### 4. Temperature Checks

**Should educational settings ask parents to report pupils' temperatures at the start of each day?**

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.

**To provide further assurances to parents and staff, the Trust and School leaders have agreed to carry out temperature checks (using infrared thermometers) for all staff and all secondary students when they arrive at the school and check that they do**

**not have any other symptoms. These checks are optional for school leaders to decide for the Primary School.**

We will also provide gloves and hand sanitisation for staff and students.

## 5. Vulnerable Staff Members

Shielded and clinically vulnerable adults

Clinically **extremely vulnerable** individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and 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. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.

Clinically **vulnerable individuals** who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should 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 should be offered the safest available on-site roles, staying 2 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. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

Living with a shielded or clinically vulnerable person

If a child, young person 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 their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, 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 should be supported to learn or work at home.

**The Trust requires School leaders to carry out a risk assessment for all vulnerable staff members and decide whether they should shield or self-isolate.**

## 6. Testing

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal

**The Trust advice is that Staff are recommended to get tested and should register via the school or portal.**

### **Will contact tracing be in place in educational and childcare settings?**

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

## 7. Protocols for unwell students or staff

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

### **First aid guidance:**

Please see separate first aid risk assessment template.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

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

## **8. School Premises**

The Health and Safety Executive (HSE) have published guidance to employers on the reporting of work related COVID cases see below.

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm#death>

The Schools should carry out full premises check in line with the guidance below found at the following website: <https://www.reopeningschools.org/>

### **Guidance on estates and facilities management**

Fire protection, evacuation guidance by the NFCC

General guidance on the Regulatory Reform (Fire Safety) Order 2005

- **PEEPs**

Vulnerable People: Businesses may employ people who are classed as vulnerable, or those who are vulnerable may be in their care. The effects of the virus on working practices and available staff may negatively affect the ability of vulnerable persons to escape in the event of fire. Employers should continue to undertake and review their Personal Emergency Evacuation Plans (PEEPs) for their staff. This is particularly crucial in the care industry where residents may rely on staff to instigate evacuation measures. In any case, procedures should be reviewed so that they accurately reflect the staff available. Such reviews must carefully weigh the risks from fire and the ability of such businesses to operate safely.

- **Does fire safety law apply in the current Covid-19 situation?**

Yes, the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O 2005) still applies. It is the duty of the Responsible Person defined in Article 3 of the RR(FS)O 2005 (see question below) to ensure risk from fire is identified and suitable measures implemented, these should be recorded in your fire risk assessment. The RR(FS)O 2005 applies for the protection of life safety and not the protection of property, although there will be property protection benefits. Fire safety measures that are in place to protect people in, or in the immediate vicinity of a premises will need to be maintained in good working order (for advice on maintenance see section below). Where the RR(FS)O 2005 is not the legislation relating to fire safety the relevant legislation is still in force as there is currently no relaxation in fire safety law.

- **Will the Fire and Rescue Service visit my premises as normal?**

In the current situation FRS are following Government guidance on limiting non-essential contact and as such, are taking a risk-based approach to all Protection (fire safety) activity and focusing their resources on the highest risks. You should contact your local FRS should you require further advice and guidance.

- **Can we wedge open fire doors to stop people from touching handles?**

No, fire doors are an important fire safety measure, keep fire doors closed and follow government advice on hand washing and cleansing hard surfaces. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.

- **How do I maintain social distancing at the Assembly Point?**

You need to review and revise your current emergency plan and Fire Marshall provision, including the Assembly Point, considering the number of occupants and ensure all occupants are issued with revised instructions and are aware of what is expected.

- **What can I do to protect people who are working from home?**

For employees who will be working from home, please encourage them to:

- Take the time to check home fire safety arrangements, and ensure that smoke alarms are fitted, tested and are working correctly.
- Use electrical items safely e.g. do not 'daisy chain' extension leads.
- Make sure all members of the family know what to do if there is a fire particularly, elderly people and children.



- Bedtime Checks – Close doors, unplug electrical appliances and chargers, check heaters are off, and any candles and cigarettes are properly extinguished.
- Remind everyone if there is a fire: o Get Out. o Stay Out, and. o Call the Fire Service Out by dialling 999.

Full guidance is in the below link.

[https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/NFCC\\_Protection\\_-\\_COVID-19\\_Protection\\_Advice\\_to\\_Businesses\\_-\\_9\\_April\\_-\\_FINAL.pdf](https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/NFCC_Protection_-_COVID-19_Protection_Advice_to_Businesses_-_9_April_-_FINAL.pdf)

## 9. Risk Assessments

Each school should carry out a risk assessment following the template available at

<https://www.reopeningschools.org/>

*Template operational risk assessment for school reopening*

## 10. Further Guidance

Full government guidance can be found below:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)