

There has been a requirement to have in place a COVID safe system of work from the outset of the pandemic. Throughout this time schools have remained open and we have learned lessons and adapted our approach to reflect national guidance and advice from our local Public Health team.

This safe system of work has now been reviewed in response to the national restrictions, which include restricting attendance at school to vulnerable children and children of critical workers. The criteria for which children meet these definitions can be found at the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

There is no maximum number of children we should accommodate. Nor are there limits on class sizes. However, you should continue to accommodate children in the smallest possible size bubbles, ensure these bubbles remain consistent, and minimise the amount of contact bubbles have with one another. By reducing the numbers of children in school locally, we are supporting the national effort to decrease transmission.

It should be noted that specific guidance on Out of School Settings, which many schools continue to operate for those eligible to attend school, is in place. In such settings bubbles must be established comprising no more than 15 children. These must remain consistent, and records must be made of attendance.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

This model risk assessment should therefore be adapted to suit the specific arrangements in place at your school.

The overriding principles are as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or live with someone who does, do not attend school. This applies to children, staff and visitors.
2. Wear a face covering as recommended
3. Hand hygiene - washing hands thoroughly and more frequently than usual
4. Respiratory hygiene - Catch It, Bin It, Kill It approach to coughs and sneezes
5. Enhanced Cleaning Arrangements, particularly of frequently touched surfaces or shared spaces – classroom surfaces and touch points. Other enhanced cleaning undertaken daily.
6. Minimising contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment
8. Always keep occupied spaces well ventilated

Numbers 1 – 5 and 8 must be in place, all of the time. Number 6, minimising contact between individuals and maintain distance, must be properly considered and we recognise that there is not a one-size-fits all approach. You must detail your own arrangements.

School staff may now access testing through local Lateral Flow Testing Hubs. Lateral Flow Testing can be booked at a location that is convenient and its primary purpose is to enable regular asymptomatic testing. For schools operating their own Mass Asymptomatic Testing Operations (from 1st February), a dedicated safe system of work has been prepared following Local Authority and NHS Guidelines.

Prevention

It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They, someone they live with, or a member of their support bubble, has tested positive for COVID-19**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

They must not attend the school.

This must be reiterated through communication with staff and parents

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

If a positive test is received by an individual, other members of their household (including any siblings) and identified close contacts should self-isolate for **10 full days** from the day after contact with the individual who tested positive.

Individuals must continue to self-isolate if they have symptoms even if a negative test result is received until the symptoms cease.

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

Visitors

Wherever possible we must accommodate visits that support the health and wellbeing of children, or the safe operation of the school site, but these should be kept to a minimum and safe systems must be discussed in advance. Visits must therefore be by appointment only, and kept to a minimum.

Social distancing must be strictly adhered to during visits. Whilst external professionals (such as supply staff) may work across bubbles this should be an exception and not the rule. Strict safe systems of work must be followed.

The LA have a safe system of work in place which council employees must adhere to as a visitor to your school.

All visitors who access the site must be requested to read and sign the Visitors Agreement. Contact Details must be obtained for Track and Trace purposes. Volunteers and Supply Staff must also be provided with a copy of the schools COVID Prevention Safe System of Work.

Any individual who does not sign the Visitors Agreement may not be permitted access to the school.

- If you have observed that there are pinch points during drop off/collection or that social distancing is not being adhered to by parents, you may wish to strongly encourage parents/carers to wear face coverings at these times even when outdoors
- Arrange start and finish times for bubbles to avoid large gatherings of parents on the school site.
- Request that children are dropped off and collected by one parent only, and do not enter the building when doing so.
- Put up signage to remind parents where to drop off and pick up – communicate this in advance
- Arrange appointments for contractors, parents and other visitors on a needs-must basis only.
- Ensure the visitor has a face covering and that this is worn for the duration of their visit.
- Visitors should bring minimal personal belongings in to school.
- Identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for social distancing and that the room is well ventilated.
- Provide a 'Disinfection and Hygiene Station' in the Staff Room, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a bin.
- Plan visits so that the number of 'bubbles' they visit is minimised.
- Wash hands thoroughly, frequently and between moving groups or activities.
- Ensure that social distancing is implemented during any pre-arranged visits.
- Visitors must maintain 2 metres distance wherever possible.
- Visitors must wear a face covering within the school building (unless an exemption applies.)
- Continue to promote the use of electronic payment wherever possible.
- Monitor compliance by visitors. Increase the frequency and content of communications as appropriate.
- Consider changing clothes prior to working in another 'bubble' if clothing has been contaminated by bodily fluids.

Potential Hazards and Injuries: ■ Spread of infection due to poor practices.	Do: ✓ Communicate with parents and use signage to reinforce messages ✓ Arrange appointments with visitors and only allow access where necessary. ✓ Ensure social distancing is in place for all visits ✓ Obtain names and contact details of all visitors, and request that they sign the visitors agreement	Don't: ✗ Allow access the school building if someone has symptoms of COVID-19 ✗ Allow groups of parents to congregate in the school reception area ✗ Allow visitors on site if social distancing measures cannot be effectively implemented
--	---	---

- Staff in all settings must wear a face covering when moving around the school site, particularly in areas where they may come in to contact with individuals outside their bubble, or where social distancing is difficult.
- You should regularly remind staff of how to wear, store and dispose of face coverings.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#:~:text=Nationwide%2C%20the%20government%20is%20not,environments%2C%20provides%20additional%20mitigating%20measures.>

- Students who are 11, travelling on school transport, are required to wear a face covering whilst on board. The school must provide facilities for students to dispose of face masks and to clean hands on arrival at school.
- Display posters which support the key messages of infection control prominently throughout the school site.
 - Access to handwashing facilities OR hand sanitiser should be available at all times, throughout the school, including in toilets and each classroom if possible. Cleaning hands must be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day. Soap and water is preferable before eating. Hand sanitiser must include a minimum alcohol content of 60%. For younger children, skin friendly cleaning wipes are an acceptable alternative.
 - Prepare a 'Disinfection & Hygiene Station' within each classroom with access to disposable towels and disinfectant spray, tissues and hand sanitiser to allow teaching staff to regularly sanitise as required.
 - Consider the use of shared staff equipment such as photocopiers, telephones or kitchen appliances. Cleaning supplies must be available for use in between individuals. Make staff aware of the need to clean before using and make this as easy as possible by making cleaning supplies accessible.
 - Tissues should be readily available at all times in classrooms. Children should be regularly reminded to use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff to monitor this with their Bubble.
 - Ensure bins are available in each classroom and other key locations to encourage 'catch it, bin it, kill it.'
 - Provide, equipment to be allocated to each child to avoid sharing.
 - Ensure that any resources (such as toys or books) are allocated to a specific bubble. If you cannot clean, quarantine. If books are sent home with children, or for children who are receiving remote education the guidance below regarding cleaning and quarantine must be followed.
 - Ensure that any resources that are shared across bubbles are cleaned meticulously and frequently, and **ALWAYS** between each bubble. If items cannot be cleaned provision must be made to ensure that the resources are 'quarantined' for a period of 48 hours (or 72 hours if plastic) prior to being used another bubble.
 - Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles, banister rails, light switches, hand dryer buttons, the kitchen servery, etc) and equipment (sports equipment, IT equipment). The cleaning solution must be a combined detergent disinfectant and ideally be completed using disposable cloths or wipes. Cleaning must be in accordance with government guidance and a dedicated safe system of work is available to support this.
 - Allocate specific toilets or cubicles to each bubble and staff if possible – If this is not possible ensure an enhanced cleaning regime is in place. You may wish to consider asking students to sanitise their hands when they return to the classroom to ensure cleaning of hands can be supervised.
 - Inform parents that they must limit the amount of equipment that children bring in to school each day. Resources can be sent home but hand hygiene rules must be followed when handling the items. They should be cleaned or quarantined upon their return if they are going to be used by another bubble.

Potential Hazards and Injuries: ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices.	Do: ✓ Clean hands frequently and thoroughly throughout the day ✓ Wash hands on entering the staff room before touching any items or the photocopier ✓ Devise a cleaning regime which includes frequently touched surfaces and shared spaces or equipment ✓ Ensure bins are emptied regularly	Don't: ✗ Use equipment or toys that cannot be easily cleaned (such as trim trail, soft toys, textiles, playdough or equipment with intricate parts) unless these are allocated to a specific Bubble only ✗ Allow children to bring anything more than the minimum amount of equipment from home (lunch box, coat, bag, book, stationary and mobile phone, face covering)
--	---	---

Minimising Contact and Social Distancing

- Devise small, consistent bubbles and detail who these comprise. It is important to remember that bubbles do not just apply to students, it applies to staff too.
- Each distinct bubble should maintain distance with all other school bubbles through carefully planned arrival, break and lunch times. This includes end times.
- Arrange classrooms to facilitate distance between desks, front facing and side by side where possible. Furniture may need to be removed or re-positioned to facilitate this.
- A 'teacher zone' may be implemented in each classroom to enable teachers to remain 2 metres away from children as much as possible.
- Events, such as assemblies, collective worship or staff meetings) involving multiple school class groups (staff or students) or other schools **must not** be planned or take place.
- Make use of outdoors for activities as much as possible.
- Staff must maintain 2 metres distance from colleagues. The staff room use should be restricted to preparing meals and drinks only, not a social gathering location. Staff rooms may have to be restricted to a maximum number of users, with seating at least 2m apart, and be well ventilated, with cleaning supplies readily accessible for staff to clean equipment after use.
- Contact within 2 metres should be avoided if at all possible, and minimised to either less than 15 minutes as a single session, or cumulatively across a day with an individual outside of your bubble. Outside of their bubble, all individuals must therefore reduce the number of contacts, the duration of contact, and the frequency of contact.
- Make use of electronic communication to staff and parents.
- Singing activities can take outside. Children should ideally be spaced 2 metres apart, facing forwards and positioned side-by-side. Teaching staff must be 3 metres away from the front of the class. Background music should not be too loud as this may encourage louder singing.

Potential Hazards and Injuries: ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices.	Do: ✓ Create 'bubbles' comprising identified staff and children who work and move together around school ✓ Ensure that bubbles do not mix with one another for prolonged periods of time ✓ Remove any unnecessary furniture to facilitate improved distancing, including implementation of a 'Teacher Zone' to ensure 2 metres distance wherever possible	Don't: ✗ Have face-to-face contact and minimise time spent within 2 metres of anyone else ✗ Complete activities which involve bubbles mixing, or close contact (such as assemblies, contact sports, mock exams or school events.) ✗ Compromise supervision levels, but do use the fewest number of staff as possible to a bubble to ensure safety ✗ Forget to use electronic communication rather than face-to-face where possible ✗ Do not allow gatherings of staff from across bubbles
--	---	---

Premises

- Ensure that spaces can be ventilated. This can be achieved by a variety of measures including:
 - Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
 - Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air (as long as they are not fire doors and where safe to do so). If necessary external opening doors may also be used (taking in to account safeguarding and security arrangements.)
 - Thermal comfort must not be compromised. Heating can, and should, be used as necessary in occupied spaces.
- Furniture may need to be rearranged to reduce direct draughts.
- Communicate to staff and parents that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Staff and students may therefore wear additional and suitable indoor clothing.
- Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’
- Display posters throughout the school to reinforce key messages – Hand Hygiene, Catch It, Bin It, Kill It and Maintain Distance
- Ensure all building checks are maintained, including legionella.
- Ensure emergency evacuation procedures are reviewed to facilitate minimal contact. For example, at the assembly point ensure bubbles are positioned 2 metres from one another.
- Use external doors for access and egress to classrooms if possible
- Monitor the site to ensure walkways remain clear and unobstructed
- Ensure that regular building checks are completed in line with risk assessment (such as legionella, fire safety)
- Ensure that enhanced cleaning arrangements are completed daily, paying particular attention to shared spaces (such as bathrooms, kitchens, dining halls or classrooms shared by different bubbles) and frequently touched surfaces (such as door handles/plates, banister rails, light switches. You may wish to consider devising a checklist and making record to verify that cleaning has been completed.

Potential Hazards and Injuries: ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. ■ Failure to maintain a safe site or comply with legislative requirements relating to the workplace	Do: ✓ Devise a documented cleaning regime to ensure consistency and for monitoring purposes ✓ Keep the school ventilated in line with guidance ✓ Use external doors for access and egress where possible – ensure they are fixed open so as not to slam shut ✓ Maintain safe and unobstructed movement around school	Don't: ✗ Allow walkways to become cluttered or obstructed ✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted. ✗ Compromise thermal comfort – use heating to ensure comfort levels are maintained
---	---	---

Staff Wellbeing

Preparing for the Task:

- Complete an Individual Health Assessment for High Risk Employees with staff who are clinically vulnerable, clinically extremely vulnerable, BAME staff or those who are living with a clinically extremely vulnerable individual. Discuss their individual concerns, make a record of support measures to be implemented, and maintain regular communication with them.
- Consider training identified staff in COVID-19 Psychological First Aid. A free course is available at the following link:
<https://www.futurelearn.com/courses/psychological-first-aid-covid-19/>
- Plan and agree staff expectations, workload and flexible working arrangements to support and reassure staff.
- Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF or The Education Support Partnership, so you can share this with staff.
- Timetable regular breaks for staff and PPA time for staff. Staff are able to move across bubbles providing 2 metres distance is maintained between them and the children so use all available staffing resources.
- Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime.
- Refer to the DfE School Workload Reduction Toolkit to support managing work demands on staff.
- Monitor one another's wellbeing and seek advice and support where necessary.
- Keep in touch with one another, including those who are working from home.
- Regular monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

Potential Hazards and Injuries:

- Compromised mental health and wellbeing.
- Social isolation.
- Fatigue.
- Adverse impact on work life balance.

Do:

- ✓ Complete an Individual Assessment for High Risk Employees
- ✓ Maintain communication, through for example MS Teams, WhatsApp Groups
- ✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF) or The Education Support Partnership
- ✓ Take regular breaks
- ✓ Seek advice from colleagues within the Local Authority at the earliest opportunity

Don't:

- ✗ Suffer in silence
- ✗ Be afraid to ask for help and support.

Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions etc)

There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.

Specific guidance has been produced for settings where aerosol generating procedures have been identified as taking place.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron*

**If there is likely contact with blood and/or bodily fluids as part of the activity.*

Preparing for the Task:

- ✓ Clean hands thoroughly using soap and water
- ✓ Put on the required PPE as above

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training, and health care plan if applicable.
- ✓ Remove and double bag PPE in the immediate area
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles and surfaces must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home at the end of a day. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

Do:

- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands

Don't:

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.

Procedure for Dealing with Symptomatic Individual

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible. If they require use of a bathroom whilst awaiting collection they should use separate facilities if possible, which should be thoroughly cleaned and disinfected before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must not otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE requirements are recommended when caring for a symptomatic individual within close proximity (ie less than 2 metres.) New PPE must be worn and discarded of upon completion of the care.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Disposable Fluid Resistant Face Mask (Surgical Face Mask)



Eye protection where contact is within 2 metres (either goggles or a face visor)

Preparing for the Task:

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolation area. You may wish to consider placing PPE and hygiene supplies outside of the dedicated room for ease.
- ✓ Ensure the room is as well ventilated as possible.

Keeping your workforce safe

NHS
Test and Trace

Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found in the Training guide and linked online training.



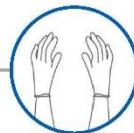
Put on plastic apron, making sure it is tied securely at the back.



Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.



Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

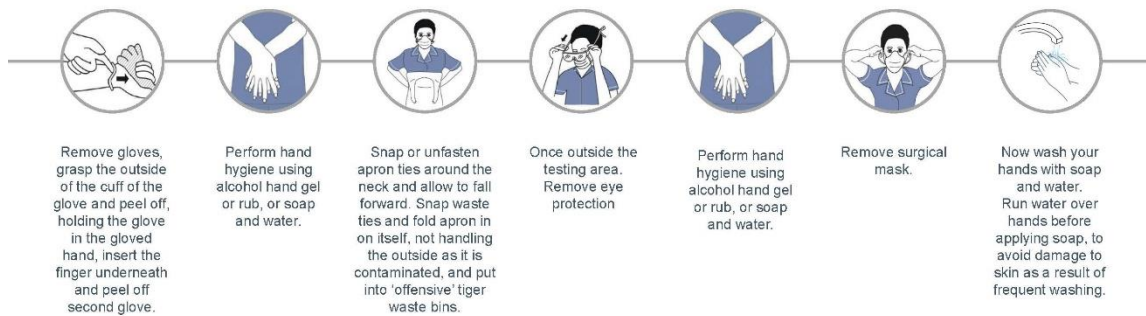
25

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training, and health care plan if applicable.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.

Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



26

- ✓ Hands **MUST** be washed immediately after removing PPE
- ✓ The affected area must be secured and thoroughly cleaned and disinfected using appropriate cleaning products before being accessed by anyone else.
- ✓ Continue to ventilate the space after using.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

Policies and Procedures Staff Signature List

Name of Document:

COVID-19 - COVID Prevention (Schools) Safe System of Work 18th January 2021

I acknowledge that I have read and understood the information relating to the above document and I confirm that I will work in accordance with this; informing my line manager should I require further clarification or training on this subject.

[illegible]