



Stockton-on-Tees

BOROUGH COUNCIL

LEVENDALE SCHOOL Health & Safety Policy



Reviewed - <u>RBeadnall</u>	Date Sept 14	Reviewed - <u>RBeadnall</u>	Date Sept 15
Reviewed - <u>RBeadnall</u>	Date Sept 16	Reviewed - <u>RBeadnall</u>	Date Sept 17
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Chair of FGB: **Date:**

Introduction

The **Health and Safety at Work, etc Act 1974** (s.2(1)), states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

At Levendale we believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our pupils.

The aim, *“To provide a safe and healthy working and learning environment for staff , pupils and visitors.”*

The greatest problem in Health and Safety is, perhaps, keeping things in proportion - neither complacency nor alarmism is appropriate. A cautious, common-sense approach is likely to prove best, based on a clear understanding of agreed procedures and a professional concern for the safety of oneself, other staff, children, parents/guardians and visitors. We embrace and are committed to promoting the UNCRC, specifically Article 24.

Other essential references are:-

Levendale Primary 1590 Trust COVID19 Sept2021 risk assessment (see Appendices)

School Visits Policy

Guidelines for School Visits

Safe Practice in PE

PE Guidelines

SBC Health & Safety Manual (electronic resources on Shared Area)

Make it Safe – Design & Tech.

Be Safe – Science

CLEAPSS – safety & Science

Safety in Practical Studies

Emergency Aid in Schools

All staff who have been trained by J D Training Solutions have a copy

Fire Drill

Posted all around school

All staff need to be aware of the advice they contain. Any future documentation referring to similar areas will be brought to the staff attention and it is the individual's responsibility to be aware and follow the guidance of such documents.

SCHOOL POLICY

The Health and Safety Policy of the school aims to comply with current regulations and any relevant guidance which may be issued from time to time.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN THE SCHOOL

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall review and amend it, as necessary, on a termly basis with a Health and Safety Representative Report to the Resources Committee.
2. The Headteacher will have overall responsibility for the implementation and day-to-day management of this policy as detailed in the Health and Safety Manual.
3. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills, soon after new occupants arrive at the beginning of the school year, and repeated at least once a term and the results of these to be recorded in the Log Book and reported to the Governing Body. Notices are therefore displayed in every classroom or shared area identifying the appropriate procedures.
4. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
5. Make arrangements for informing staff and pupils of relevant safety procedures by inclusion when appropriate in staff meetings/distribution or information to each member of staff. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken termly, and audits are undertaken annually.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the health and safety inspection or audit.
9. Report to the Trust any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance and report to the Trust any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them. Such issues will be encompassed in the school's Asset Management Plan once formulated.

10. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Ensure contractors and employees are reminded to always be alert to the school environment and to be aware of others working around them or passing by. Contractors will be alerted to the issues at pre-contract meetings.
11. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school.
12. Ensure all staff in the school share responsibility for health and safety by taking reasonable care to conduct their duties in a way that safeguards the health and safety of themselves, other staff, pupils, and visitors.
13. Risk Assessment is the responsibility of the Local Governing Body and is delegated to the Headteacher on a day-to-day basis.

Duties of the Senior Management Team and Health and Safety Representative

It is perceived that under the direction and guidance of the Headteacher, the School's Senior Management Team and Health and Safety Representative will co-operate and assist in the management of health and safety by fulfilling the responsibilities outlined below.

1. Provide practical assistance in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the LA/Trust and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school. In particular the COSHH file for the school, with appropriate assessments, should be regularly reviewed and updated termly to coincide with reporting arrangements to the Governing Body.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;

6. Assist in carrying out regular safety inspections of the school and its activities alongside the Health and Safety Governor, and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination of information, by inclusion, staff meetings, distribution to each member of staff and for the instruction of students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
9. Health and Safety related training courses undertaken by staff should be recorded in the Health and Safety Manual.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices, and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
7. Evaluate promptly and, where appropriate, take action on criticism or concerns expressed of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training.

11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. No single adult should transport an individual child: there should be at least two children in need of transport before a single adult can privately transport children. Where this is not practical, two adults must be present at all times.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all employees

All employees have a responsibility under the act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the LA/Trust and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the headteacher, Senior Management Team or Health and Safety Representative.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, classrooms and general accommodation are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time-to-time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be informed and expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School Brochure, website, Facebook page, SchoolComms system and smartphone app.

In order to fulfil this requirement, all staff should:

1. Know of any special safety measures to be adopted in their own working areas and to ensure that they are applied;
2. Observe standards of dress consistent with safety and hygiene;
3. Exercise good standards of housekeeping and cleanliness;
4. Know the correct procedures in respect of fire and first aid;
5. Refrain from interference with things provided for Health and Safety reasons;
6. Co-operate with others in promoting good Health and Safety practice;
7. Give clear instruction and warnings as often as necessary

IDENTIFICATION OF RISKS

1. OFFICES, STAFFROOMS AND STORES

Potential risks are associated with:-

- a) Lifting and carrying goods, equipment and materials.
- b) Packing and unpacking goods, equipment and materials
- c) Storing goods, equipment and materials
- d) Using or being in the presence of equipment operating on mains electricity e.g., computers, typewriters, other office machines, photocopiers, heaters, kettles etc
- e) Mains electricity outlet sockets, plugs and cables.
- f) Trailing leads and telephone cables.
- g) Other tripping and slipping hazards. e.g. defective floors or floor coverings, waste bins, low furniture, etc
- h) Unstable filing cabinets or furniture, defective equipment, doors, windows, furniture or fittings.
- i) Materials or decorations which are displayed above head height, on the walls or on glass surfaces.
- j) Using tools, scissors, knives, pins and drawing instruments.
- k) Using guillotines.
- l) Using or being in the presence of substances which are defined as being “hazardous to health” by pastes, powders, liquids, oils, gases, aerosols, sprays, fumes, dusts.
- m) Using steps/ladders

These risks can be minimised/removed as follows:-

- a) The lifting and carrying of goods, equipment and materials must be organised and carried out in order to prevent the member of staff being injured or causing risk to other persons during the course of lifting and carrying. Correct lifting and carrying procedures must be observed. If equipment is provided for such tasks it must be used and protective clothing which is provided must be worn.
- b) The safe method of packing and unpacking goods and equipment must be followed.
- c) Goods, equipment and materials must be stored in order to prevent them falling from the shelves and to prevent the contents from being spilled and creating a hazard.
- d) Electrical Safety –

The increasing use of computers, televisions, audio visual equipment, etc, necessitates increasing caution and health and safety awareness.

- 1 All mains operated equipment should be visually inspected regularly (each occasion of use would be best). Look especially for loose wires, worn insulation, and damaged plugs.
 - 2 Where found to be defective, electrical equipment must be taken out of service and reported to the Headteacher/Deputy Headteacher as soon as possible on that day.
 - 3 Always switch off when not in use. For maximum safety, remove the plug from wall when leaving classroom.
 - 4 Secure trailing leads and cables to prevent tripping and slipping hazards.
 - 5 Staff should not attempt any electrical repairs, but should inform the Head teacher/Deputy Head teacher as the need for repairs to be carried out by a suitably qualified person.
- e) Other tripping and slipping hazards must be removed and/or be reported as quickly as possible. If there are wet floors as a result of cleaning operations, a warning notice must also be posted if there are defective floor coverings. Waste bins and low furniture must not be left in places where the risk of tripping over them or colliding with them can occur.
- f) Filing cabinets must not become unstable or top heavy and materials must not be stored at a height which is unsafe. The drawers of furniture must be kept closed. Defective equipment, doors, windows, furniture or fittings must be reported to the Head teacher/Deputy Head teacher.
- g) Materials or decorations which are displayed above head height or on the wall must not be hung from light fittings or near heat sources in order to reduce the risk of them catching fire. If materials or decorations are to be displayed above head height or on the wall, great care must be taken in assembling and dismantling the materials or decorations, and step ladders must be used. Great care must be taken where materials are displayed on glass surfaces to prevent cuts and abrasions.
- h) Great care must be taken when using tools, scissors, knives, pins and drawing instruments. As standard practice only safe versions of paper cutters (i.e. rota-trims) are provided in this school.
- i) Where substances are assessed as being “hazardous to health”, appropriate preventative or control must be in place.
- j) Fire doors must be kept free of obstruction at all times.

2 CLASSROOMS AND OTHER TEACHING AREAS

Most of the potential risks which have been identified in (1) will also exist in classrooms and other teaching areas, and can be minimised as previously described.

In additions there are risks associated with:-

- a. Making, testing and flying things
- b. Food and hygiene
- c. Glassware
- d. Heating and burning
- e. Chemicals
- f. Electricity
- g. Living things
- h. Non-living materials
- i. Working out of doors
- j. Use of sharp pointed scissors and other implements
- k. Using, being in the presence of and storing substances which are defined as being “hazardous to health” by the control of Substances Hazardous to Health Regulations 1988. These can come in the form of pastes, powders, liquids, oils, gases, aerosols, sprays, fumes dusts.

These risks can be minimised or removed as follows:-

Advice relating to items (a) to (i) above is contained in the booklet ‘Be Safe’ and is essential reading for all staff.

(j) Scissors – in general, children can safely be permitted free access to ‘round-ended’ scissors, but ‘pointed’ scissors must be used only for specific purposes and under close supervision.

(k) Where substances are assessed as being “Hazardous to Health” appropriate preventative or control measures must be followed.

3. SCHOOL HALL, DINING AREA, FOYERS, TOILETS AND OTHER COMMUNAL AREAS

a) Some of the potential risks listed in section 1 and 2 overleaf will also exist in these areas, e.g. from electricity, slipping and tripping hazards, hazardous substances etc.

Risks are also associated with:-

- 1) Horseplay
- 2) Hurried movement around school

- 3) Glass doors and large glass areas.
- 4) Slipping hazards caused by the weather, wet floors or spilled food
- 5) Unhygienic conditions
- 6) Use of cleaning materials and disinfectants
- 7) Storage of P.E. equipment especially large apparatus

b) Some of the actions detailed in the other sections overleaf will be appropriate in order to minimise risks but staff should further assist by:-

1/2) Preventing pupils from running or indulging in horseplay and ensuring that, as children leave their classroom e. g. break times and lunch times, an orderly routine is followed. NO RUNNING is a major preventative rule.

3) Identifying and preventing contact with large areas of glass

4/5) Preventing access to an area until the floor is in a safe condition

4. PLAYGROUNDS AND PLAYING FIELDS

1) Identification of Risks

Over half of all injuries occurring to children at school happen in the playground. Most of these are from slips and falls, and most are caused by good-natured exuberance. However, there can be further risks from the following:-

- a) Access and egress from cloakroom areas – this must be supervised by staff
- b) Damaged playground and playing field surfaces
- c) Damaged fences or gates
- d) Broken glass
- e) Unreasonable pupil behaviour

2) Risk Removal

Staff should be observant in noting damage or hazards and should make a report as soon as practicable to the Headteacher/Deputy Headteacher. The staff duty rota will ensure adequate supervision of playground activities, especially at break times. Play areas made dangerous by glass, tins, large pot holes, etc, must not be used until the hazard has been contained or removed. Children should not be allowed to climb onto, over or through the perimeter fence.

As standard practice:-

a) Football is permitted on the playgrounds and grassed areas adjacent to these.

If a football is kicked over the fence near the upper school play area, a pupil may retrieve the ball but must first ask permission, then use the gate to exit and be supervised as they recover the ball.

b) Unruly/dangerous play should be stopped. Games like bulldog, Last Man Standing etc, which are clearly of a dangerous nature, should not be permitted.

c) Hand stands/somersaults and any other games/activities of this type in the playground are to be discouraged at all times. These activities may be allowed on the grassed area when this is accessible, but the teacher on duty should be happy that the children are reasonably competent. Where concerns arise over the safety of children, the teacher on duty should intervene.

SAFETY IN P.E

In P.E., good teaching is safe teaching. The booklet 'Safe Practice in Physical Education' is recommended reading for all staff. Important points are:-

a) Premises and equipment should be checked for safety before the lesson begins.

b) Children should be taught the need for safety and warned against behaviour likely to cause a hazard.

c) Attention should be paid to footwear, clothing and adornments i.e. jewellery/hair ornaments.

d) Children should remove all jewellery before lesson begins. Ear-rings should be removed (or taped over if unable to be removed).

Swimming – Responsibility for the children's safety covers the time from leaving the school site and includes the duration of the swimming lesson and the return to the school site.

EMERGENCY SITUATION – Fire etc

Each classroom has a file labelled Emergency Procedures. Within each file is a very detailed description of exactly what should be done should we have an emergency situation.

An emergency situation in school which requires evacuation of the building will be indicated by a bell which rings CONTINUOUSLY. In the event of a continuous bell, the basic procedure will be for each teacher to see the children quietly and calmly out via the nearest fire doors and directly across to the designated assembly point (the KS2 playground, where each class will assemble for registration. All medication should be taken out in this instance in case the situation is such that the building cannot be re-entered.

Before leaving the building, ensure that the classroom door is closed, and the fire door, too, should be closed after the class has left. N. B. Certain teachers have responsibilities to check shared areas of school before leaving the building (check the school's Fire Procedure, available in each classroom and shared area).

A class in the hall at a time of emergency should leave via the hall fire doors and make their way directly to the assembly point.

Please make sure it is absolutely clear to the children that if they hear a bell which rings without stopping, they must stop whatever they are doing and follow your instructions. Children who may be in the library or toilet when the bell rings, should make their way quickly to their classrooms, and leave the building with their teacher and classmates.

N.B. AT NO TIME DURING THE DAY SHOULD THE FIRE DOORS IN CLASSROOMS BE LOCKED OR OBSTRUCTED

There are occasions where an emergency situation might arise but the course of action would be lockdown: refer to the Emergency Policy for details of this procedure.

ILLNESS, ACCIDENT AND REPORTING PROCEDURES.

Cases of illness or accident, if of a minor nature, will be dealt with in school by the application of simple treatments in line with standard First Aid procedure.

Where more serious illness or accidents occur, the matter should be referred to the Headteacher/Deputy headteacher, who will contact parents or arrange for additional treatment to be administered.

As a general rule, parents have been asked not to send medicines to school. The Head Teacher and Governors have agreed that where it is necessary for medication to be given during the day, parents must complete the **Administration of Medication in School** form and this will only apply to medication that has been prescribed by a Doctor. On no account should staff accept responsibility for administering medicines unless this has been completed.

N. B Under no circumstances should aspirin be given to children, unless prescribed by a doctor.

Occasionally a parent will request that his/her child stay in school during playtimes. The school's general policy is that children who are well enough to be at school are well enough to play out at break times, and adequate supervision cannot always be provided to allow children to remain

indoors. In case of difficulties, letters/parents should be referred to the Headteacher – staff should not assume responsibility for allowing a child to remain indoors in an unsupervised situation.

All accidents resulting in a child or adult seeking hospital treatment directly from school must be entered in the Accident Book (~B1510) which is located in the School Office and these incidents reported to the Headteacher/Deputy Headteacher. Any instance of First Aid or simple treatment being administered to a child should be recorded in the smaller accident book in the first aid cupboard within the non-fiction library and the appropriate red slip sent home with the child to make parents aware.

Please note that the names and addresses of witnesses (even if they are pupils) may be required in the case of serious accident.

MEDICAL CONDITIONS

1. Infectious Diseases

Responsibility for all aspects of pupil health rests with the local district health authority (via school medical officers and school nurses).

Cases of some infectious disease are notifiable and defined periods of pupil exclusion may apply. All cases of infectious diseases should be reported to the Head teacher, who will see that appropriate action is taken. Public Health England's 'Guidance on infection control in schools and other childcare settings 2014' is used to determine any exclusion that may be necessary on medical grounds.

2. Asthma

As increasing number of children suffer from asthma and bring inhalers to school. Generally, their condition is well controlled and they know how to deal with it. However, should a pupil have an asthma attack, the advice is as follows:

- a. Keep calm. It's treatable.
- b. Let the child sit down on a chair, leaning forwards slightly: don't make him/her lie down
- c. Let the child take his usual treatment – normally an inhaler
- d. Wait 5-10 minutes.
- e. If the symptoms disappear, the child can go back to what (s)he was doing
- f. If the symptoms have improved, but not completely disappeared, alert the Head teacher/Deputy Head teacher. Parents will be sent for/another dose of inhaler will be administered).

If the attack is severe i.e. the child is breathless, has difficulty talking, has a high pulse rate/rapid breathing or is experiencing cyanosis (blue colouration to the lips and/or skin), send for Head Teacher/Deputy Head teacher at once. It is likely to require a 999 call at this point.

3. Head Lice.

Problems with head lice are more of a nuisance than a health risk but can be a cause of distress to parents/carers, pupils and staff.

Most health authorities agree that routine periodic head inspections are ineffective as a control measure. Where infestation is suspected or confirmed in school, our policy is to inform the parents of children in the class concerned without identifying the child or children in question.

A standard letter is issued from the school office, advising precautionary action or appropriate treatment as necessary.

4. Medical File

The child's contact information is kept on SIMS as well as in the data folders in the School Office and should contain information that is critical in relation to medical matters. The information also has the name and telephone number of the child's doctor.

STANDARDS OF HYGIENE

Where large numbers of people are in close proximity, there is an ever present risk of certain infectious diseases. The risk is always greatest among younger children. The risks of such outbreaks can be minimised by sensible hygiene precautions.

- a) High standards of personal hygiene should be encouraged: wash hands after toilet/before meals, use soap and hot water, dry hands thoroughly.
- b) When dealing with bleeding or other spillage of body fluids, staff should:-
 - 1) Wear, disposable plastic gloves
 - 2) Cover cuts or broken skin with a waterproof or other dressing.
 - 3) Keep the area clear until the spillage is dealt with.
 - 4) Put soiled cotton wool or dressing into inside out plastic glove or a plastic bag and tie bag before disposal.

There are no well-documented cases of the AIDS virus being transmitted via saliva, urine or tears or during the course of normal social activity....the precaution outlined above should suffice.

PARTICULAR HAZARDS TO STAFF

One third of all staff injuries (and 80% of all serious injuries) result from slips, trips and falls. All previous advice relating to potential hazards (wet floors, loose carpets, unsuitable footwear, trailing leads, objects left in walkways, hurrying and inattentiveness) are especially relevant for staff safety. In addition, makeshift methods of reaching heights and inexperienced use of ladders and steps are particular hazards.

Ladders and Steps

An all too common cause of injury in schools is the use of substitutes for ladders and steps (chairs, tables, chairs placed on tables etc)

Short step ladders are provided as standard throughout the school and should be used instead of 'makeshift' options.

Basic precautions include:

- do not over-reach
- keep both feet on the tread
- keep waist level below top of steps
- position steps at the right angle to work
- fully extend stepladders
- where possible, ask a colleague to be present with you in the area in which you are working on steps/ladders.

Large stepladders are kept by the Caretaker

SCHOOL SMOKING POLICY

School has a non-smoking policy and smoking is not permitted on any part of the school site. It is also discouraged within the immediate vicinity of the school site.

CONTRACTORS ON SITE

Where contractors are working on site, it is not necessary to warn them about dangers which they should know about (i.e. occupational hazards) but they must be told about any hazards that are peculiar to the site and about which they should be aware. The Caretaker, Head teacher, Deputy Head teacher or Administrator will normally ensure that this is done.

The Caretaker is responsible for ensuring that the cleaning contractor and employees observe health and safety requirements and that the premises are safe, with no risks to health.

WORK EXPERIENCE PLACEMENTS

Students on work experience are to be regarded as employees rather than visitors. As such, we should take all reasonable steps to safeguard their health and safety and see that they are not exposed to risks during their placement. In accordance with the Management of Health and Safety at Work Regulations (1999) a Young Persons Risk Assessment must be completed prior to the commencement of the experience and given to the school/parent.

As employees, however, they also have a responsibility for their own safety and for the safety of those others affected by their acts (or omissions) at work, and they should be made aware of this requirement i.e. asked to read this policy statement.

Specifically the Fire Procedure should be clearly explained, together with the procedures for notifying accidents (including the location of the accident book) and our First Aid Procedures. Where COSHH regulations apply, attention should be drawn to recommend safety procedures.

USE OF PRIVATE VEHICLES BY STAFF FOR SCHOOL PURPOSES.

Any member of staff who uses a private vehicle, on Council business, must have comprehensive insurance cover which includes use by the employee concerned for the business of the Council.

HEALTH AND SAFETY MEETINGS

In our school, the formality of a Safety Committee is unnecessary, and there is a value in all members of staff regularly considering Health and Safety matters. The following point should be noted as regular school practice.

1) Where there is any Health and Safety concern, take any action necessary to eliminate the immediate hazard, and report the matter to the Head teacher/Deputy Head teacher.

The Headteacher will report on Health & Safety matters to the Full Governing Body each term as part of the Headteacher's report to Governors.

Introduction

This risk assessment has been prepared to assist school's duty holders in their effective management of the risk to people from Coronavirus (COVID-19), drawing on guidance published by The Department for Education and Public Health England . Schools have been directed by the Department of Education to follow their published guidance rather than locally assess risk.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. Transmission occurs directly between people when virus expelled by an infected person comes into contact with the mouth and/or nose and/or eyes of another person. Transmission also occurs indirectly when the virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease may present long lasting, life changing consequences, or is fatal.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government. Around safe social distancing, hand and respiratory hygiene, self- awareness of risk groups (clinically extremely vulnerable, clinically vulnerable, general population) and of symptoms of high temperature and / or new continuous cough and/or loss of, or change in, normal sense of taste or smell as a symptom. If you have these symptoms, no matter how mild, book a test at www.gov.uk/get-coronavirus-test or order or book a test by calling 119, as soon as possible.

The Risk Assessment.

This document is intended to be a living document, It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonably practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will inform any additional control measures.

Remember - Hands. Face. Space. Ventilation.

Hands Wash your hands well and often.

Face Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

People are expected to and recommended to wear a face covering in crowded or enclosed spaces, where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.

Space Reduce the number of people you come into contact with.

Ventilation Ensure workplaces are adequately ventilated preferably with a wholesome supply of fresh air, or by mechanical ventilation or a combination of both.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place.

Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Equalities.

The risk assessment includes specific review of the potential higher risks to people on basis of gender, ethnicity and disability. (See Section 8)

Risk Assessment	Managing COVID-19 for Autumn Term 2021	
Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection	
School	Levendale Primary School	
	V7.0 (2 nd September 2021)	

Quality Assurance Check by Manager / Line Manager	As directed by the Department of Education	Date:	6/9/21
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
1. Community level of Risk	<p>In the event of notification of 'local lockdown' or national lockdown being reintroduced, the school will close immediately.</p> <p>In the case that the school closes, due to lockdown or it is unable to remain open for safety or capacity reasons, inform the LA using www.stockton.gov.uk/tellusonce TellUsOnce</p>	<p>Where the infection rate locally, is above 1, and the Council are advising their schools not to reopen, the Trust schools will close, in step with the Council.</p> <p>The Trust will follow the <u>DfE national guidance</u> for the return to school in Sept. This is reflected in this updated Risk Assessment V7.0</p> <p>The Trust is in regular contact with Stockton Council via the Director of Children's Services and Stockton Public Health Team.</p>	<p>CEO and Gold Command</p> <p>DFO</p> <p>Head / DFO</p>	On going	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
2. Dept of Education Contingency Framework.	<p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings and sets out that local authorities, Directors of Public Health and PHE health protection teams are responsible for managing localised outbreaks and that they play an important role in providing support and advice to education and childcare settings.</p> <p>Public Health England may produce an outbreak plan template and that would then supersede this document.</p> <p>The <u>Contingency framework</u> may be supported by further control measures which may include amongst others:</p> <ul style="list-style-type: none"> • changing ways of working • improved ventilation • enhanced targeted cleaning • strengthening communications • temporary reinstatement of face coverings • reinstatement of lateral flow devices testing on site 	<p>In the event of a sustained outbreak the school will consult Stockton Public Health.</p> <p>We will revert to some or all of the controls set out in the Summer Term 2021 Risk Assessment.</p> <p>The Risk Assessment will then be updated to reflect those more stringent controls.</p> <p>All hygiene/ventilation protocols from 2020-2021 to be maintained in school i.e. hand/respiratory hygiene and windows open as much as possible to allow increased airflow.</p>	<p>Gold Command and CEO</p> <p>DFO</p> <p>All workforce.</p>	<p>As necessary</p> <p>Ongoing</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	increased frequency of testing.				
3. Additional local measures	The school shall work with the local health protection teams in the case of a local outbreak	If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, the school shall follow any instruction provided by Director of Public Health including any temporary reintroduction of some control measures.	Gold Command		
4. Thresholds for triggering extra action	<p>The <u>Operational Guidance</u> sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases.</p> <p>This is because it could indicate transmission is happening in the setting.</p> <p>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</p>	<p>Stockton Public Health or national guidance may determine that further additional action should be taken.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Strengthened Communication • Temporarily Reinstating face Coverings • Reinstating On-site LFD Testing • Increased Frequency of Testing. <p><i>In the event of a sustained outbreak the school will consult Stockton Public Health. We will revert to some to all of the controls</i></p>	<p>Gold Command CEO</p> <p>Stockton Public Health</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	<p>For most education and childcare settings, thresholds for outbreaks are:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 	<p><i>set out in the Summer Term 2021 Risk Assessment.</i></p> <p>Extra actions.</p> <p>When the thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.</p> <p>Settings should also consider:</p> <ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes • ways to improve ventilation indoors, where this would not significantly impact thermal comfort • one-off enhanced cleaning focussing on touch points and any shared equipment. <p>From the autumn term, the Stockton-on-Tees Public Health team will continue to be available for advice, guidance and management of outbreaks.</p> <p>Please continue to report cases into the local team at</p>	HT/SLT/Trust		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
		www.digital.stockton.gov.uk/covid19-contactus	DFO / Heads		
5. Schools clinically extremely vulnerable workforce	Clinically extremely vulnerable people should currently attend school or their place of work unless specifically advised against this by their clinician or GP.	<p>Further details of CEV people available at Appendix 1.</p> <p><i>Clinically Extremely Vulnerable staff will be individually risk assessed, taking into account the national guidance.</i></p>	HR Manager		
6. Clinically extremely	The government announced on the 26th August that Children and young people will no	All children and young people should continue to follow the same guidance as everyone else,	Heads		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	Done
vulnerable children.	<p>longer be classed as clinically extremely vulnerable.</p> <p>An update from the Department for Education confirmed that Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus</p> <p>The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p>	<p>which can be found at www.gov.uk/coronavirus.</p> <p>For a very few individual children specific clinical advice may be given and this should continue to be followed.</p>			
7. Pregnant employees	<p>There is a long-standing requirement for Employers to put in place measures to support pregnant employees in the workplace and carry out an <u>Expectant Mothers Risk Assessment</u>.</p> <p>Pregnant women of any gestation should only continue working if the Expectant Mothers risk assessment and Individual Risk Assessment advises that it is safe to do so.</p>	<p>In addition to the standard Expectant Mothers Risk Assessment, a COVID-19 Individual Risk Assessment should be carried out.</p> <p><i>All risk assessments will be carried out by the Trust HR Manager, using the Trust Vulnerable Individual Risk Assessment guidance, to ensure consistency.</i></p> <p>Some pregnant workers may be at greater risk of severe illness from COVID-19 and this should be taken into account in the Individual Risk Assessment with the identification of</p>	<p>Heads</p> <p>HR Manager</p>	On going	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
	<p>28 weeks pregnancy and beyond, or pregnant with underlying health conditions that place them at greater risk of severe illness from COVID-19 at any gestation, can work from home or be offered alternative work to limit contact with others or where either is not possible refrain from work.</p> <p>This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p>	<p>control measures specifically to protect against COVID-19 infection.</p> <p>If control measures can not be put in place and alternative working options are not available, the person should refrain from work. This is in line with normal requirements of the Management of Health and Safety at Work Regulations 1999.</p> <p><u>Government guidance</u> for pregnant workers.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has also published information on <u>Coronavirus infection and pregnancy</u>.</p>			
8. Equality	<p>All staff, as duty holders, shall have regard for the particular needs of different groups of workers or individuals. For example, those with underlying health conditions, pregnant staff and those with protected characteristics.</p> <p>Managers must consider and put into place any particular measures or reasonable</p>	<p><i>The Trust has considered on case by case basis any additional risk arising from Covid19 to BME staff and staff with disabilities.</i></p> <p><i>The Trust will continue to consult staff and Trade Unions.</i></p>	<p>All staff where necessary</p> <p>Heads HR Manager</p>	Ongoing.	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	adjustments to take account of the employer's obligations under the Equality Act.				
9. Mental wellbeing	<p>Staff and pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.</p> <p>You can access useful links and sources of support <u>on promoting and supporting mental health and wellbeing in schools.</u></p>	<p>Useful links and sources of support on promoting and supporting mental health and wellbeing in schools is available <u>here.</u></p> <p>HR will provide support and guidance on a case by case basis to staff as required.</p> <p>Confidential counselling line (MIND) is available to all staff.</p>	<p>Heads</p> <p>HR manager</p>		
10. Wearing face coverings	<p>Face coverings are no longer advised by the DfE for pupils, staff and visitors, either in classrooms or communal areas.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p>We shall make reasonable adjustments in consultation with parents and children to</p>	<p>It is recommended that face coverings are worn in enclosed and crowded spaces where people may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>In the event of an outbreak, the Director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p>	<p>Heads</p> <p>Gold Command</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	support disabled pupils to ensure they can access education successfully.	The school's outbreak management plans should cover this possibility.			
11. Mixing and bubbles.	From the start of the autumn term, it will no longer be necessary to keep children in consistent groups, or bubbles.	The school's outbreak management plan will make provision for the reintroduction of temporary bubbles to reduce mixing between groups, in the event of an outbreak. If required by Public Health, we would revert to 2020-2021 COVID provision.			
12. Hand hygiene	Frequent and thorough hand cleaning continues to be important in the prevention of infection. Pupils, staff and visitors should ensure they clean their hands regularly with soap and water or hand sanitiser.	<i>Hand sanitiser will be deployed in classrooms and communal areas</i>	Heads Site teams		
13. Respiratory hygiene	'Catch it, bin it, kill it' continues to be important. <u>Catch it, bin it, kill it posters.</u>	The <u>e-Bug COVID-19</u> website contains free resources for you, including materials to encourage good hand and respiratory hygiene.			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
14. Personal Protective Equipment [PPE]	<p>Most staff in schools will NOT require PPE beyond what they would usually require for their work.</p> <p>The guidance on <u>the use of PPE in education, childcare and children’s social care settings</u> provides more information on the use of PPE for COVID-19.</p>	PPE will be provided for those staff who need it.	Heads / DFO		All PPE topped up at start of autumn term 2021.
15. Cleaning regimes	<p>School should maintain their elevated cleansing of regularly contacted surfaces.</p> <p>PHE has published guidance on the <u>cleaning of non-healthcare settings</u>.</p>	<p>Cleaning materials in each classroom for staff to use across the day as required.</p> <p><i>Wipes will be available to each classroom and for work stations to be cleaned by staff if moving classrooms.</i></p>	<p>DFO</p> <p>Heads</p> <p>Premises staff</p> <p>Other members of workforce</p>	Ongoing	
16. Effective ventilation.	School staff should consider and include effective ventilation alongside other control measures to reduce risk of transmission within classrooms and other work spaces.	<p>School staff should be able to identify any poorly ventilated spaces and take steps to improve air flow in these areas.</p> <p><i>Windows will be kept open to maximise air flow. Based on Public Health advice, windows do not need to be fully open in order to expedite airflow.</i></p>	<p>Heads</p> <p>DFO</p> <p>All staff</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	Done
<p>17. Dealing with symptomatic cases or positive tests.</p>	<p>Pupils, staff and other adults should self isolate straight away and get a <u>PCR test</u> as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new continuous cough • or a loss or change to the sense of taste or smell, <p>or have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Pupils, staff and other adults should follow <u>public health advice</u> on when to isolate and what to do.</p> <p>Staff and pupils should not come to school if:</p> <ul style="list-style-type: none"> * they have tested positive with a LFT * are symptomatic * have tested positive with a PCR. 	<p><i>Pupils or staff who exhibit Covid19 symptoms whilst at school will be sent home. The Head will approve all such decisions.</i></p> <p>People with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of <u>PPE in education, childcare and children’s social care settings guidance</u>.</p> <p>Any rooms they use should be cleaned after they have left.</p>	<p>Heads</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	<i>They should inform the school as soon as possible.</i>				
18. Use of Confirmatory PCR tests	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance</u>. They will also need <u>to get a free PCR test to check if they have COVID-19</u>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>	<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <u>PCR test kits for schools and further education providers</u> is available.</p> <p><i>The school will ask for a copy of positive PCR tests and log the names, so as to be able to monitor the overall level of cases in the school community.</i></p>	Heads		
19. Individuals NOT required to isolate	<p>From 16 August, people will not be required to self-isolate if they live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> You are fully vaccinated you are below the age of 18 years 6 months 	<p>They will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>.</p> <p>We would encourage all individuals to take a PCR test if advised to do so.</p>			

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	<ul style="list-style-type: none"> • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons. <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>However, people should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.</p>	<p>Staff who do not need to isolate, and children and young people aged under 18 years & 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>			
20. Admitting symptomatic children into school	In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.	If a parent or carer insists on a pupil attending your school, the school can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.	Head		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
21. Lateral flow device testing – ongoing for staff and pupils.	<p>All staff in primary schools and secondary schools should test themselves using lateral flow device tests twice per week at home, until the end of September, when this will be reviewed.</p> <p>All early years and wraparound childcare staff should also continue to test twice weekly as they have done throughout the summer.</p>	<p>Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive.</p> <p>Schools will distribute home testing kits as supplied by DfE to staff and secondary students as directed.</p>	Heads		
22. First aid and first responders	<p>Due to the nature of first responders providing immediate assistance to individuals who may have coronavirus infection, use of personal protective equipment and infection prevention and control measures should continue to be practised by first responders.</p> <p><u>Guidance for first aiders and first responders</u></p> <p>The school's first aid assessment should be</p>	<p>Effective hand hygiene.</p> <p>Personal protective equipment.</p> <ul style="list-style-type: none"> • Disposable gloves and plastic apron • Fluid resistant surgical face mask • If splashes or droplets of blood or body fluids likely – use disposable eye protection, face visor or goggles. <p>Keep others at least 2ms away.</p>	All first aiders		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when?	by Done
	<p>reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primary schools.</p> <p>Advice from the St John Ambulance is available here.</p>	<p>Avoid mouth-to-mouth during CPR – apply compressions only, unless in the case of a child patient – use a resuscitation face shield.</p>			
<p>23. Educational visits</p>	<p>From the 1st September, all types of residential visits within the UK for all schools and settings is allowed.</p> <p>The school shall undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as, minimising contact with others, maintaining:</p> <ul style="list-style-type: none"> • social distancing • good hand hygiene • good ventilation, <p>is included as part of that risk assessment.</p> <p>Establishments planning a residential visit to a different country in the UK (Wales, Scotland or Northern Ireland) should check current government guidance for that country.</p>	<p>School's residential trip risk assessments must include a planned and prepared contingency arrangement to respond to supervisory staff or students becoming symptomatic or testing positive with a lateral flow device during the trip.</p> <p>Travel time to return to home should be minimised.</p> <p>Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.</p> <p>Only students who are attending the setting should go on an educational visit.</p> <p><i>The school should consult the SBC health and safety team when considering visits re risk assessment.</i></p>	<p>All staff and educational visits co-ordinators.</p>	<p>During the planning of any educational visit.</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
	In particular, they should check the guidance for accommodation providers, as this may limit the type and size of groups that they can accommodate.	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p><u>General guidance</u> about educational visits is available and is supported by specialist advice from the <u>Outdoor Education Advisory Panel</u> .</p>			
24. School visitors or contractors	Visiting contractors should be made of the school's control measures and ways of working.	Visiting contractors should be asked – as part of the school's Control of Contractors arrangements, for confirmation of a recent negative lateral flow device test before being permitted to access the premises.	Admins/HTs		
25. Wrap-around provision and extra care	Information on planning extra curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after school clubs, tuition and other out of school provision for children,	<p><u>Protective measures</u> for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak.</p> <p><i>Go Sports and Go Music will follow the national guidance for the relevant Sporting Bodies. They will adhere to any additional controls on host the school site(s).</i></p>	<p>Heads</p> <p>Director of Go Sports and Music</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
26. Vaccination	<p>Vaccinated staff (and students) are at a lower risk from Covid19.</p> <p>The Trust will encourage all its staff to get vaccinated against Covid19 and other seasonal illnesses eg Flu.</p>	<p>The Trust will cooperate with Stockton Public Health in event of any roll out of vaccination for its students.</p> <p>A flu vaccination programme will be offered to at risk staff.</p>	<p>CEO</p> <p>HR Manager</p>	By mid Nov 21	
27. Return of Secondary pupils - lateral flow device testing	<p>All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Secondary school settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p>	<p>Test centre set up in new school Hall and team used last time reassembled.</p> <p>Pupils should then continue to test themselves twice weekly at home using a lateral flow device until the end of September, when this will be reviewed.</p> <p>See Separate Risk Assessment for Testing Centre</p>	<p>Deputy Head</p> <p>DFO / TC Coordinator</p>	27th Aug 21	<p>Done</p> <p>Done</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action when? by	Done
28. Any other school specific risk?					

Reviewers	Name	Date	Comments
1 st Review by			
QA Check by			
2 nd Review by			
QA Check by			
3 rd Review by			
QA Check by			

Date	Revisions - state changes introduced
27.8.21	Updated to reflect The Schools Operational Guidance 18.8.21 Schools Contingency Framework – August 2021

	Children no longer considered clinically extremely vulnerable and removed from the Shielded Patients List 26.8.21.

Appendix 1. People more at risk from Coronavirus.

Clinically extremely vulnerable

People with the following conditions are automatically deemed clinically extremely vulnerable and therefore have been previously included on the Shielded Patient List:

- solid organ transplant recipients
- people with specific cancers:
- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs – GPs and hospital clinicians have been provided with guidance to support these decisions

Appendix 2 Guidance and sources

This document is current at the date published, but expect the government's guidance to be revised and updated regularly.

Schools should check the relevant government websites for new and revised guidance at:

- [Health and Safety Executive,](#)
- [Gov.UK](#)
- [National Health Service](#)
- [Public Health England](#)
- [NHS 111 online.](#)
- [Guidance for schools](#)
- [Guidance for early years and childcare providers](#)
- [Guidance for special schools and other specialist settings](#)
- [Schools operational guidance](#)
- [Actions for early years and childcare providers](#)
- [Actions for FE colleges and providers](#)
- [Special schools and other specialist settings](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)
- [Contingency framework](#)

The Local Authority Public Health Team can be contacted at : www.digital.stockton.gov.uk/covid19-contactus or 01642 528474.

For Health and Safety enquiries, contact healthandsafetyunit@stockton.gov.uk or 01642 528195

