



## **Policy for reducing the spread of respiratory infections, including COVID-19, in the workplace and living with COVID-19 Including Contingency plan and risk assessment**

This policy relates to the whole school including the Early Years Foundation Stage.

**Written by:** S. Witts April 2022  
**Updated by:** C. McKelvie September 2023  
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This policy covers the principles for workplace management to reduce the spread of respiratory infections. It replaces Working safely during coronavirus (COVID-19).

As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infection, such as flu, which can spread easily and may cause serious illness in some people.

### **Who this information is for**

The information contained in this policy will help the School community to understand how to reduce the spread of respiratory infections such as COVID-19 and flu at the School. This is especially important if there are people in the workplace whose immune system means they are at higher risk of serious illness from COVID-19.

While there is no longer a requirement for all employers to explicitly consider COVID-19 in their statutory health and safety risk assessments, it is important that we continue to comply with our legal obligations relating to health and safety, employment and equality duties.

### **Actions to reduce the spread of respiratory infections, including COVID-19**

#### **Encourage and enable vaccination**

Vaccinations are very effective at preventing serious illness from COVID-19, flu and other diseases. In accordance with existing legal obligations, the School will consider how best to support and enable staff who wish to be vaccinated to get their vaccines when offered them. There is a [COVID-19 vaccination guide](#) for employers which contains information on actions employers can take to enable staff vaccination. There is also guidance available on the [vaccines that are available through the NHS](#).

## **Remember the basics of good hygiene**

Following these basic rules of good hygiene will help to protect you and others from common infections as well as COVID-19:

- cover your nose and mouth when you cough and sneeze
- wash your hands
- clean your surroundings.

[GermDefence](#) is a useful website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home.

## **Cover your nose and mouth when you cough and sneeze**

Coughing and sneezing increases the number of particles released by a person, the distance the particles travel and the time they stay in the air. If an infected person coughs or sneezes without covering their nose and mouth, it will significantly increase the risk of infecting others around them. By covering your nose and mouth, you will reduce the spread of particles carrying the virus.

Cover your mouth and nose with disposable tissues when you cough or sneeze. Put used tissues in a bin and immediately wash your hands or use hand sanitiser. If you do not have a tissue, cough or sneeze into the crook of your elbow, not into your hand.

## **Wash or sanitise your hands**

Hands touch many surfaces and can become contaminated with viruses and other germs. Once contaminated, hands can transfer these to your eyes, nose or mouth. From there, the germs can enter your body and infect you.

Washing or sanitising your hands removes viruses and other germs, so you are less likely to become infected if you touch your face. Using soap and water is the most effective way to clean your hands, especially if they are visibly dirty. Hand sanitiser can be used when soap and water are not available. You should do this regularly throughout the day.

In addition, wash your hands:

- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handrails, and shared areas such as kitchens and bathrooms
- when returning home

## **Maintain a clean workplace**

Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce. We will maintain our enhanced cleaning regime paying particular attention to surfaces that are touched frequently, such as handles, light switches, work surfaces and electronic devices such as remote controls and photocopiers.

Staff will be supported to maintain a clean working environment by providing them with cleaning products, soap and hot water, and/or sanitiser.

## **Let fresh air in**

Bringing in fresh air to occupied spaces can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.

The risk of catching or passing on COVID-19 and other respiratory infections can be higher in certain places and when doing certain activities. When someone with an infection breathes, speaks, coughs or sneezes, they release respiratory particles which can contain the virus. These particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. These virus-containing particles can also land on surfaces and the virus can be passed from person to person via touch. In general, the risk of catching or passing on a respiratory infection is highest when in close contact with someone who is infected.

It is also possible to pass on a respiratory infection between people who do not have close contact, especially if they are in a crowded and/or poorly ventilated space where smaller virus particles can stay suspended in the air for some time and where there are more people who might be infectious. The risk of airborne transmission is increased when occupants in a space are participating in energetic activity, such as exercising, shouting, singing or talking loudly.

### **Know which symptoms to look out for**

Respiratory infections can spread easily between people. It is important for staff and employers to be aware of symptoms so they can take actions to reduce the risk of spreading the infection to other people.

The symptoms of COVID-19 and other respiratory infections are very similar so it is not possible to tell if you have COVID-19, flu or another infection based on symptoms alone. Most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated.

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick.

Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the [NHS website](#).

### **What to do if you have symptoms of a respiratory infection, including COVID-19**

If you are unwell with symptoms of a respiratory infection, such as COVID-19, you should follow the [guidance for people with symptoms of a respiratory infection such as COVID-19](#).

As we learn to live safely with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections. COVID-19 and other

respiratory infections such as flu can spread easily and cause serious illness in some people.

Vaccinations are very effective at preventing serious illness from COVID-19, however even if you are vaccinated there is a chance you might catch COVID-19 or another respiratory infection and pass it on to other people.

Regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and children's social care settings.

Most people can no longer access free testing for COVID-19. This guidance is in 2 parts:

1. Actions you can take to protect other people if you are unwell with symptoms of a respiratory infection, including COVID-19, and you have not taken a test for COVID-19.
2. Advice for people who have taken a COVID-19 test and have received a positive test result.

There is [separate guidance for people who have been informed by the NHS that they are at highest risk](#) of becoming seriously unwell and who might be eligible for new COVID-19 treatments.

### **People at higher risk of becoming seriously unwell from a respiratory infection, including COVID-19**

People who are at higher risk from COVID-19 and other respiratory infections include:

- older people
- those who are pregnant
- those who are unvaccinated
- people of any age [whose immune system means they are at higher risk of serious illness](#)
- people of any age with certain long-term conditions.

The risk of becoming seriously unwell from COVID-19 and other respiratory infections is very low for most children and young people.

You will not always know whether someone you come into contact with outside your home is at higher risk of becoming seriously unwell. They could be strangers (for example, people you sit next to on public transport) or people you may have regular contact with (for example, friends and work colleagues). This means it is important to follow the advice in this guidance to reduce the spread of infection and help to keep others safe.

### **What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test**

#### **Try to stay at home and avoid contact with other people**

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose [immune system means that they are at higher risk of serious illness, despite vaccination](#).

### **If you leave your home**

If you leave your home while you have symptoms of a respiratory infection, and you have a high temperature or feel unwell, avoid close contact with anyone who you know is at higher risk of becoming seriously unwell, especially [those whose immune system means that they are at higher risk of serious illness, despite vaccination](#).

The following actions will reduce the chance of passing on your infection to others:

- wearing a well-fitting face covering made with multiple layers or a surgical face mask
- avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- taking any exercise outdoors in places where you will not have close contact with other people
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

### **Children and young people (aged 18 years and under) who have symptoms of a respiratory infection, including COVID-19**

Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19 and RSV.

For most children and young people, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids.

Very few children and young people with respiratory infections become seriously unwell. This is also true for children and young people with long-term conditions.

Attending education is hugely important for children and young people's health and their future.

### **When children and young people with symptoms should stay at home and when they can return to education**

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.

All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

It can be difficult to know when to seek help if your child is unwell. If you are worried about your child, especially if they are aged under 2 years old, then you should seek medical help.

## **What to do if you have a positive COVID-19 test result**

### **Try to stay at home and avoid contact with other people**

If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for **5 days** after the day you took your test. There is [different advice for children and young people aged 18 and under](#) (below).

During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.

Try to work from home if you can.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

### **If you leave your home**

If you leave your home during the 5 days after your positive test result the following steps will reduce the chance of passing on COVID-19 to others:

- wear a well-fitting face covering made with multiple layers or a surgical face mask
- avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- take any exercise outdoors in places where you will not have close contact with other people
- cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

## **What to do if you are a close contact of someone who has had a positive test result for COVID-19**

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact.



People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.

If you are a household or overnight contact of someone who has had a positive COVID-19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19 to others, even if you have no symptoms.

You can reduce the risk to other people by taking the following steps:

- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially [those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination](#)
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place
- wash your hands frequently with soap and water or use hand sanitiser

If you develop symptoms of a respiratory infection try to stay at home and avoid contact with other people and follow the guidance for people with symptoms.

If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. There is [guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19](#).

### **Children and young people aged 18 years and under who have a positive test result**

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for **3 days** after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

### **How to reduce the spread of infection with the people you live with if you have COVID-19**

If you have COVID-19, there is a high risk that others in your household will catch it from you. There are several things you can do to reduce the spread of infection in your household:

1. Limit close contact with others. Spend as little time as possible in communal areas.
2. Regularly clean frequently touched surfaces and shared rooms like kitchens and bathrooms.
3. Wash your hands regularly using soap and water, particularly after coughing and sneezing.

4. Get help where possible from those you live with. Ask for help with cleaning and being brought food safely to avoid unnecessary contact.
5. Use a face covering if you need to spend time in shared spaces.
6. Keep rooms well ventilated.
7. Catch coughs and sneezes in disposable tissues and put them straight in the bin.

### **Outbreaks in the workplace**

There is no requirement to report workplace outbreaks of respiratory infections to our local public health team. However, if we experience high levels of people with respiratory symptoms in the School, the actions detailed above here will help to reduce the spread, so they will be promoted and applied more rigorously.

### **Management of members of staff who are at risk of serious illness from COVID-19**

Some workers are at a greater risk of serious illness from COVID-19, for example people who have a weakened immune system.

There is specific [guidance for people whose immune system means that they are at higher risk](#), because they have a reduced ability to fight infections, such as COVID-19. The School will consider the needs of employees at greater risk from COVID-19, including those whose immune system means they are at higher risk of serious illness from COVID-19.

## **Covid-19 Contingency Plan**

### **Summary**

This contingency plan describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) and other respiratory infections at Kingswood House School (KHS), covering:

- the types of measures that KHS will be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made.

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.

### **Who is this plan for?**

This plan is for all pupils and staff (including temporary, peripatetic and volunteers) at KHS.

### **Introduction**

The government has made it a national priority that education and childcare settings should continue to deliver face-to-face, high-quality education and childcare to all children and young people as we learn to live safely with COVID-19.



Given the protections the country has built through vaccinations and new treatments, England is now in a position to move into a new phase of managing COVID-19. On 24 February 2022 the legal requirement to self-isolate was removed. From 21 February 2022 we were no longer advised to undertake regular asymptomatic testing in most education settings, and COVID-19 is now managed in line with other infectious diseases through public health guidance.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC)  
or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS.

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

### **Prioritising education**

The overarching objective is to maximise the number of pupils in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk.

We recognise that the impacts of having missed face-to-face education during the pandemic are severe for pupils. In all cases, any benefits in managing transmission will be weighed against any educational drawbacks.

KHS, in line with Government advice, will endeavour to keep any measures for the shortest amount of time possible.

KHS, in line with Government advice, will keep all measures under regular review and lift them as soon as the evidence supports doing so.

Measures affecting education will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions will only ever be considered as a last resort.

KHS, in line with government advice, will try to give as much notice as possible of any changes to the way we operate.

## **Baseline measures**

The operational guidance sets out the infection prevention and control measures that all education and childcare settings should have in place as good practice. These measures will help to manage COVID-19 risk.

This includes:

1. Pupils, staff and other adults with COVID-19 symptoms, a positive test result, or who are a close contact of a case should follow the guidance for people with COVID-19 and their contacts.
2. Pupils and staff should return to school as soon as they can, in line with the guidance for people with COVID-19 and their contacts. We are prepared to implement high-quality blended learning arrangements so that any child or student who is well enough to learn from home can do so.
3. We continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
4. We continue to encourage coronavirus (COVID-19) vaccination uptake for eligible students and staff.

## **When settings should consider extra action**

The operational guidance sets out the measures that all education settings should have in place to manage COVID-19 risk day-to-day. For most settings, it will make sense to think about taking extra action if they face severe operational disruption to face-to-face education.

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, these include:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

Settings can seek public health and operational advice by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

## **Actions to consider**

When the thresholds are reached, KHS will review and reinforce the hygiene and ventilation measures we already have in place and consider the re-introduction of face coverings.

We will also consider whether to seek additional public health advice if they have met the thresholds set out above and are considering additional measures, either by

phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health, their team, or a HPT may give settings advice on whether to take extra action, reflecting the local situation. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example, extra testing.

### **People that are vulnerable to COVID-19**

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

The situation is now very different to when shielding was first introduced. We understand a lot more about the virus and what makes someone more at risk from severe disease from COVID-19. The vaccine continues to be successfully rolled out, and other treatments and interventions are becoming available.

Individuals previously identified as CEV are advised to continue to follow the same guidance as the general public on how to stay safe and help prevent the spread of COVID-19. Individuals with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from COVID-19.

The risk to children and young people of severe disease from COVID-19 is very low compared to adults, even for those with chronic conditions. All children and young people over 5, including those who have been identified by their medical team as being at higher risk, are eligible for COVID-19 vaccinations. They should attend their education setting unless advised otherwise by a health care professional or medical team. Individuals should consider advice from their health professional on whether additional precautions are right for them.

### **Measures that settings should plan for**

#### **Managing events**

In the case of severe operational impacts or identified health risks of a COVID-19 outbreak, KHS will give consideration to implementing actions to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- live performances in settings

Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area.

## **Testing**

KHS are aware that a DPH or HPT might advise rapid lateral flow device (LFD) testing by some staff, pupils and students (secondary age and above). This may temporarily be advised for an individual setting or in areas of high prevalence by DsPH as part of their responsibilities in outbreak management.

DsPH advice could also include the temporary reintroduction of onsite LFD testing for specialist education and childcare settings across areas that have been designated as enhanced response areas where settings and DsPH decide it is appropriate.

Any additional testing measures would need to be agreed with settings and the DfE encourage DsPH to consult settings and work with them to identify what support may be needed to do this, including test kit supply.

Pupils, staff and other adults with a positive test result should follow UKHSA guidance on whether to stay at home and avoid contact with other people.

## **Face coverings**

Face coverings in communal areas may temporarily, and exceptionally, be advised by DsPH:

- for an individual setting, as part of their responsibilities in outbreak management
- for settings across areas where DfE and public health experts judge the measure to be proportionate, based on the evidence public health experts share with the DfE and specific local public health concerns. For example, where the area has been designated as an enhanced response area, and where transmission patterns may put exceptional local pressure on the healthcare system. This is a temporary measure.

Face coverings in classrooms and teaching spaces may temporarily, and exceptionally, be advised by DsPH for an individual setting, as part of our responsibilities in outbreak management. Face coverings in classrooms and teaching spaces will only ever be recommended across an area if it has been designated as an enhanced response area by the Local Action Committee command structure.

Children of primary school age and early years children should not be advised to wear face coverings. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. Any guidance should allow for circumstances where people are not able to wear face coverings.

In all cases any educational and wellbeing drawbacks in the recommended use of face coverings will be balanced with the benefits in managing transmission. Where recommended, the use of face coverings will be kept under regular review and lifted as soon as the evidence supports doing so.

## **Attendance restrictions**

High quality face-to-face education remains a KHS priority. Attendance restrictions will only ever be considered as a short-term measure and as a last resort:

- on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. KHS are aware and prepared for the possibility that we may be advised, temporarily, to limit attendance and will ensure that high quality remote education is provided to all pupils not attending in the same format as the previous remote learning procedure via Teams.

## **Other considerations where attendance has been restricted**

### **Remote education**

High-quality remote learning will be provided for all pupils if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at KHS has been temporarily restricted.

On-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers.

### **Education workforce**

If restrictions on pupil attendance are ever needed, the Headmaster, Mr Duncan Murphy, will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

KHS will have regard to the guidance on [clinically extremely vulnerable people](#).

### **Safeguarding and designated safeguarding leads**

There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- local authorities
- clinical commissioning groups
- chief officers of police.

If attendance restrictions are needed we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

KHS will continue to have regard to any statutory safeguarding guidance that applies to them, including:

- [Keeping children safe in education](#)
- [Working together to safeguard children](#)

- Early Years Foundation Stage (EYFS) framework

Whilst KHS is operating, there will always be a trained DSL (or deputy) available on site.

In the rare occasions a trained DSL (or deputy) is not on site, a member of the senior leader team will take responsibility for co-ordinating safeguarding on site.

### **Vulnerable children and young people**

Where vulnerable children are absent, KHS will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend school, working with the local authority and social worker (where applicable), particularly where the social worker agrees that the child's attendance would be appropriate
- focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.

### **Transport**

KHS will attempt to continue to be provided the scheduled minibus service as normal where children are attending school. The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place.

### **School meals**

KHS will continue to provide meal options for all pupils who are in school.

### **Educational visits**

Any attendance restrictions will be reflected in the KHS Covid-19 risk assessment and will be considered carefully if the educational visit is still appropriate and safe. Only students who are attending KHS should go on an educational visit. KHS will consult the health and safety guidance on educational visits when considering visits.





## **Kingswood House School**

### **Risk Assessment for Reducing the spread of respiratory infections, including COVID-19, in the workplace and living with COVID-19**

**8<sup>th</sup> May 2022**

#### **System of Controls:**

- **Ensure good hand and respiratory hygiene for everyone**
- **Maintain appropriate cleaning regimes**
- **Keep occupied spaces well ventilated**
- **Follow PHE advice on testing, stay at home advice and managing confirmed cases of COVID-19 or other respiratory infections**

<b>Hazard</b>	<b>Control measures</b>	<b>Responsibility</b>	<b>Remarks</b>
<b>Not having a plan in place to reduce the spread of respiratory infections including COVID-19 in</b>	<b>Policy created April 2022</b>	<b>SW</b>	<b>Keep policy (including contingency plan and risk assessment) updated in line with regulations and latest advice</b>

<b>the work place and, living with COVID-19 or in case of an outbreak</b>			
<b>Policy not communicated to staff, parents, pupils, visitors and governors</b>	<b>Policy has be uploaded to the school website, ParentMailed to parents, emailed to staff and governors and discussed with pupils during various gatherings.</b>	<b>SW &amp; SLT</b>	<b>Ensure updates or changes are also communicated</b>
<b>Policy not updated in line with latest advice and guidance</b>	<b>Bursar receives communication from all relevant platforms as advice/guidance changes or is updated.</b>	<b>SW</b>	<b>Bursar to ensure all updates are cascaded to the relevant staff members for action</b>
<b>Staff or pupils unable to get vaccinations</b>	<b>School to support everyone who requires further vaccinations</b>	<b>KHS</b>	<b>Maintain current support</b>
<b>Good hygiene practices not followed</b>	<b>Signs and communication to staff, pupils and visitors still in place regarding good hygiene practices</b>	<b>KHS</b>	<b>Maintain current protocols</b>
<b>Cleaning regime not followed</b>	<b>External cleaners continue with cleaning procedures and internal cleaner continues with extra cleaning of high traffic areas</b>	<b>Cleaners</b>	<b>Maintain existing controls</b>
<b>Ventilation not created</b>	<b>Good ventilation now normal practice within school and on the minibuses.</b>	<b>All staff</b>	<b>Maintain existing controls</b>
<b>Symptoms for respiratory infections including COVID-19 missed</b>	<b>Continued commination to staff, parents and pupils regarding symptoms to look out for and update as new symptoms arise.</b>	<b>SW</b>	<b>Ensure communication avenues continue</b>
<b>Outbreak in school of a respiratory infection including COVID-19</b>	<b>Contingency plan attached to the policy which is communicated to all staff, parents, pupils and governors.</b>	<b>SW</b>	<b>Ensure contingency plan is updated are required and is fit for purpose</b>
<b>Staff member who is considered at a greater risk in school during outbreak</b>	<b>Return to precautions such as masks, screens and depending on type of work, work from home.</b>	<b>SW</b>	<b>Maintain existing controls</b>