




- This document works alone – our Covid risk assessment is no longer required or in place.
- It will be updated as and when necessary in line with **changes to national guidance** or **changes imposed at local level in response to high numbers of cases**.
- Where **specific advice from Gateshead Council Public Health team** over and above the below is given for an educational setting, their advice **must be followed**.
- In the event of an outbreak the setting’s outbreak management plan and **any specific Public Health/HPT advice supersedes this document**.

	Advice from Gateshead Health and Safety	Parochial Prodedures 
<p>1. Adults/ children with symptoms of respiratory infection/ who have tested positive for COVID-19.</p> <p>Symptoms of COVID-19, flu and common respiratory infections include:</p> <ul style="list-style-type: none"> – continuous cough – high temp, fever or chills – loss of, or change in normal sense of taste/smell – shortness of breath – unexplained tiredness, lack of energy – muscle aches or pains not due to exercise – not wanting to eat or not feeling hungry – headache that is unusual or longer lasting than usual – sore throat, stuffy/runny nose – diarrhoea, feeling sick or being sick 	<p><u>Adults with symptoms of a respiratory infection/ who have tested positive</u></p> <ul style="list-style-type: none"> • Adults with symptoms of a respiratory infection, and who have a high temperature or feel unwell, should stay away from the setting until they feel well enough to resume normal activities and they no longer have a high temperature. • Adults with a positive COVID-19 test result can return to work after 5 days if they do not have a high temperature and feel well enough to resume normal duties. • HSB-11 COVID-19 investigation forms are no longer required to be submitted where a staff member tests positive for COVID-19. <p><u>Children/young people with symptoms/ who have tested positive</u></p> <ul style="list-style-type: none"> • Children and young people who are unwell and have a high temperature should stay away from the setting and can return when they no longer have a high temperature, and they are well enough to attend. • Children and young people with mild symptoms e.g. runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. • Children and young people aged 18 and under, who have a positive COVID-19 test can return to the setting after 3 days if they do not have a high temperature and feel well enough to resume normal duties. <p><u>Contact the Health Protection Team on 0300 303 8596 if you have the following in your setting:</u></p> <ul style="list-style-type: none"> • Suspected outbreak of COVID in a SEND school • More cases of illness/absence than usual for your setting • Hospital admission, serious illness or death that maybe be due to an infectious disease (in pupils or staff) • Cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group • For general COVID-19 queries for Gateshead Council Public Health team contact www.gateshead.gov.uk/covid19schoolschildcare. <p><u>Pupils who are symptomatic on site</u></p> <ul style="list-style-type: none"> • Any pupil who is symptomatic on site is isolated in a separate room where possible, otherwise they are isolated in a well- 	<ul style="list-style-type: none"> • As per Gateshead and government guidance.

Whickham Parochial Church of England Primary School

	<p>ventilated room at least 2m away from others. Staff maintain 2m distancing from the pupil wherever possible.</p> <ul style="list-style-type: none"> PPE (IIR face mask, disposable apron and gloves, and eye protection) is readily available to be worn by staff/volunteers in accordance with Table 1 if they choose to do so when supporting anyone with COVID-19 symptoms. Shared surfaces touched by the pupil/they have coughed/sneezed on are cleaned. 	
1. Vulnerable employees/volunteers	<ul style="list-style-type: none"> Guidance for vulnerable employees including pregnant employees is currently under consultation and review. Where possible employees at high risk of COVID-19 are not given first aid duties. Continue following existing vulnerable employee risk assessments until further guidance is provided. 	<ul style="list-style-type: none"> Vulnerable employees have risk assessments
2. Long COVID	<ul style="list-style-type: none"> Medical advice is followed for staff/volunteers/pupils diagnosed with long COVID An individual risk assessment is completed where required for those with long COVID and reasonable adjustments are implemented to support them. <p>A referral is made to Occupational Health if required and Occupational Health advice followed.</p>	<ul style="list-style-type: none"> As Gateshead advice
3. Mixing between groups	<ul style="list-style-type: none"> Whole school assemblies and events can take place. 	<ul style="list-style-type: none"> Assemblies are as pre-covid with additional space and ventilation
4. Visitors and events	<ul style="list-style-type: none"> Visitors can attend school as normal. Events can be held as normal. <p>Visitors are no longer required to complete HSB12 forms.</p>	<ul style="list-style-type: none"> As Gateshead advice
5. Social distancing	<ul style="list-style-type: none"> Be considerate of colleagues and others, particularly those who may be more at risk from COVID-19 or live with others who are at high risk from COVID-19 <p>Be mindful of other colleagues and their choices in the distance they keep from others.</p>	<ul style="list-style-type: none"> Staff will continue to minimise close contact where possible, with the understanding that this is mostly impossible when teaching or giving individual / group instruction
6. Meetings and training	<ul style="list-style-type: none"> Consider whether it is appropriate to hold training and meetings face to face or whether it is better to hold them virtually taking into account:- <ul style="list-style-type: none"> Whether the meeting can effectively be carried out virtually Who the meeting is with (consider vulnerable people when making the decision) Other non-COVID related factors such as unnecessary travel and travel time of attendees. 	<ul style="list-style-type: none"> Staff meetings will continue to be 'in person' but are socially distanced and ventilated.
7. Ventilation (see EDU-20 CO₂ monitoring and log)	<ul style="list-style-type: none"> Rooms which do not have their own means of ventilation are not used as occupied rooms, and advice is sought from a competent person. If rooms are identified as being consistently poorly ventilated, action is taken in accordance with EDU-20 CO₂ monitoring and log and EDU-RA-25. CO₂ monitors are used to monitor ventilation levels and appropriate action is taken as required. 	<ul style="list-style-type: none"> All occupied rooms are ventilated. All rooms occupied by classes for more than 30 mins are CO₂ monitored and action taken when ventilations standards are not met.

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8. Hand and respiratory hygiene	<ul style="list-style-type: none"> • Continue with frequent and thorough hand washing/ sanitising in line with Public Health advice • Continue to teach and promote good respiratory hygiene practices in line with Public Health guidance. 	<ul style="list-style-type: none"> • Hand and respiratory hygiene practices continue as before Christmas.
9. Cleaning and use of shared equipment	<ul style="list-style-type: none"> • Continue with regular and appropriate cleaning of areas and equipment, with a particular focus on frequently touched surfaces. Frequently touched surfaces are cleaned at least twice a day. 	<ul style="list-style-type: none"> • Cleaning systems continue as before Christmas.
10. Face coverings (full guidance in HSB 14)	<ul style="list-style-type: none"> • Adults should wear face coverings when moving around the building (unless exempt). Adults and pupils should not be prevented from wearing a face covering in other areas if they wish to do so. 	<ul style="list-style-type: none"> • Adults including visitors wear masks if they are less than 2m from another adult for more than 10 minutes. • We will remove the expectation that masks are worn while teaching when closer than 2m if you are with your own class. However, it will not be discouraged and masks will continue to be provided for staff.
11. PPE (Appendix 1 replaces the previous COVID-19 PPE table)	<ul style="list-style-type: none"> • PPE is available for use by employees in accordance with Appendix 1 when supporting anyone with symptoms of respiratory infection/ who has tested positive for COVID-19 • If PPE is worn, this must be put on and taken off in accordance with UKHSA PPE posters – putting on and taking off PPE. • PPE should be worn in accordance with existing risk assessments for first aid, individual pupil risk assessments, cleaning, personal care etc. <p>Employees at high risk from COVID-19 follow medical advice in relation to any PPE they may be advised to wear at this time.</p>	<ul style="list-style-type: none"> • As Gateshead advice
12. Asymptomatic testing (Lateral Flow Device (LFD) Tests)	<ul style="list-style-type: none"> • Routine lateral flow testing is not required in any settings. Existing stock can be used if staff wish to do so. 	<ul style="list-style-type: none"> • Existing stock at Parochial is reserved for staff who have symptoms or test positive.
13. Returning from abroad	<ul style="list-style-type: none"> • Staff, volunteers and parents/carers have been asked to follow government guidance on travel if returning from overseas travel. 	<ul style="list-style-type: none"> • As Gateshead advice
14. Vaccinations	<ul style="list-style-type: none"> • Everyone who is eligible is encouraged to have a full course of an approved COVID-19 vaccination. • Everyone who is eligible for a COVID-19 booster vaccination and/or flu vaccination is encouraged to have these once available to them. 	<ul style="list-style-type: none"> • As Gateshead advice

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<p>15. Educational Visits</p> <p>(see EDU-RA-18 – Off site activities risk assessment)</p>	<p>All visit types (Routine, Level 1 and Level 2 visits) can take place.</p> <p>Additional measures for international (overseas) visits:</p> <ul style="list-style-type: none"> – Visit leader must read OEAP 7r 'Overseas Visits' guidance before booking any international visits and ensure this guidance is followed. – OEAP Checklist – Visit Leader of an overseas visit must be completed and attached to the Evolve form before the trip can be approved. – Foreign, Commonwealth and Development Office travel advice must be followed before booking and travelling to ensure that any entry requirements and in-country requirements are met, especially in relation to vaccinations – Specific risk assessment in line with any additional public health advice or in-country advice of the international destination is in place for the visit. – Parents/carers are given comprehensive information on the arrangements (including that requirements in place for a given country may change at any time including immediately before the trip leaves or whilst the trip is taking place). Parents/carers must give their informed consent on this basis. – All bookings must have adequate financial protection in place. <p>Robust contingency plans are in place and must cover, for example, any participant(s) becoming ill with COVID-19, testing positive or having to self-isolate and how they will get home, changes to guidance affecting the country of travel including further travel restrictions whilst the trip is ongoing etc.</p>	<p>As Gateshead advice</p>

* If the head teacher/manager believes that the risks can be managed when moving around the premises by other control measures (such as staggered break times, no interaction in these areas, maintaining at least 2m social distancing at all times etc.), and does not believe wearing a face covering is practical for their circumstances, this must be clearly documented and justified. This must also be adequately monitored and if there is any indication that these control measures are not being met, face coverings must be worn when moving around the premise.