

Individual Covid Requirements – January 2021

Category	Requirement	Documentation
All employees	Everybody should work from home where possible, noting school leaders are best placed to determine the workforce that is required in school.	Whole school covid risk assessment. <u>Any Staff Working from home:</u> Record any occupational, welfare and social arrangements in place where school management and others keep in contact.
CEV staff	Must work from home (shield)	See above
Pregnant staff	<p>Ideally... should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <ul style="list-style-type: none"> • Consider whether they can work from home. • Risk assess current role, implement changes. • If significant risks remain, consider alternative roles to maintain social distancing. • If significant risks still remain then the employee should remain at home on full pay. 	Pregnancy Covid risk assessment (and new and expectant mother risk assessment).
CV staff (excluding pregnant staff)	Ideally should maintain 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.	Aide memoire records that close face to face contact is avoided and reminders of good prevention practice in the workplace and home settings.
Staff living with CEV/ CV household members	Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.	Record individual reminders of good prevention practice in the workplace and home settings (e.g. via email)
BAME / living with BAME household members	People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.	Record individual reminders of good prevention practice in the workplace and home settings on aide memoire.

Whole School Covid Risk Assessment Timeline - Primary

Version	Date	Main Changes / Notes
Versions 1 and 2: Reopening Schools [wider] 1st June		
1	June 2020	-
2.1	May 2020	Changes reflecting DfE guidance
2.2	June 2020	Changes reflecting DfE guidance
2.3	June 2020	CV/CEV issues CPR Hygiene Air conditioning RIDDOR reporting
Version 3.1-3.3: Autumn Term Opening [wider]		
3.1	July 2020	-
3.2	July 2020	CV/BAME reminders about social distancing
3.3	August 2020	Aide memoir for CV/BAME staff Home test kits Face coverings Science Sport Music, drama and dance
Version 3.4: Whole School: Covid		
3.4	November 2020	Included rows regarding the national lockdown (2) Covid app Ventilation
3.4a	November 2020	Removed rows regarding national lockdown (2) as it ended
3.4b	December 2020	14 day self-isolation changed to 10 days – not e-mailed, only on website
3.4c	January 2021	Valid during Tier 4 restrictions (4 th January only!) – not issued Pregnancy risk assessment changed
Version 4: National Lockdown (3rd)		
4	January 2021	To reflect changes during the national lockdown guidance.

Current documents – January 2021:

This is the current list of coronavirus documents created by the Schools H&S Team including the version and last update.

These are all available here: www.school-safety.org.uk/homepage/coronavirus/

Document	Version	Date	Notes
Risk Assessments			
Primary School Whole School	v.4	January 2021	Covers national lockdown requirements.
Secondary School Whole School	v.4	January 2021	
Special School Whole School	v.4	January 2021	
Individual Pupil- Clinically Extremely Vulnerable Covid-19	v.1	August 2020	(CEV pupils must not attend school during the national lockdown)
Individual Employee- Clinically Extremely Vulnerable Covid-19	v.1	August 2020	(CEV staff must not attend school during the national lockdown)
Visitor	v.1	November 2020	Sample risk assessment template that can be sent to reading mentors etc. for their completion if they don't have their own template to complete.
Pregnancy - covid	v.1	January 2021	
Other Documents			
Aide Memoire Individual Employee- Clinically Vulnerable, BAME	v.1.1	January 2021	Form to be completed by persons in these groups to remind them of when social distancing needs to be observed. Included links and minor updates.
Covid school tracker	v.4	December 2020	Excel spreadsheet to record individuals with symptoms consistent with coronavirus, positive test and (updated) self-isolation periods.
Essential Visitor Protocol– coronavirus	v.3	October 2020	Information to share with visitors on the school's coronavirus management procedures. Minor updates.
Symptom Summary	v.6	January 2021	Action to take in the event of a positive case. Close contact definition updated.