



## **COVID-19 RISK MANAGEMENT STATEMENT**

### **V2**

<b>Author:</b>	Covid-19 Risk Management Working Group	<b>Review Cycle:</b>	As Required
<b>Approved by:</b>	Acer Trust Board	<b>Date of Approval:</b>	20/10/2020

## **ACER TRUST COVID-19 RISK MANAGEMENT STATEMENT**

This statement sets out the framework within which the Acer Trust and its partner schools will take all reasonable steps to reduce the risk of transmission of Covid-19 to staff, pupils and wider community during the current outbreak.

The Trust will follow government guidelines and continue to comply with H&S law as set out in the Acer Trust H&S Policy.

The Trust will provide support and guidance to all Trust Schools to ensure, as far as possible, that sufficient procedures are in place to reduce the risk of transmission of the virus.

### **Statement of Intent**

Our schools will:

- Monitor the latest government guidelines for managing Covid-19 risk in schools.
- Take all reasonable steps to keep the transmission risk within school as low as possible.
- Work closely with all key stakeholders to implement the guidelines in their Trust School.
- Produce a Risk Assessment to identify and manage control measures to reduce the risk of transmission of the Covid-19 virus.
- Review the Risk Assessment in line with guidance and daily operations within the school to ensure it remains up to date and fit for purpose. Schools will communicate their current control measures to the pupils/students and families using their usual communication methods, including email, Newsletters, Intranet, website.
- Ensure all staff and parents are aware of the most up to date list of Covid-19 symptoms and know what to do if they suspect they, or a member of their household, have Covid-19.
- Ensure there is a culture in school of regular handwashing and good respiratory hygiene. This culture will be supported by providing handwashing facilities in school and effective communication to students, staff and parents.
- Review cleaning regimes to ensure they are of a sufficient quality and quantity to reduce the risk of transmission as far as reasonably practicable.
- Minimise contact and mixing as much as possible to further reduce the risk of transmission
- Communicate new procedures, any changes and key guidance regularly to staff, parents and students where appropriate.
- Train staff on the new procedures relevant to their role. Training will be delivered in the most appropriate form, including written format, video, or virtual meeting.
- Conduct regular staff audits to assess and manage the risks of different groups of staff.
- Ensure staff working from home are doing so safely, and keep in regular contact in order to support their wellbeing and their workload.
- Provide advice to staff and students for safe travel to and from school.

- Maintain safe access, as far as reasonably practicable, to contractors to conduct ongoing statutory maintenance activities.
- Provide PPE as appropriate in line with government guidelines.
- Review key policies to assess what impact Covid-19 procedures may have on their effective delivery. Temporary amendments will be issued where necessary.

## Implementation

Schools will produce documentation to monitor, record and manage any procedures implemented to reduce the risk of transmission of Covid-19 in their setting.

Documents	Purpose	Use & Review Cycle
<b>Covid-19 Management Risk Assessment</b>	The risk assessment document is the primary document that forms the basis of school risk control procedure documents. It will be available to staff and be used in staff training. The current procedures arising from the risk assessment will be communicated to each school's community through their usual means.	Reviewed regularly when required following new government guidance or relevant feedback.
<b>Daily Operational Management Review</b>	Senior Leaders/Managers in school on a day to day basis must ensure that the operation of the school is in line with the most up to date Covid-19 risk assessment, and be confident that the control measures identified are being implemented effectively.	The senior leader in school must ensure a review of control measures is completed daily and communicated appropriately. Actions arising may require a change to the risk assessment or other procedures.
<b>Covid-19 Cleaning Schedule</b>	To document any <i>additional</i> cleaning procedures required during the Covid-19 outbreak.	To be completed daily, reviewed regularly when required following new government guidance or following actions identified in the Daily Operational Management Review.
<b>Covid-19 Contractor Management Checklist</b>	Template document produced by the Trust's Health & Safety advisors to manage contractors onsite during the Covid-19 outbreak.	To be completed for each contractor attending site during the Covid-19 crisis.
<b>Covid-19 Planning Documentation</b>	All new or revised documentation produced during the Covid-19 outbreak should be collated and available for review. This documentation may include; Staff and parent communications, school closure plans, procedures for the delivery of 'real' or virtual education, key guidance documents.	As required. -