



# COVID-19 Policy

Version 2.0  
Dated 12 Jan 2022

## 1 Introduction

1.1 As the COVID-19 Pandemic has developed, Oakham School continues to follow Government Guidance and has updated the full Risk Assessment to try and mitigate potential hazards through practical control measures. This framework is designed to ensure that Oakham School staff, pupils, visitors, and contractors are as safe as reasonably practicable from the risks of contracting the COVID-19 virus. This policy has been devised and updated to try and give clear and concise information for those that work, learn, and visit Oakham School.

1.2 The full Oakham School COVID-19 Risk Assessment and supplementary COVID-19 information can be found on My School Portal (MSP) under staff documents, in the COVID-19 section. The Risk Assessment has been reduced but remains in functional areas to allow staff to focus on information that is pertinent to them.

1.3 Oakham School has updated its Risk Assessment based on the updated [Schools COVID 19 Operational Guidance](#) dated January 2022.

## 2 Communication and Decision making

2.1 All decisions relating to COVID-19 are discussed in a variety of staff groups with multiple courses of action offered before being passed to the other members of the Senior Leadership Team and finally the trustees to be signed off.

2.2 The Deputy Head Pastoral (SJG) is the project lead for Oakham School COVID-19 matters and liaises routinely with the Headmaster, Chief Operating Officer, Director of People, the Finance Bursar, relevant Support HODs and academic managers.

## 3 Health and Safety / Human Resources

3.1 The Health and Safety of all Staff and Pupils remains paramount and Oakham School will continue to complete the following tasks to ensure the Risk Assessments remains valid and that staff and pupils feel safe.

**a. Identify those that are vulnerable.** Oakham School will continue to identify and engage with staff or pupils whose immune systems means that they are a higher risk from COVID-19. Further guidance can be found at <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>.

**b. Updating and implementing new documentation.** All COVID-19 documentation has been placed on My School Portal for staff to read. A school email address is required for access, but for those without school emails, department heads should forward or print any required documentation on request.

**c. Continued hygiene measures.** All staff and pupils must continue to follow good hand and respiratory hygiene measures (washing and sanitising of hands, sneezing into tissues and binning them) at every given opportunity. There are strategically placed sanitisation points that will reduce the risk of transmission between buildings. These should be used by all staff, pupils and visitors on entry and exit of buildings, when moving between rooms and before and after eating.

**d. Face Coverings.** Pupils, staff and visitors, unless exempt, are advised to wear face coverings in classrooms and in communal areas. It is recommended that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. If distancing is controlled, teaching staff may remove face mask while teaching.

**e. Ventilation.** It is important to ensure that areas remain well ventilated and that a comfortable teaching environment is maintained. Any poorly ventilated spaces should be included on the risk assessment and steps taken to improve fresh air flow in these areas. The propping open of doors is permissible providing there is someone in the room, but these must be closed on exiting. The propping open of Fire Doors should be avoided. In no event should a fire door be left open if a room is vacant.

**f. Supporting mental health.** A variety of people will have had their daily routines adversely affected by the COVID-19 pandemic. Oakham School is conscious that staff and pupils may want to talk to someone about not only how changes have negatively impacted their mental health and wellbeing, but also where there have been improvements in terms of a family/work-life balance that could negatively impact them on the return to School.

For members of the School who have signed up to simply health, they can Call **0800 975 3347** at any time 24 hours a day, 7 days a week or email [counsellingadvice@healthassured.co.uk](mailto:counsellingadvice@healthassured.co.uk) to set up support.

For those staff that have chosen not to join simply health, there is a host of information available through the [Rutland Information Service](#) under the Health and Wellbeing tab.

**g. Reporting Health & Safety related issues.** As always, any H&S related issues should be passed through line managers for reporting to the Health and Safety Officer unless they are critical or an immediate endangerment to life.

## **5 Cleaning regimes and Personal Protective Equipment (PPE)**

5.1 The effective cleaning of areas across Oakham School is not something that the domestic operations team will be able to manage alone. Cleanliness and good hygiene are everyone's responsibility. There will need to be a reasonable amount of self-reliance among staff and pupils at the School. This may include making sure that frequent touchpoints within some areas are cleaned before and after use by staff and in some settings by the pupils.

5.2 Any cleaning materials required to ensure that the risk of COVID-19 transmission is reduced should be ordered through the Domestic Operations Manager. All staff have a responsibility to check sanitisation stations within their working area and report any broken or empty units to the Domestic Operations Manager.

5.3 All Personal Protective Equipment (PPE) should be ordered through the Domestic Operations Manager. This will allow Oakham School to accurately track how much is being spent on COVID-19 related PPE and give the SLT a clearer view of the PPE that each area has requested. If staff members feel they require PPE they must discuss this with their line manager and the line manager should then create a consolidated departmental request.

## **6 Medical Provision and COVID 19 Testing**

6.1 Oakham School medical provision will continue to run as normal. To ensure the medical centre can continue to operate with a reduced risk of infection appointments will remain by appointment and online where possible.

6.2 In line with government guidance Oakham school will carry out pupil testing at the beginning of term. Staff will be issued home testing kits and requested to complete their own tests twice per week with all positive results being reported through their Head of Department who will pass the information on to the Deputy Head Pastoral and Rebecca Bond.

6.3 Pupils and double vaccinated staff identified as close contacts will continue to be advised to take a test, to detect the virus and variants of concern. Anyone who tests positive following the test will still be legally required to self-isolate for in line with government guidance, irrespective of their vaccination status.

## **7 Staff and Pupils arriving from overseas**

7.1 This is an area of rapid and regular change. Current UK guidance will be followed. Parents should confirm arrangements with the school before pupils begin their journey back to school. Further advice can be found here: [Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/urls/travel-to-england-from-another-country-during-coronavirus-covid-19)

## **8 Self-Isolation requirements**

8.1 All staff are reminded that they must immediately self-isolate and test or call 119 if they start to feel unwell and show any signs of COVID-19 such as a high temperature, a new continuous cough; or a loss or change in sense of smell or taste. Double-vaccinated staff and pupils under the age of 18 will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. Should a member of your household test positive you may be in work **providing** that you remain asymptomatic. We would ask that in this case that you take a daily Lateral Flow test and ensure a negative result before coming into school.

## **9 Reporting of COVID-19 cases**

9.1 It is essential that Departmental Managers inform the HR Manager and the Deputy Head Pastoral of any staff positive COVID-19 cases. This will in turn be passed onto the HSO confidentially who will conduct a short investigation and discuss with the SLT if the case could have been contracted within the working environment and notify the HSE if required. HR will give further guidance in relation to arrangements for pay during enforced isolation on a case-by-case basis.

## **10 Catering**

10.1 Meals will be served in the Barraclough. A one-way system is in place in some areas. Strict timings will still be in place to ensure all pupils and staff can safely move through the dining facility.

10.2 Although additional cleaning of the Barraclough will be in force, it is imperative that sanitisation points are used and movement is controlled throughout the food service.

## **11 IT Support**

11.1 It is essential that all staff using IT equipment set up their workstations properly to ensure good Display Screen Equipment (DSE) practices, including when they are working remotely. All staff are to ensure they follow the information in the [DSE Workstation Checklist](#). Any issues should be highlighted to the IT Service desk or HSO.

11.2 All staff are reminded to use the IT service desk to report issues. Where possible they will be fixed remotely, but for those issues that cannot be solved in this manner suitably distanced assistance will be arranged.

## **12 Contractors and Visitors**

12.1 To ensure the accurate tracing of those contractors and visitors who have visited Oakham School, all contractors and visitors should be booked in if they plan to enter any buildings or have contact with staff or pupils. In the event the IT system fails to operate there are paper versions of the visitors' questionnaire and protocol on My School Portal.

12.2 Contractors carrying out work on site should show evidence of how they intend to reduce the chance of bringing infection into the Oakham School through their Risk Assessment and Method Statement Documents (RAMS). Any contractor or visitor asking how the Oakham School is controlling the risk can be sent a copy of this policy in the first instance.

### **13 Whistleblowing**

13.1 If any member of staff feels that other staff are not following any Oakham School rules or procedures in relation to reducing the risks of COVID-19 they can confidentially send their concerns to the Deputy Head Pastoral, Director of People or the HSO who will assist.

### **14 Media**

14.1 Any member of staff being approached by a journalist or member of the media regarding any aspects of Oakham Schools COVID-19 plans, are not to answer questions or give any comments. Take the details of the journalist, whom they represent and their telephone number.

If the journalist requests to speak to someone then they should be passed onto the communications team and given the following number: 07946 498797. Staff should immediately contact the Communications team to give them time to prepare in advance of the journalist ringing.

If they are pressing for further information the following response should given: "I am very sorry but am unable to help you with your questions. I will pass your details onto our Communications team, who will respond to you as soon they are able".

William Hawkes  
Chief Operating Officer

12 January 2022

