



Coronavirus (COVID-19): Risk Assessment

March 2021 – Reopening of All schools

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| Assessment conducted by: SMT | Covered by this assessment: staff, pupils, parents, governors, visitors and volunteers. | |
| DATE OF ASSESSMENT – 01-03-201 | Review interval – Weekly | Date of Review – 29 th March 2021 |

| Related documents |
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| Emergency Plan , First Aid Policy, Fire Safety Risk Assessment, Health And Safety Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy, Behaviour Policy, Social Distancing Policy. |

| Risk rating | | Likelihood of occurrence | | |
|----------------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| | Severe | H | M | Low (L) |

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| | Causes physical injury or illness requiring first aid. | | | |
| | Minor Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
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| Policies and procedures | H | <ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Social Distancing Policy - Attendance Policy - Health and Safety Policy - First Aid Policy - Behaviour Policy - Safeguarding and Child Protection Policy - Bereavement Policy - Volunteers Policy - amended All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' | Y | Headteacher/ SBM | <p>All policies to be reviewed and signed of by FGB by 31st August 2020</p> <p>November 2020</p> <p>Staff Training to be completed by 1st September 2020</p> <p>January 2021</p> | L |

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| | | <ul style="list-style-type: none"> - Actions for Education and Childcare Settings to prepare for wider opening from the 1st June 2020 - Implementing Protective measures in Education and Childcare Settings - Gov.uk 'Actions for schools during the corona virus outbreak' – published – 2nd July 2020 – updated 7th January 2021. 'Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings' - Public Health England 'COVID-19 Resource Pack for Educational Settings' - School coronavirus (COVID 19) Operational Guidance (applies from the 8th March 2021 - Coronavirus: Asymptomatic testing in schools and colleges • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training, Administering Medicines, Bereavement training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. • Volunteers to read the COVID handbook and the Volunteers Policy. Will also be asked to complete the online Safeguarding Training. | Y | All Staff | Updated JAN 2021 | |

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| | | <ul style="list-style-type: none"> • Risk Assessment updated in line with Government guidelines and shared with staff. All updates checked with Health and Safety Consultant and LA before uploading to school Website. • The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. Site Manager to complete full review and cut back areas of overgrowth. Remedial work on the trees to be completed before 8th March 2021 • The site manager checks all security systems for integrity and that they are in working order. • The SBM make insurers aware of the building's state of use. • All key holder information is updated in accordance with the LA instructions, where required. • The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. • Headteacher communicates with school community about entering the school and advised of the safest route for pupils and parents. | | | September 2020 | |

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| | | <ul style="list-style-type: none"> The site manager will assist in rearranging furniture where possible to avoid direct drafts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. The main door to reception will be open to provide ventilation to school offices, however the internal door shall remain closed due to safeguarding. Site manager to ensure all external doors are opened upon his arrival to allow for ventilation before school opens. During the months of November through to the end of the Spring Term the schools heating system will be on to allow for a comfortable working environment. | | | | |
| Fire safety and evacuation routes | H | <ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The headteacher ensures that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. Fire Drill procedures to be completed within first week of reopening and then review for any adjustments required. Notify parents and carers that a drill will take place. | Y | Headteacher / Annual Fire alarm check completed | Review with Health and Safety Consultant by 31 st August 2020 Fire Risk Assessment reviewed March 2021 | M/L |
| Water storage, drainage systems and sanitary appliances | M | <ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. | Y | Site Manager | | L |

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| | | <ul style="list-style-type: none"> All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. | | | | |
| Cleaning | H | <ul style="list-style-type: none"> The SBM arranges enhanced cleaning to be undertaken where required Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. Cleaning Procedure to be reviewed and updated where appropriate and cleaning staff consulted with regarding the process. All staff to be updated with procedure and cleaning staff to sign. Review of cleaning procedure and responsibilities with the school. Staff to be notified of the review and any changes. The necessary areas of the school are deep cleaned before reopening, particularly the classrooms used for the Keyworker pupils and toilets. Suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. COSHH risk assessments have been completed for all new products | Y | SBM | All to be signed off by 1 st September 2020 March 2021 | M |

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| | | <ul style="list-style-type: none"> • Computers/door handles and taps are cleaned regularly. • Lunchtime procedures for cleaning classrooms and communal areas to be reviewed weekly and in line with COVID Guidance. All communal areas and class tables/ chairs to be cleaned at lunchtime and at the end of the school day. All doors and handles to be cleaned twice a day as a minimum • Staff toilets and staff room to be regularly cleaned with use of staffroom reduced and staggered. <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <ul style="list-style-type: none"> • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>. | | | Updated Jan 2021 | |

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| Infection control and social distancing | H | <ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s <u>guidance</u>. • Visual aids are used to display social distancing measures, e.g. floor tape to mark two meter distances. • Adequate amounts of soap, tissues and bins are available in the relevant areas and classrooms. • Cleaning procedure has been rewritten with signature check sheets in all areas of transition and a rota of areas that need regular cleaning through out the day. • The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times, Staggered opening and closure times, change in access to school via the field at the side of the car park, only external access used to come into classrooms. Exception of Year 6 group one to use Hall Door as entrance and exit. • Photocopier is to be cleaned before and after use – this is the responsibility of all staff. Site manager to ensure cleaning fluids and wipes are available in a safe place for staff use. • Each year have a designated space for play during break and lunchtime ensuring no bubbles mix during this time and during transition periods to and from the play areas. • No pupils will be allowed to share food and drink • Tuck will be managed and administered within the class bubble with their own tuck box, which is replenished be the office before school. • Lunch orders for Baguettes and Jacket Potatoes to be collected within the class bubble and collected by the office • Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios no more than 30 pupils per bubble. | | Site Manager/ SBM | Sept 2020 Updated Jan 2021 | M |

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| | | <ul style="list-style-type: none"> • Where possible staff will remain in their class bubbles and not cross over to different bubbles. Those staff members that this is not possible for i.e. Inclusion Leader & HLTA will follow the guidance from the Government. • Office staff, Site Manager and Head Teacher to ensure minimal exposure to bubbles is maintained. Site manager to only access classrooms for maintenance should this not be possible out of the school hours and to support with cleaning during the lunch period. • Site manager to conduct relevant cleaning processes during lunch period and not conduct usual lunch duty provisions. • Lunch duties to be conducted by staff on duty for that bubble and not to mix staff into set bubbles – without consent and knowledge of Head teacher. • Office to nominate one member to deliver messages and collect lunch orders where the telephone can not be used. • Head teacher to ensure exposure is minimised and only for essential communication where telephone or email is not appropriate. • Staff to wear a face mask when collecting and dropping children to parents at the beginning and end of each day. • A visor is not to be worn in replacement of a face mask. • Head Teacher to actively encourage parents to wear face coverings when in the car park collecting or dropping off their children and 2m distancing cannot be adhered to. • Staff visiting other classrooms during the school day (moderation or learning walks). Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one • Pupils are not allowed to play contact games during break and lunch • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems, use of external access and staggered lesson times. | Y | Headteacher / SBM | Sept 2020 Updated Jan 2021 Updated 11/1/2021 | |

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| | | <ul style="list-style-type: none"> The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Assessment of the staffroom has taken place and a timetable in place for staff to access the space over the lunch period. Access is limited to ensure no more than 3 people access the staffroom. Notification of which time slot staff has is emailed to staff. 15 minute slots commence from 11.55am until 12:40pm with time for support staff who have lunch duties to use the space under the 3 maximum rule. Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance are isolated and are sent home as soon as possible. | Y | Head Teacher SBM | 04/01/2021 Updated 08/01/2021 | |
| Community wellbeing | H | <ul style="list-style-type: none"> Pupil and parent surveys are sent out to assess how they feel about the schools opening plans and to enable staff to act on any concerns pupils and parents may have. Staff meeting is held to assess how they feel about the school reopening and enable the SMT to act on any concerns staff and volunteers may have. | Y | Headteacher / SMT / SBM | | M |

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| | | <ul style="list-style-type: none"> • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss the government advice and measures in place to reduce risk in school and take a copy of any shielding letter that pupils may have. • Staff and volunteers notify the headteacher and the SBM if they need to be Isolate because they: <ul style="list-style-type: none"> - Have a suspected Case of Corona virus - Have a confirmed case of Corona Virus - Living with or being in close contact with someone with a suspected case of Corona Virus. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place and complete a risk assessment. • The SMT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, should the R rate begin to increase locally. • The SMT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. • The headteacher and the Inclusion Leader identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Risk Assessment for identified SEN pupils are put in place and meetings with parents/ carers are completed before the reopening of school to discuss plans for their child. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • SBM to notify staff of Educational Support contact number. | | | | |

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| | | <p>completed. Parents asked to follow normal absence procedures to notify school of non-attendance.</p> <ul style="list-style-type: none"> The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Staff and pupil bereavement is managed in line with the Bereavement Policy. All Staff to have completed online bereavement training by 1st June 2020. | | | | |
| Communication | H | <ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the LA / DfE guidance The headteacher liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. Parents are informed via newsletter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Handbook is emailed to parents. Staff and volunteers are informed via email and an online staff meeting about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues and governors. All staff, and the Holy Cross Community are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. | Y | Headteacher/ SBM / Admin team | | L |

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| | | <ul style="list-style-type: none"> The headteacher liaises with the governing board about arrangements for reopening the school, including the Risk Assessment and new parent Handbook. Pupils will receive relevant information regarding social distancing and handwashing from their class teacher. The SBM communicates with suppliers regarding opening the school and reinstating or suspending the supply of any required goods. The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. Meetings to be conducted face to face will be risk assessed prior to the appointment with virtual meetings planned in the event they can not take place. | | | | |
| PARTIAL/ FULL SCHOOL CLOSURE | L | <ul style="list-style-type: none"> School is closed to all pupils with the exemption of pupils classed as vulnerable or those children of key workers. Guidance by the Government followed to outline who these children are is 'Children of critical workers and vulnerable children who can access schools or educational settings' School bubbles created to reduce number of staff members in school and number of classrooms used. Bubbles consist of Reception Class, KS1 and KS2. Rota designed to allow staff minimal time at school. School opening times are reviewed and parents notified of changes to timings and collection and drop off points. Staff to wear masks when collecting and dropping off children to car park Parents advised to also wear masks when in the car park at all times. School to follow attendance guidance outlined by the Government and Local Authority. | Yes | Head Teacher / SBM | 11/1/2021 | L |

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| | | <ul style="list-style-type: none"> • Vulnerable pupils encouraged to be in school during partial/ full closure of school. Those pupils who are classed as vulnerable who are not in school to have consent from Headteacher and contact is maintained by class teachers. • Designated toilets are split to ensure only used by specific bubble to avoid bubbles mixing. • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Class Bubbles will be used to support social distancing. The pupils will not be kept apart within this bubble but will be asked not to touch each other. • Contact between home and school when using Video calls is in line with the protocol for this process. At any point the member of staff is concerned about the call they should end it and contact the Headteacher to explain their concerns – e.g. an parent was engaging in the call rather than the child. • The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils. • With the increase to Lockdown and with the new variant of COVID19 visits should only happen when safeguarding needs require it to happen. • Volunteers who support the school should not come in. | YES | Head Teacher/ SBM/ Site manager | 11/01/2021 | |

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| | | <ul style="list-style-type: none"> • Any necessary maintenance to school building should be conducted outside of school opening hours where possible. Should emergency works be required that cannot wait until such time, class bubble will be moved to an alternative space in the school to allow the works to be conducted quickly. • Lunch times – classes will eat lunch in their classrooms with the exception of Reception Class who will eat lunch in the hall. • Site manager to ensure tables and hall space cleaned after use. • All bubbles will have external access in and out of classroom to avoid using corridor space. • Coats and bags to be kept in classroom and cloakroom spaces not used. • Corridors only used for access to designated toilets. Class bubbles made aware of which toilets they must use throughout the day. Should Reception class need to use toilet facilities during the lunch period, they will be escorted back to their classroom and not use toilets in the main building of the school. • Designated space identified in the event of a suspected case in school (First Aid room) • PPE provided for staff should they need to remain with a suspected case. Staff member does not need to isolate unless suspected case in confirmed as positive. • All rooms which are being used by staff and pupils, including staffroom must be well ventilated at all times. Site manager to ensure heating is maintained to offer a comfortable working environment. • Cleaning arrangements to be reviewed and communicated with all staff. • Site manager to ensure appropriate equipment is provided for cleaning processes. • Emergency Evacuation Procedure reviewed to allow for Social Distancing to be adhered to. H7S Consultant to support and advise | | | | |

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| | | <ul style="list-style-type: none"> • YR2 are to be dismissed using the internal door straight into their classroom and then out through the external door in YR2 • Cleaning procedure for transmitted areas to be referred to by lunch staff. • Classroom tables and chairs to be cleaned during the lunch period and at the end of the day • All toilets and corridors to be cleaned during lunch periods and again at the end of the day | Y | | | |
| Individuals vulnerable to serious infection coming into school | H | <ul style="list-style-type: none"> • Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine. • Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including: <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete <u>individual risk assessments</u> to help with this) • Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased | Y | HT / SBM | March 2021 | L |

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| | | <p>risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <ul style="list-style-type: none"> We will follow the <u>government guidance for pregnant employees</u>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity. | | | | |