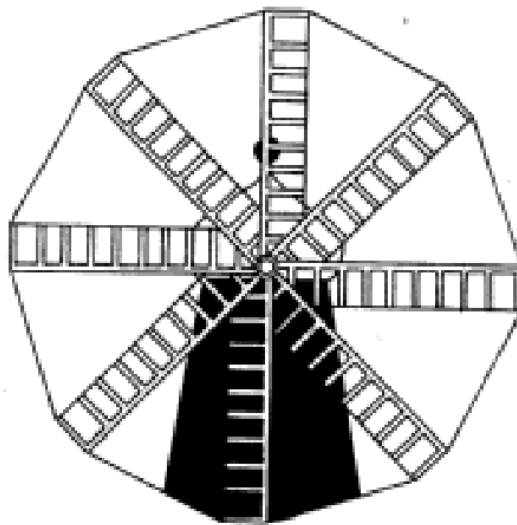


Health and Safety Policy Addendum: Covid-19 Pandemic 2020

Heckington St. Andrew's C of E Primary School

**Respect + Responsibility + Relationships + Resilience + Reverence
Five Rs = Ready for Life**

"I have come that they may have life, and have it to the full." John 10:10



**Policy Addendum created: May 2020
Reviewed by: Mrs J Bentley (Headteacher)**

Ratified by Governing Board:

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1. Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Heckington St. Andrew's C of E Primary School. This addendum was created alongside a review of the main policy and includes temporary changes to the main school policy which will be reviewed in light of current circumstances.

The Governing Board and Head Teacher at Heckington St. Andrew's C of E Primary School will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted during the school closure and phased re-opening during the COVID-19 Pandemic. It includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Heckington St. Andrew's C of E Primary School will, so far as is reasonably practicable, take steps to meet its responsibilities through a robust Risk assessment process which highlights the risk of transmission and infection of the COVID-19 virus as well as all steps taken to reduce the potential spread of the virus.

This policy:

- will be brought to the attention of, and / or issued to, all members of staff (a reference copy is kept on the shared access drive as well as in the policies folder in the Head teacher's office and in the caretaker's office);
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

2. Organisation

As a voluntary controlled School the Local Authority, the employer, has overall accountability for health and safety at Heckington St. Andrew's C of E Primary School. At a school level, **Mrs Judith Bentley**, as Head teacher, is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

Responsibilities of the Head Teacher

Responsibilities of the Head Teacher, **Mrs Judith Bentley**, remains the same as in the main school Health and Safety Policy.

In addition, during the COVID-19 Pandemic, the head teacher is responsible for:

- co-operating with the Local Authority and the Governing Board to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting risk assessments and implementing required actions;

- reporting to the Governing Board on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- reporting to the Local Authority any significant risks which cannot be rectified within the school's budget;
- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- following all Local Authority and Department for Education guidelines, as specified in the: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- and; <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- to follow this guidance, where reasonable, and safe measures can be effectively implemented at Heckington St. Andrew's C of E Primary School without causing increased risk of infection to pupils, staff or the wider community.

Responsibilities of the Governing Board

The Governing Board remains responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

Where the designated Health and Safety Governor is unavailable to support in their usual role, the Chair of Governors and/or Vice-chair may take on the health and safety governor responsibilities.

Where required, the Governing Board will seek advice and support on health and safety matters.

Responsibilities of all staff

As is always the case, staff are responsible for complying with, and supporting the safe implementation of the Health and Safety Policy as well as those measures outlined in the COVID-19 risk assessment.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils.

Responsibilities of pupils

- Pupils will return to school in 'bubble groups'. This will be clearly communicated to pupils.
- Pupils will be expected to support the safe implementation of risk reducing measures as described in the Behaviour and Relationship Policy Addendum (May 2020).

Where pupils are unable to maintain safety precautions or the risk to individuals or groups of pupils, staff or community members is increased due to not being able to meet the safety procedures outline in the COVID-19 Risk Assessment then parents/guardians of pupils will be called to collect their child until support for this pupil's safe return can be implemented.

3. Arrangements

For a full overview of arrangements, please refer to the full Health and Safety Policy

Accident and incident reporting

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within our school will be recorded using the usual RIDDOR procedures, as well as reporting to Public Health England (PHE)

Parents and staff will also be informed of all confirmed cases of COVID-19 in the setting. All pupils and staff within the 'bubble group' will be sent home from the setting as soon as symptoms become apparent and should not return until a negative test result is received or a 14 day isolation period has ended and all symptoms are no longer present.

For up to date guidance on symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

All members of the school community will be able to request a COVID-19 testing kit. All members of the school community who complete a COVID-19 test will be requested to submit their result, either positive or negative, to the Head of School as soon as possible.

Mrs Nichola Mason (Administrator) is responsible for:

- Maintaining First aid resources, equipment and logs to ensure effective prevention of future incidents can be avoided and that minor injuries can be effectively treated.

All staff are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Head teacher, where emergency isolation procedures will be implemented
- providing to **Mrs Judith Bentley, Head teacher**, as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed which prevents them from safely returning to work at this time.

After-school Clubs

To avoid cross-contamination between 'bubble groups' all after-school club arrangements are suspended until further notice.

Behaviour management and bullying

Mrs Judith Bentley (Head teacher) is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the Heckington St. Andrew's C of E Primary School:

- Behaviour and Relationships Policy; and
- Anti-Bullying Policy.

A Behaviour Policy Addendum has been produced for use during the COVID-19 Pandemic.

Cleaning

During the school closure the school has been cleaned thoroughly by the caretaking team.

New cleaning procedures have been included in the COVID-19 Risk Assessments and include daily checklists for each room being used.

- Limited resources will be available each day. All used resources will be cleaned by the bubble team each day;
- Each 'bubble group' has been allocated general anti-bacterial and disinfectant cleaning supplies and PPE to ensure the safe cleaning of materials each day;
- High risk areas, such as door handles, hard surfaces and light switches will be cleaned throughout the day with a thorough clean at the end of each day;
- Bubble teams will support the cleaning of resources in their bubble space each day to ensure the cleaning team have effective time to maintain a high level of cleaning every day.

If we reach a situation where our caretaking team are unavailable, due to illness or other reasons, to clean the building and no alternative can be sourced we will need to consider the closure of the premises until a clean can take place.

If a positive test for COVID-19 in a pupil, member of staff or family member of any of the aforementioned is reported then this bubble group will be closed and the bubble group spaces will be cleaned thoroughly before any reopening can take place.

Dress code

Our usual school dress-code does not apply during this time.

- During the re-opening phase pupils will **not** be required to wear school uniform;
- Pupils and staff will need to ensure they are wearing clean clothes, daily and are comfortable for both indoor and outdoor based activity.

Educational Visits and Journeys (EVJs)

No visits or journeys will be scheduled for this period.

Fire evacuation and other emergency arrangements

All current fire routes have been assessed for their suitability during the re-opening phase and no amendments are needed. All current fire routes are still applicable and allow for bubble groups to safely evacuate the building without cross-contaminating bubble group spaces.

First aid

As per the full Health and Safety Policy: **Mrs Nichola Mason** is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits, reporting deficiencies or faults to **Mrs Judith Bentley (Head teacher)**; and
- restocking first aid equipment as required.

Each bubble space will be provided with a basic first-aid kit in their room. Each group has at least one trained first-aider dedicated to their group.

All first aid should be carried out using the appropriate PPE.

All staff have been trained in the safe use of gloves, aprons, masks and goggles and should use these when administering first aid to anyone.

Food safety

Packed lunches will be provided by Willoughby Foods for those entitled to UifSM.

All other pupils are only permitted to bring in to school a lunch box and a named water bottle to avoid the direct or indirect transmission of the COVID-19 Virus.

Pupils will eat their lunch in the designated bubble spaces or outside and must do so sitting at a safe distance from their peers and adults.

No food should be shared between pupils.

Hazardous substances

The caretaking team are responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

Mrs Judith Bentley will provide COSHH guidance to all adults who are supporting the cleaning process.

Mrs Holly Kelby will be responsible for ensuring the continued and safe supply of cleaning resources to each bubble group.

Personal Protective Equipment (PPE)

Where identified as required by our risk assessments, PPE will be provided.

The offices staff are responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and
- monitoring of the condition of PPE issued.

All staff and pupils must wear PPE when required by the risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

All staff have been trained in the safe and effective use of PPE that may need to be used during this pandemic, including gloves, masks, aprons and plastic shields.

Once used, PPE should be disposed of safely and in accordance with the relevant guidelines.

A PPE support file will be created to support staff with remembering the safe and correct use of PPE, including donning and doffing of PPE and safe disposal.

Risk assessments

The COVID-19 Risk assessments are reviewed at least weekly by the Head teacher and will be shared issued to staff electronically. These documents are the core working documents throughout this process.

Individual risk assessments for pupils who have an EHCP or those at risk due to other SEND or emotional needs will be managed by the SENDCo and the lead teacher in each bubble group.

Safeguarding

The specific arrangements for safeguarding and child protection are outlined within the Heckington St. Andrew's C of E Primary School Safeguarding and Child Protection Policies.

Mrs Judith Bentley is the Designated Safeguarding Lead.

Mr Timothy Fuller is Deputy Designated Safeguarding Lead.

Visitor management

- During the COVID-19 Pandemic parents and visitors to the site will need to follow social distancing guidance for entering and exiting the site.
- Visitors to the site will only be welcomed by appointment with the Head teacher.
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

Policy approval and review

This addendum has been created for use during the pandemic and will support the safe wider re-opening of the school.