

The Bourne Partnership

Health and Safety Policy Addendum: Covid-19 Pandemic 2020

Compiled by: Executive Headteacher	Date: 1 st September 2021
Approved by:	Review:

Statement of Policy Addendum

This policy addendum has been created to support the safe re-opening of Shipbourne Primary School and will be reviewed as the current situation progresses. It should be read alongside all Covid-19 risk assessments and policy addendums; safeguarding, Positive Relationships, and any other Covid-19 staff guidance documents.

This policy has been written by the Executive Headteacher, Head of School and Governing Board to enable all stakeholders to adhere to 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 phased re-opening of additional sections of Shipbourne Primary School during the COVID-19 Pandemic. It includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Shipbourne 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:

- should be read and a declaration signed by all members of staff
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

Responsibilities of the Head of School

- communicating the policy and other appropriate health and safety information to all staff and relevant people;
- ensuring effective processes are in place to minimise risk; in line with the full risk assessment document;
- reporting to the Executive Headteacher and Governing Board on health and safety concerns/issues which may need to be addressed by the allocation of additional funds;
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- following the guidance of KCC and the DFE
- to follow this guidance, where reasonable and to ensure safe measures can effectively be implemented at Shipbourne Primary School without causing increased risk of infection to pupils, staff or the wider community.

Responsibilities of the Governing Board

The Governing Board are responsible for ensuring that health and safety management systems are in place and effective in their strategic role. They are not expected to be involved in day to day management of the school. Where required, the Governing Board will seek advice and support on health and safety governor responsibilities.

Responsibilities of the Staff

As always, staff are responsible for complying with and supporting the safe implementation of the Health and Safety Policy as well as those outlined in the Covid-19 Risk Assessment and other staff guidance. Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils and have all received extensive training on this document and those associated with it, prior to 8th June 2020.

All staff are also responsible for:

- ensuring that they report all incidents or symptoms without delay to the Head of School, where emergency isolation procedures will be implemented
- providing the Head of School with a written copy of any 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.

Responsibilities of Pupils

Pupils will return to school in whole classes; which has been communicated to all parents. Pupils will be expected to listen to all adults and support the safety of themselves and others by reducing risk as outlined in the pupil information booklets which supplement the Positive Behaviour policy.

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.

Arrangements

- See latest risk assessment – reviewed monthly or as Government guidelines / Covid cases in school change

In line with Kent and DFE Guidance, each classroom has been rearranged and some furniture has been removed. This is in order to maintain social distancing more effectively and to limit the amount of surfaces that need to be cleaned.

All classes will have:

- Desks arranged carefully;
- Individual stationery for children;
- Limited movement;
- Reduced soft furnishings;
- No clutter left on the sides;
- A cleaning schedule that must be kept to and maintained;
- Windows and doors open;

- Health and Safety signage

Coronavirus Cases

All staff are responsible for ensuring they report any incidences or symptoms without delay to the Head of School.

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)

NHS Test and Trace and PHE advice will be followed when informing parents of confirmed COVID-19 cases and in instructing who should self-isolate and for how long.

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 that are requested to take a test will need to submit their results, either positive or negative to the Head of School.

Lateral Flow testing kits are available to all staff and visitors with at least twice weekly testing expected.

Specific Health and Safety Measures

- Only provided cleaning products that staff have had training on may be used; staff should not bring in their own cleaning products from home. COSHH sheets for all products will be kept by the Head of School.
- Cleaning products must be kept out of the reach of children at all times.
- Windows and doors must remain open to enable ventilation and to minimise contact with door handles.
- Signage and marking on the floor, including a one way system where necessary, to facilitate social distancing.
- All parents are expected to wear mask when on site.
- The staff room will be used to isolate any symptomatic pupils or staff until they can return home.
- Staff have received relevant training on Health and Safety considerations and social distancing.
- A parent and pupil information leaflet has been provided outlining all new expectations and is supplementary to the existing Home-school agreement. Parents and pupils have signed to show that the new expectations are understood and will be followed.
- All teachers and teaching partners have been made aware of the cleaning that needs to take place in classrooms and when this should happen.

- The school has purchased appropriate PPE and will take every reasonable step to keep stocks at an acceptable level (two weeks supply).
- Staff have been trained in how and when to use PPE, including correct donning and doffing.
- There are posters around school to remind children and staff of handwashing and how to reduce the spread of germs e.g. 'catch it, bin it kill it'.
- Time has been allocated each day for handwashing.

Cleaning

New cleaning procedures have been included in the COVID-19 Risk Assessment and include daily checklists.

During the day the toilets will be cleaned frequently, including at the end of the morning and the end of the afternoon, as will all contact points in the corridors.

Every classroom will have the following:

- Its own antibacterial spray bottle/wipes and cloth supply.
- A bin with a lid. Any used tissues need to be placed in this bin. These will be emptied at the end of the morning and at the end of the day.
- First aid station with a fully stocked first aid kit.
- A 'returned books box'. Books will need to stay in here once children have finished with them for 72 hours. Once 72 hours is up, they can be returned to the shelf.

Before the children arrive:

- Hands are to be washed by staff on arrival to the school building.
- First aid kits will need to be checked and stocked.

When the children arrive:

- All children need to wash their hands as soon as they enter the classroom.
- Make sure any coats are hung on the children's own pegs and water bottles are placed on their table. Packed lunches will need to be placed in a designated area on a trolley.
- Children will need to wash their hands before any food is eaten as well as before and after any time spent outside.

At the end of the day

- All children must wash their hands before they leave the school building.
- The classrooms will need to be hoovered.
- All tables and surfaces (including the sink, switches and handles) will need to be wiped over.
- All bins will be emptied by the site staff and double bagged; to be stored for 72 hours.

If we reach a situation where our cleaning team are unavailable, due to illness or other reasons, to clean the building and no alternative can be sourced, the school will be closed 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 all shared spaces will be **cleaned thoroughly** before any reopening can take place.

Food Safety

School diners will be provided by Caterlink and available to all. There will be two lunch sittings with cleaning of tables between.

Fire evacuation and other emergency arrangements

All current fire routes have been assessed for their suitability during the additional re-opening phase and amendments discussed and rehearsed with staff. All current fire routes allow for classgroups to safely evacuate the building without cross-contaminating bubble group spaces. A fire and lockdown drill is included termly on the annual planner.

Hazardous substances

The Executive Headteacher/Head of School are responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

Personal Protective Equipment (PPE)

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

Executive Headteacher/Head of School is responsible for the:

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

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 goggles/visors.

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

Risk assessment

The COVID-19 Risk assessment is reviewed at least monthly by the Head of School and will be shared via the school website as well as regular copies issued to staff electronically. This document is the core working document 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 Safeguarding and Child Protection Policy.

Mrs Terri Daters is the Designated Safeguarding Lead.

Mrs Alison Holmes, Miss Molly Pitcher and Mrs Cherry Headon are Deputy Designated Safeguarding Leads.

Visitor management

- During the COVID-19 Pandemic parents and visitors to the site will need to follow the system created for entering and exiting the site.
- Visitors to the site will only be welcomed by arrangement with the Head of School.
- Lateral flow tests will be requested before visits take place and masks will be worn where possible.
- Parents will be welcomed on site at the end of the day but will remain outdoors and wear masks.

MONITORING AND REVIEW

All school personnel and governors will have access to this policy and will have the opportunity to consider and discuss its contents.

This policy will be reviewed on a regular basis, and as the situation of Covid-19 evolves.

Head of School:

Chair of Governors:
