

Wittersham CEP School



Health and Safety Policy Addendum: Covid-19 Pandemic 2020

**Policy Addendum created: June 2020
Reviewed by: Claire Frost (Headteacher)**

1. Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Wittersham CEP 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 Body, Head Teacher and Head of School at Wittersham CEP 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.

Wittersham CEP 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 in the school office as well as in the policies folder in the Headteacher's office and on health and safety notice boards);
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

2. Organisation

As a VA School the Governing Board, the employer, has overall accountability for health and safety at Wittersham CEP School. At a school level, Mrs Claire Frost as Headteacher 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 Headteacher

Responsibilities of the headteacher remain the same as in the main school Health and Safety Policy.

In addition, during the COVID-19 Pandemic, Mrs Claire Frost is responsible for:

- co-operating with 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 FGB 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 KCC 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 Wittersham CEP School without causing increased risk of infection to pupils, staff or the wider community.

Each room in the school has been measured and compared against the Kent guidelines for number of children per square metre. Please see the table below:

Room	Children per classroom based on m² of classroom
Windmills	14
Smugglers	12
Vikings	14
Oxney	12
Rother	10

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 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 the prescribed number of days 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 test.

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 Headteacher as soon as possible.

School Leadership will be responsible for:

- reporting incidents (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- updating incident records as required.
- 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 Headteacher, where emergency isolation procedures will be implemented (as per RA)
- providing to Mrs Claire Frost 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.
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Behaviour management and bullying

The headteacher is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within Wittersham CEP School's:

- Behaviour Policy; and
- Anti-Bullying Policy.

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

Cleaning

During the school closure (other than to Key Worker pupils) the school has been cleaned thoroughly by the site team.

New cleaning procedures have been included in the COVID-19 Risk Assessment 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;
- An amended timetable will be in place for 'bubble groups' to ensure enough time can be allocated to a full clean 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 cleaner has effective time to maintain a high level of cleaning every day

If we reach a situation where our site 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

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. If it is a real evacuation then the risk of harm to fire etc. supersedes the social distancing guidance.

There are 2 considerations:

1. We have re-located the 'line-up' spaces on the playground and all bubble groups have practised this.
2. As doors are wedged open to allow ventilation of rooms – the last person to leave the classroom is to remove the wedge and Fire Wardens are to remove door wedges when evacuating the building.

First aid

- The headteacher has carried out suitable and sufficient assessment of first aid needs and procured such first aid equipment as required.
- Mrs Caroline Penn is ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the ordering of replacement first aid equipment and supplies as required;
- Mrs Caroline Penn is ensuring that first aiders have appropriate training and that certificates are in date;
- Mr Dean Hawkins is periodically checking the location and contents of first aid kits and reporting deficiencies or faults to Mrs Claire Frost.

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

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

PPE for First Aid use is centrally located in The Pod and in classrooms.

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

Food safety

Packed lunches will be provided for those entitled to UifSM.

All other foods brought to school must be in disposable packaging to avoid the direct or indirect transmission of the COVID-19 Virus.

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

No food should be shared between pupils.

Hazardous substances

Mr Dean Hawkins (Site Manager) is responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

Both these members of staff have recently updated their COSHH training (w/c 25th May 2020).

COSHH guidance is available to all adults who are supporting the cleaning process.

Mr Dean Hawkins will be responsible for ensuring the continued and safe supply of cleaning resources to each bubble group.

The cleaning team have met with the Assistant Head and reviewed the DfE guidance on cleaning education settings. Routines have been adjusted according.

Personal Protective Equipment (PPE)

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

Mrs Claire Frost and Mr Dean Hawkins 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 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 face shields.

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

Staff will be supported with remembering the safe and correct use of PPE, including donning and doffing of PPE and safe disposal. Posters and links for on-line training have been shared and displayed. Risk assessment

The COVID-19 Risk assessment is reviewed at least weekly by the Headteacher and will be 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 Wittersham CEP School's Safeguarding and Child Protection Policy.

Mrs Claire Frost is the Designated Safeguarding Lead.

Mrs Lucy Avena is the Deputy Designated Safeguarding Lead.

Visitor management

- During the COVID-19 Pandemic parents and visitors to the site will need to follow the one-way system created for entering and exiting the site.
- Visitors to the site will only be welcomed by appointment with the Headteacher.

- 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 opening of the school.

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.

Headteacher: _____

Chair of Governors: _____