

Cobham Primary School

Health and Safety Policy Addendum: Covid-19 Pandemic 2020

**Policy Addendum created: May 2020
Reviewed by: Jacqui Saunders May 2020**

Ratified by Governing body: June 2020

| | |
|---|----------|
| 1. Statement of Policy Addendum | 3 |
| 2. Organisation | 4 |
| Responsibilities of the Federation Head Teacher/ Head of School | 4 |
| Responsibilities of the Governing Body | 4 |
| Responsibilities of all staff | 5 |
| Responsibilities of pupils | 5 |
| Accident and incident reporting | 5 |
| Behaviour management and bullying | 6 |
| Cleaning | 6 |
| Dress code | 6 |
| Educational Visits and Journeys (EVJs) | 6 |
| Fire evacuation and other emergency arrangements | 6 |
| First aid | 7 |
| Hazardous substances | 7 |
| Personal Protective Equipment (PPE) | 7 |
| Risk assessment | 8 |

| | |
|-----------------------------------|----------|
| Safeguarding | 8 |
| Visitor management | 8 |
| Policy approval and review | 8 |

1. Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Cobham 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 Body & Headteacher 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.

Cobham 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 via email and a paper copy provided on request
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

2. Organisation

The Governing Body, the employer, has overall accountability for health and safety at. At a school level, **the 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 of Cobham Primary School remain the same as in the main school Health and Safety Policy.

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

- co-operating with the Governing Body 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 body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- reporting 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 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 Cobham Primary School without causing increased risk of infection to pupils, staff or the wider community.

Responsibilities of the Governing Body

The Governing Body 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 Body 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

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 staff are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Headteacher, where emergency isolation procedures will be implemented
- providing to **the headteacher** 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.

Morning Club and After-school Clubs

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

Behaviour management and bullying

The headteacher is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within Cobham Primary School's

- Caring Cobham Code
- Anti-Bullying Policy.

Cleaning

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;
- 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 cleaners have 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.

First aid

As per the full Health and Safety Policy: **the headteacher** 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;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- 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 and AEDs, reporting deficiencies or faults to **the Office Manager**
- 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/two trained first-aiders dedicated to their group.

All first aid should be carried out using the appropriate PPE – gloves and a mask.

Food safety

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

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

The headteacher will provide COSHH guidance to all adults who are supporting the cleaning process.

The headteacher 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 risk assessment, PPE will be provided.

The headteacher is responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and

- monitoring of the condition of PPE issued.

All staff and pupils (if in isolation) 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.

Risk assessment

The COVID-19 Risk assessment is reviewed at least weekly 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.

Safeguarding

The specific arrangements for safeguarding and child protection are outlined within Cobham primary School's Child Protection Policy.

Phil Burns is Deputy Designated Safeguarding Leads.

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.
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

Policy approval and review

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