

Barming Primary School

Part of the Orchard Academy

Trust



Health and Safety Policy

COVID-19 addendum

Head of School: Mr C. Laker
Chair of Governing Body: Rev W. North

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| Date Policy Adopted: | May 2020 |
| Policy Review Date: | May 2021 |
| Signature of Chair of Governors: | Rev. W. North |
| Signature of Head of School: | Mr C. Laker |
| Policy Author: | Name: H. Rootes |
| Senior Leader Responsibility for Subject Leader Responsible for: | Responsible for: Teaching and Learning |

1. Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Barming Primary School.

This addendum was created to sit alongside the main policy and includes temporary additions to the main school policy due to the Covid-19 Pandemic.

The Governing Body, Executive Head Teacher and Head of School at Barming 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 addendum sets out how these duties will be conducted during the school closure and phased reopening during the COVID-19 Pandemic. It includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Barming 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 addendum:

- will be brought to the attention of, and / or issued to, all members of staff (a reference copy is kept on KLZ)
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

2. Organisation

As an academy, Orchard Academy Trust, has overall accountability for health and safety at our school.

At a school level, Mr Laker, as Head of 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 Executive Head Teacher/ Head of School

Responsibilities of the Executive Head Teacher, Mrs Young and the Head of School, Mr

Laker, remain the same as in the main school Health and Safety Policy.

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

- co-operating with the Trustees of Orchard Academy Trust and 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;
- 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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

- to follow this guidance, where reasonable and safe measures can be effectively implemented at Barming 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 parents/pupils.
- Pupils will be expected to support the safe implementation of risk reducing measures as described in the School 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 outlined 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. The individual 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. The members of the bubble will be informed and will only be required to self-isolate in the event that a positive test result is obtained. The school will follow the advice issued by PHE.

For up to date guidance on symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/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.

Mr Laker is responsible for:

- reporting incidents to the Governing Body and the Executive Headteacher as soon as possible and in any event within 24 hours of the incident occurring; and
- updating incident records as required.
- Liaising with the TA team and the office team to maintain First aid resources, equipment and log's 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 of School, where emergency isolation procedures will be implemented
- providing to Mr Laker, Head of School, 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.

Behaviour Management and Bullying

Mr Laker is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the school's:

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

A School 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 a professional team, alongside site cleaning teams.

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.

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 buildings.

First Aid

During the school closure period, Mr Laker is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs with the support of the First Aid trained staff in school;
- 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 and AEDs; and
- restocking first aid equipment as required.

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

All first aid should be carried out using the appropriate PPE

Food Safety

Packed lunches will be provided for those entitled to UFSM and to those who have ordered it via the school contractor.

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 Moon (Site Manager) and Mr Beal (Caretaker) are responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

Mr Moon and Mr Beal 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.

Mrs Shardlow (School Secretary) 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 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.

Once used PPE should be disposed of safely in the yellow hazardous waste bins.

Risk Assessment

The COVID-19 Risk assessment is reviewed regularly by the Head of School and will be shared with the Executive Headteacher.

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 Inclusion Manager.

Safeguarding

The specific arrangements for Safeguarding and Child Protection are outlined within the school's Safeguarding and Child Protection Policy.

Miss Rootes is the Designated Safeguarding Lead.

Mr Laker, Mrs Rathbone, Mrs Darby and Mrs Stere are Deputy Designated Safeguarding Leads.

Visitor Management

- During the COVID-19 Pandemic parents and visitors to the site will need to follow the oneway system created for entering and exiting the site.
- Delivery drivers will be instructed to leave deliveries outside the school office and will not enter the school site.
- Hygiene contractors will be advised to use appropriate PPE for entering the site to empty sanitary bins.
- Visitors to the site will **only** be welcomed by appointment with the Head of School.
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

This addendum has been created for use during the pandemic and will support the safe reopening of the school.