



Health and Safety Policy Addendum in Response to Covid-19

Date Created: April 2020
To cover period April 2020 – August 2020.

This policy addendum has been created to support the safe re-opening of Brookland CE Primary School and will be reviewed as the current situation progresses. It is to be read alongside all Covid-19 policies addendums; safeguarding, behaviour, and the Covid-19 Staff Guidance Document where all information relating to the re-opening of Brookland CE Primary School can be found.

This policy has been written by the Headteacher and Governing body 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 document sets out how these duties will be conducted during the Covid-19 pandemic. The 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 coronavirus as well as the steps taken to reduce the potential spread of the virus.

Responsibilities of the Headteacher

- 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 Governing body on Health and Safety concerns/issues which may need to be addressed by the allocation of funds;
- ensuring all staff are competent to carry out their roles 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 Brookland CE Primary School without causing increased risk of infection to pupils, staff or the wider community.

Responsibilities of the Governing Body

The Governing body 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 Body 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 the 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 1st June 2020.

Responsibilities of Pupils

Pupils will return to school in smaller groups; 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 Behaviour Policy Addendum.

Arrangements (If social distancing remains in place)

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
Robins	8
Kestrels	8
Woodpeckers	8
Owls	8

- The amount of children in that group will not exceed the numbers above.
- The staffing that has been set for each group will not change, nor will the children within that group.

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:

- Separate work stations;
- Individual stationery for children;
- No soft furnishings;
- No bags in school;
- Coats/jumpers to remain on chairs;
- No clutter left on the sides;
- A cleaning schedule that must be kept to and maintained;
- Windows and doors open;
- Reminders of social distancing;
- Plastic box below each table for child's equipment and lunch

Coronavirus Cases

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 PHE and Kent Local Authority.

Parents and staff will also be informed of all confirmed cases of Covid-19 within the setting. If a child is suspected of having Covid-19, all parents/carers will be informed of that group of children. If the case is confirmed then all children in that bubble will need to self-isolate for 14 days. 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 Headteacher.

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

Specific Health and Safety Measures

- Children should remain in their Bubble and not mix with other groups

- Only provided cleaning products may be used; staff should not bring in their own cleaning products from home.
- 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.
- Markings in place to encourage social distancing as well as signage.
- All parents are encouraged to contact the school via email or telephone rather than through face-to-face conversations with staff.
- A room has been identified (New Build, Gazebo) that symptomatic pupils can go to. There is no allocated toilet – if required the children should use a specified cubicle in the toilets that will need thorough cleaning afterwards.
- Staff have received relevant information on Health and Safety considerations and social distancing.
- All teachers and TAs have been made aware of the cleaning that needs to take place in classrooms and when this should happen.
- The school have purchased appropriate PPE as outlined in the staff guidance and school procedure document.
- 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.
- Outdoor areas have been allocated on a timetable to prevent groups from mixing.
- Consistent staff have been provided to each group and adults will not mix with people outside their groups.

Cleaning

The school will be opened each morning and supplies checked. Doors and windows where safe to do so will be opened for the duration of the day.

- Unlocking and site check, including making sure signs are correct and visible and rooms have been cleaned.

Contract cleaners will clean each Bubble at the end of each day.

- KS1 and KS2 and staff toilets will be cleaned
- Corridors will be mopped
- Door handles will be cleaned
- Internal high touch surfaces will be cleaned

During the day staff should be conscious of cleaning high touch point areas. For example door handles, taps, toilet flush, light switches, desks, chairs.

Every classroom will have the following:

- Its own antibacterial spray bottle and cloth supply.
- One bin for recycling.
- A pedal bin with a lid. Any used tissues/hand towels/cleaning cloths 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 boxes with a fully stocked first aid kit.

- PPE equipment

Before the children arrive:

- Hands are to be washed by staff on arrival to the school building.
- All surfaces and tables are to be wiped down with antibacterial spray.
- 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 chair and water bottles are placed on their table. Packed lunches will need to be placed in the plastic box below the child's desk.
- Children will need to wash their hands before any snack is eaten as well as before and after any time spent outside.

Before children have lunch:

- All paper, books and stationery must be put away into the child's plastic wallet.
- All surfaces (including the sink, switches and handles) and tables are to be wiped over with antibacterial spray
- All tables and surfaces must be wiped down before children eat their lunch and when they have finished. If the weather is nice and they have been allocated outdoor space, they may eat lunch outside as long as they do not mix with any other class or group.

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. In the event that someone becomes ill with symptoms any used items will be double bagged; to be stored for 72 hours before being put into the rubbish.

Food Safety

All children will have packed lunch including those provided by the school.

Pre-opening tasks

- Full risk-assessment
- Deep clean of all classrooms, corridors and toilets, especially areas of the school that have not been used
- Deep clean of offices, staff room
- 2m marking to remind parents, children and staff of social distancing
- All doors to be checked
- Ensure all doors have door stops and can be kept open to avoid contact with door handles
- All necessary compliance checks have been undertaken; eg legionella, fire alarms etc.
- Sectioning the field into 2m lines
- Social distancing signage
- Tape around play equipment
- Soap and hand gel to be placed by all sinks
- Remove all lidless bins

- General site check
- Ensure doors to any cupboards that are being used for storage are locked
- Providing each class with a pedal bin
- Providing each class with cleaning products and cloths
- Providing each class with PPE
- Guidance for first responders with first aid/CPR
- Clear system in place for used cloths
- Double bagging system to be in place for pedal bins

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:
