



Fishergate Primary School Statement of Health and Safety Policy Addendum

This policy addendum is created to support the safe re-opening of Fishergate Primary School during the Covid-19 Pandemic. This addendum was created alongside a review of the main policy.

The Governing Body and Head Teacher of Fishergate 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 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.

Fishergate 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 the necessary protective measures 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 on the shared access drive and on the health and safety notice board in the staff room);
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

Organisation and Responsibilities

At a school level, the Headteacher (supported by the School Business Manager), 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 Head Teacher

Responsibilities of the Head Teacher 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 Local Authority 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;

- reporting to the Local Authority 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 Local Authority 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 Fishergate 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 required, the Governing Body will seek advice and support on health and safety matters. The Health and Safety Working Party has been temporarily suspended; however Workplace Inspections will continue and will be monitored by the Chair remotely. Covid-19 remains a Full Governing Body issue.

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. The site manager is responsible for ensuring that the cleaning team are performing their duties to the new more rigorous standards whilst keeping an overview of health and safety issues of the whole site.

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 and parents/carers.
- 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 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.

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 school setting. All pupils and staff within the 'bubble group' will be sent home from the setting if one of them tests as Covid-19 positive. The whole bubble will need to remain away from school until 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 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 Head Teacher as soon as possible.

All staff are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Head Teacher/member of SLT 'on duty' , where emergency isolation procedures will be implemented if necessary.
- 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.

Behaviour management and bullying

The headteacher is the lead for behaviour management.

A 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 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 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 cleaners have effective time to maintain a high level of cleaning every day
- The school will be closed to all but the two key worker bubbles on Wednesdays to allow for a deep clean

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 (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 building without cross-contaminating bubble group spaces.

First Aid

Each bubble space will be provided with a basic first-aid kit in their room. All first aid should be carried out using the appropriate PPE

All staff have been given information on the safe use of gloves, aprons, masks and goggles and should use these as appropriate when administering first aid/intimate care.

Food safety

Packed lunches will be provided for those entitled to Universal Free School Meals and those whose parents would like to pay for their child to have one.

All other foods brought to school must be in a plastic container which can be wiped clean. 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

Debbie Waters (SBM) and Charlie Leahey (site manager) are responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

Charlie Leahey will provide COSHH guidance to all adults who are supporting the cleaning process.

Debbie Waters 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.

Debbie Waters is responsible for the:

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

All staff 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 informed about the safe and effective use of PPE that may need to be used during this pandemic, including gloves, masks, aprons and goggles.

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

A PPE leaflet has been created to support staff with remembering the safe and correct use of PPE, including donning and doffing of PPE and safe disposal.

Risk assessment

The COVID-19 Risk assessment is reviewed at least weekly by the Head Teacher 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 Fishergate Primary School Safeguarding and Child Protection Policy.

Tina Clarke is the Designated Safeguarding Lead.

Dani Rees and **Lisa Solanki** are Deputy Designated Safeguarding Leads.

Jackie Hudson is the nominated Safeguarding Governor.

Visitor management

- During the COVID-19 Pandemic parents/carers will need to follow the one-way system created for entering and exiting the site.
- Visitors to the site will only be admitted by appointment
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

Policy approval and review

This policy has been approved by the Governing Body and will be reviewed if there are changes to Government Policy or the Risk Assessment which will impact on it..