



# ADDENDUM TO HEALTH AND SAFETY, PREMISES AND FIRST AID POLICIES

**Addendum to the policies listed below following government guidance on managing and controlling the spread of COVID-19**

**Health and Safety Policy  
Premises Policy  
First Aid Policy**

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## **1. Introduction**

The Trust recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health & Safety Policy, First Aid Policy and Premises Policy which set out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and our Health and Safety Advisor in relation to managing risk associated with COVID-19.

In order to ensure the schools in our Trust continue to operate in a safe way, thorough risk assessments have been undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community have been implemented.

## **2. Risk assessment**

The Trust has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our schools (from June 2020) a detailed risk assessment has been undertaken for each site and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements as they apply in the specific context of each school':

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases
- Curriculum / learning environment
- Communication
- Governance
- School events (including trips)

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current guidance. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided. The risk assessments should be referred to for further details of the implementation of policies set out in this addendum.

### **3. Roles and responsibilities**

#### **a. The Trust Board, in collaboration with the CEO, CFO and Facilities Manager will:**

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Health and Safety Advisor
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

#### **b. The Principal will:**

- Have overall responsibility for the application of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Health and Safety Advisor
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

#### **c. All staff will:**

- All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions.
- Take the opportunity to contribute to the risk assessment and action planning process
- The advice on social distancing measure applies to everyone. You should minimise opportunities for COVID-19 to spread by maintaining a distance of 2 metres between individuals, wherever possible.
- All pupils and staff should clean their hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand sanitiser ensuring all parts of the hands are covered. Both pupils and staff should wash their hands upon arrival to the school.
- Only come into work if you are well and no one in your household is self-isolating. If you are not fit for work or self-isolating, you should comply with our sickness and absence procedure.
- If you notice that any of your colleagues are experiencing symptoms of COVID-19, you must notify the Principal immediately. Any such reports will be treated confidentially.
- You should report any health and safety concerns to the Principal immediately.
- Failure to comply with this addendum will be addressed by the Principal who may decide to follow the guidance in the disciplinary procedure.

#### **d. Parents will:**

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

#### **e. Pupils will:**

- Observe the health and safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if feeling unwell
- Report any health and safety concerns to a member of staff

### **4. Key requirement within each school**

#### **a. Social Distancing and Personal Hygiene**

- Everyone must endeavour to follow government guidelines on social distancing maintaining a distance of 2 metres between individuals where possible.
- It is recognised that this will be very difficult with some children or year groups. PPE is available should staff choose to use it, and must be used in the circumstances specified in section 4 e below. Pupils and staff have been assigned to specific bubbles to prevent a spread to other bubbles.
- There may be exceptional circumstances where the 2 metre distance cannot be applied, these could be, but not limited to; administering first aid, supporting a pupil, a member of staff or visitor who develops COVID-19 symptoms whilst at the school, or the requirement to physically intervene in a safe way to prevent pupils from harming themselves, other pupils, a member of staff or visitors.
- All visitors to the site will be advised of the measures in place and asked to use the sanitiser available to clean their hands before entering the school.
- Posters will be displayed around each school reminding school users of these requirements.
- Soap and water and/or hand sanitiser will be readily available throughout the building.

#### **b. Arrival and Departure**

- A one-way system has been implemented in each school. Videos have been sent to families to show them the routes and signage has been displayed around the schools.
- Markers indicating a safe two metre social distancing have been sprayed on floors externally with exclusion areas outside drop off points.
- Start and end times have been staggered for different age groups to reduce the numbers of people on site at any one time.

- Parents will be discouraged from congregating to talk to friends, or if they do there is an expectation that they will maintain a 2 metre distance between individuals.
- All building users must wash their hands as they enter the school.
- We have requested that only one adult accompanies children to and from school to minimise numbers on site. They will not have access to the building.

#### **c. Classrooms**

- Social distancing applies to all school users, although it is recognised that it is more difficult with the youngest groups.
- To mitigate this classes have been split in two groups, each constituting a 'bubble', and will use different classrooms.
- To reduce transmission as much as possible contact between pupils and staff will be reduced as much as possible. Staff will stand above children rather than lower themselves to the point where their faces are at the same level.
- Support staff will be assigned to lead certain bubbles working under the direction of other teacher in that school.
- Bubble groups will be kept apart from each other.
- Windows and doors may be opened to improve ventilation.
- Classes can work outside as much as possible maintaining a distance of 2 metres from other bubbles.
- Furniture has been taken out of rooms as much as possible to reduce the number of contact surfaces.
- Resources such as stationary have been assigned to individuals. Anything that is shared must be cleaned with hot soapy water before being passed onto the next user.
- Some learning resources such as dressing up clothes and soft toys have been removed.

#### **d. Timetable**

- The timetable will be more flexible with groups taking breaks at different times to reduce the chances of groups meeting.
- The school will not come together for assemblies in the hall. Technology will be used to display the assembly in each bubble.
- Support will continue to be provided to those pupils who are still learning from home.

#### **e. PE**

- Staff will consider which areas of the PE curriculum can be safely be taught at this time.
- No contact sports will be permitted. This will be reviewed in line with government guidance.
- Activities which would ordinarily involve sharing of PE equipment can only take place where the pupils can be allocated their own individual piece of equipment, or where it can be decontaminated between users.
- All equipment must be wiped down when the bubble has finished using it.
- PPE is available for anyone who wishes to use it.

#### **f. Lunches**

- Will be served in the classrooms.
- Tables will be wiped down before and after eating.

- Lunches will be staggered
- MDAs and staff will supervise the children in their bubbles ensuring they don't mix and remain 2 metres apart.

#### **g. Behaviour Management**

- Whist on site, staff and pupils are expected to adhere to social distancing measures as set out above.
- Staff should use simple language to explain safety measures, and reiterate and reinforce key messages to pupils.
- Upon returning to education, all students should be reminded of the requirements around social distancing, personal hygiene and respect of others.

#### **h. Emergencies**

- In the event of an emergency evacuation such as a fire alarm activation, everyone must evacuate the premises immediately in line with the evacuation procedure.
- They must maintain a distance of 2 metres between bubbles while leaving the building if it is safe to do so.
- When lining up at the muster point groups must maintain a distance of 2 metres from each other.

#### **i. Toilets**

- Staff must ensure that toilets do not become crowded by limiting the number of pupils who use the toilet at one time.
- Pupils will be allowed to use the toilet during lesson times and when their bubble takes a break.
- Some toilets cubicles may be closed off to ensure distancing when in use.
- Toilets will be cleaned thoroughly each day with contact point cleaned at frequent intervals throughout that day.
- Pupils and staff will be encouraged to wash their hand thoroughly with soap and running water for 20 seconds and then dry them thoroughly.

#### **j. Communal Areas**

- Access to communal areas will be restricted in order to make it easier for pupils and staff to socially distance. When using communal areas minimise the opportunity for COVID-19 to spread by maintaining a distance of 2 metres between individuals, or individual bubbles.
- If staff are intending to enter a communal area and it appears that it will be difficult to maintain a distance of 2 metres between individuals or bubbles, wherever possible they should avoid entering the communal area.
- Use of halls for lunch and exercise is permitted as long as social distancing is observed.
- Adequate cleaning between groups must be in place, following the COVID-19: Cleaning of non-healthcare settings guidance.

#### **k. Personal Protective Clothing (PPE)**

- PPE is available for all staff to wear should they chose to.
- PPE will include; safety glasses, full face visor, face mask, apron and gloves.
- Full PPE should be worn by any member of staff who is accompanying a pupil or member of staff who has developed symptoms during the school day and is waiting to be taken home, where it's not possible to socially distance

- If contact with a pupil or member of staff is necessary, then gloves, an apron and a mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, stool, the eye protection such as a full face visor or safety glasses should also be worn.
- Schools have their own supplies of PPE and should ensure they maintain sufficient stock. If local suppliers run short, they can contact the Local Authority to access their supplies.

#### **I. First Aid**

- The requirements in the EYFS on pediatric first aid certification have been modified and [statutory guidance on EYFS](#) has been published setting out what this means.
- The requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavors duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and settings cannot meet the PFA requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times. New entrants (level 2 and 3) will not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.
- If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020. If, exceptionally requalification training is still unavailable, a further extension is possible to no later than 30 September 2020. If asked to do so, schools should be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have been taken to access the training. Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.
- There is no requirement for someone to wear additional PPE other than that which would normally be worn when providing first aid, however as an individual could be asymptomatic and the individuals will be in close contact it is recommended that full PPE should be worn by the first aider.

#### **m. Isolations Room**

- An isolation room has been identified in each school with a toilet close by to be used in the event that a pupil or member of staff develops symptoms during the school day and needs to be isolated while waiting to be collected.
- Full PPE should be worn by the member of staff supervising them if social distancing can't be maintained.
- The room must be thoroughly decontaminated after use before others are allowed to use it.
- All PPE and cleaning materials are to be disposed of following the government guidance.

#### **n. Individual Risk Assessments**

- Individual risk assessments will be undertaken by those pupils and staff with disabilities and any underlying health conditions where required.

#### **5. Other Provisions**

#### **a. Staff Offices and Meetings**

- No hot-desking is permitted
- No sharing desks or equipment
- Pupils and staff should be assigned a desk and use it throughout.
- COVID-19 etiquette to be applied on entry to office and classrooms within school.
- Shared departmental offices must be used in line with social distancing requirements ensure staff are 2 meters apart.
- Avoid meetings where possible/do online.

#### **b. Visitors**

- Visitors should not enter the school if they have symptoms of COVID-19 or if they are required to self-isolate in accordance with government guidelines.
- Signs are displayed in the entrances to the school outlining requirements of social distancing and personal hygiene.
- Hand sanitiser will be available as they enter.
- Where possible communication should be by telephone or online. If a visit is necessary this should be booked in advance where possible.
- Any visitors not adhering to the guidance will be asked to leave the premises.

#### **c. External Providers**

- Principals and/or the Facility Manager will liaise with external providers around all areas of this policy.

#### **d. Deliveries**

- Reception staff and /or caretaking staff will outline the procedure to delivery staff as required.
- Goods should not be handed over, they should be placed on the floor in the foyer to be collected by staff when the delivery person has left.
- Staff must ensure they wash their hands thoroughly after handling a delivery.

#### **e. Cleaning**

- Principals, the Facilities Manager, Premises Staff and Cleaning Staff have agreed cleaning requirements in line with the schools' needs agreeing changes in working patterns and hours as required.
- Cleaning and personal hygiene are considered the most effective measures in controlling the spread of the virus.
- Frequently touched contact points throughout the schools will be cleaned at regular intervals during the day using household detergents and/or bleach.
- Doors will be wedged open where safe to do so to reduce the need to touch them.
- The school will be thoroughly cleaned by Premises and/or cleaning staff at the end of the school day. There will also be a weekly deeper clean. Record sheets will be maintained so as to log cleaning undertaken.
- We will follow the guidance issued by the government on COVID-19: cleaning of non-healthcare settings guidance.

#### **f. Residential and off-site visits for pupils**

- Due to COVID-19, residential and off-site visits are NOT permitted for our pupils. This will be reviewed in line with government guidance.

## 6. References

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Approved by the Board of Trustees



Date: 5<sup>th</sup> June 2020

Professor G White.

Vice-Chair, The Samara Trust.