



Health and Safety Addendum – Covid-19

June 2020

This policy addendum has been created to support the safe re-opening of Loose Primary School and will be reviewed as the current situation progresses. It is to be read alongside all Covid-19 policies and addendums; safeguarding, behaviour, and the Covid-19 return to school risk assessment and associated documentation <https://www.loose-primary.kent.sch.uk/page/?title=Safeguarding&pid=91>

This policy addendum has been written by the Headteacher 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. Loose 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 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 Local 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 Loose 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. Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils and have all received reminders and training regarding safeguarding (including health and safety) 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

Each room in the school has been measured and compared against the Kent guidelines for number of children per square metre. We recognise that the most recent DFE guidance states that to allow up to 15 pupils in a bubble is more important than the 2 metre rule.

The amount of children in each bubble will not exceed 15. Staffing that has been set for each group will not change, nor will the children within that group (although if not 'full' new children may be added to existing bubbles).

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 hand washing and social distancing;
- Bubble behaviour rules which are reinforced regularly with staff and children.

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 and staff 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 via the main office.

All staff are responsible for ensuring they report any incidences or symptoms without delay to the Headteacher / Head of School / Assistant Headteachers.

Specific Health and Safety Measures

- Various cleaning products may be used including supermarket brands and Milton fluid at this time (many normal solutions are not available). Milton fluid to be stored in teacher cupboard / out of reach from pupils.
- Alcohol handgel / sanitiser to be clearly labelled as such if decanted into smaller bottles.
- Windows and doors must remain open to enable ventilation and to minimise contact with door handles.
- One way system in place where needed to encourage social distancing as well as signage and markings on the floor.
- 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 (Brook – disabled toilet area / Orchard – medical room) that symptomatic pupils can go to. This has its own allocated bathroom (disabled toilet in both cases).
- Staff have received relevant information on Health and Safety considerations and social distancing. This included staff briefings before 'return to work' on 1 June.
- Parent protocols and disclaimer has been set up so that all stake holders are aware of their roles / responsibilities.
- Cleaning and site staff have been allocated set areas and tasks.
- 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 risk assessment.
- 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 site and cleaning teams would be informed if a suspected case so isolation room and bubble room could be deep cleaned.

The following tasks will be completed by members of site and cleaning staff:

- Unlocking and site check, including making sure signs are correct and visible and rooms have been cleaned.
- Pupil 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 the toilets will be cleaned (eg flush and top of cistern) as will all contact points in the corridors.

Every classroom will have the following:

- Its own antibacterial spray bottle and paper towel / disposable towel supply. This will be maintained by Neil / site team.
- Spare soap.
- Posters modelling good handwashing.
- One bin for paper and general rubbish.
- A bin with a lid and yellow bodily fluid / disposal bag liner. Any used tissues 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 station with a fully stocked first aid kit (in common areas as identified on the RA).
- A 'returned books' area. Books will need to stay in here once children have finished with them, the cover is wiped, for 72 hours. Once 72 hours is up, they can be returned to the shelf (books only to be given out by adults – no browsing by pupils).

Before the children arrive:

- Hands are to be washed by staff on arrival to the school building.
- All surfaces and tables cleaned (by cleaners).

When the children arrive:

- All children to have their temperature checked before entry and 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 a designated area of the classroom / under desks.
- 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 / to one side on their desk.
- 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.

At the end of the day

- All children must wash their hands before they leave the school building.
- The classrooms will be hoovered and cleaned.
- All tables and surfaces (including the sink, switches and handles) will be wiped over.
- All bins will be emptied by the site staff and yellow bags, double bagged and stored for 72 hours before disposing in normal waste.

Food Safety

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

Pre-opening tasks

- Deep clean of all classrooms, corridors and toilets, especially areas of the school that have not been used
- Deep clean off offices, staff rooms
- 2m marking to remind parents, children and staff of social distancing
- All doors to be checked
- Ensure doors have door stops and can be kept open to avoid contact with door handles
- All necessary checks have been undertaken; however, the school has not been closed e.g. taps being run.
- Sectioning the field into separate areas for groups
- One way and social distancing signage
- Tape around play equipment
- Soap to be placed by all sinks
- General site check
- Fire drill signage to be checked in each room
- Providing each class with a lidded bin (if not in stock – to double bag in yellow bags and tie)
- Full risk-assessment in place and on website (safeguarding section)
- Providing each class with cleaning products and paper towels / roll
- Double bagging system to be in place for lidded bins / disposal of bodily fluids (eg used tissues)