

Kineton Green Primary School



Health and Safety Policy Addendum: Covid-19 Pandemic 2021

Issue Date: March 2021
Review Date: As required

**Health and Safety Policy Addendum:
Covid-19 Pandemic 2020
Policy Addendum created: July 2020**

Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Kineton Green Primary School. This addendum includes temporary changes to the main school policy which will be reviewed in light of current circumstances.

The Governing Body and Headteacher at Kineton Green 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 phased re-opening of the school and the on-going control measures to manage the COVID-19 pandemic.

Kineton Green 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:

- will be brought to the attention of, and/or issued to, all members of staff;
- will be published on our school website;
- will be reviewed regularly and updated if and when changes to the school risk assessments take place.

Organisation

As a local authority maintained school the employer, Solihull Metropolitan Borough Council has overall accountability for health and safety at Kineton Green Primary School. At school level, the Headteacher, 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 Headteacher

The responsibilities of the Headteacher remain the same as detailed in the school Health and Safety Policy.

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

- ensuring that the school this health and safety policy addendum is 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 local authority and governing board 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 and governing board 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-1st June-2020](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-1st-june-2020)
- to follow this guidance, where reasonable and safe measures can be effectively implemented at Kineton Green Primary School without causing increased risk of infection to children, staff or the wider community.

Responsibilities of all staff

All 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 assessments.

Staff must report all incidents or symptoms without delay to the Headteacher, where emergency isolation procedures will be implemented.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils.

Responsibilities of Children

Children will return to school in 'bubble groups'. This will be clearly communicated to all children and parents/guardians.

Children will be taught how to inform their teacher if they start to experience symptoms of COVID- 19.

Where children are unable to maintain safety precautions or there is risk to individuals or groups of pupils, staff or the community, then parents/guardians of children will be contacted to collect their child until support for the child's safe return can be implemented.

Before and After-school Clubs

All before and after-school clubs are suspended until DfE guidance enables these to recommence.

Accident, incident and Covid-19 reporting

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within the 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. Action will be taken in line with Public Health England guidelines and advice.

All members of the school community who complete a COVID-19 test will be required to submit their result, either positive or negative, to the Headteacher as soon as possible.

LFD (Lateral Flow Device) tests will be carried out by all members of staff twice a week – on a voluntary basis. Results will be reported to the Headteacher and on line to the DfE.

Covid-19 Preventative Measures

Social Distancing

It is essential that all staff, children, parents/guardians adhere to the government guidelines on social distancing.

Why are the start and the end of day timings staggered?

To ensure that class bubbles can be kept separate, the school have introduced a staggered start and end of day finishing time for each child year group, this should avoid large gatherings of adults on the pavement outside the school gates.

Drop off and Collection of Children

The school have suspended the use of the school drive as a pathway. When queuing to drop off and pick up please adhere to the floor markings and keep to social distancing rules. The school drive will also be closed to all vehicles (except staff and visitors) during drop off and collection times, this includes all families who hold a car park access fob.

Please note, to minimise the number of adults on the school site we are requesting that only one adult drops and collects.

Hygiene practices

Children will be required to wash their hands when they arrive in school, handwashing will be supervised by a member of staff. Children will be required to wash their hands throughout the day including at the end of their morning/afternoon session before they go home.

Visitors entering school will be kept to an absolute minimum and they will be required to wash their hands before entering the main school building and wear a face covering.. Hand sanitising units have been fitted in every classroom. Anyone arriving at school who is symptomatic will not be allowed into the main school building and they will be asked to leave our site immediately.

In regard to respiratory hygiene, we do ask that children have their own supply of tissues. There will be tissues available in classrooms if required. The children will be taught: *Catch it! Bin it! Kill it!* – please reinforce this slogan at home. Each classroom will have a bin for tissues which will be emptied at the end of the day.

Toilet Facilities

Each bubble of children will use an allocated, unisex toilet. Children will use these on a one in one out basis. Toilets will be cleaned at the end of the school day.

Break times and lunchtimes

Each year group will be allocated morning, afternoon and lunchtimes times in separate areas. Children in different bubbles will not be allowed to mix. Free play will be allowed but the children will be asked not to touch each other and we will encourage games what can be played 2m apart where possible. Each bubble will be given a designated time when they can go onto the playground, or school field. Break times will be for fresh air and exercise.

Food safety

If children bring refreshments to school they must only be eaten whilst seated at their allocated desks. No food should be shared between children.

Personal protective equipment

The current advice (www.GOV.Uk publication - Coronavirus (COVID-19): implementing protective measures in education and childcare settings. 11th May 2020) is that the majority of staff in education settings do not require PPE. The guidance does list a very small number of cases where Public Health England believes PPE would be appropriate.

Children/ staff displaying Covid-19 symptoms

If any person becomes unwell with a new continuous cough, or a high temperature, they will be sent home and parents will be advised to follow PHE guidance - COVID-19: guidance for households with a possible coronavirus infection guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>).

Where a child is awaiting collection, they will be moved to the 'AHT/medical' room at the front of school where they will be isolated. If they need to go to the toilet while waiting to be collected they will use the visitor toilet. This will then be cleaned and disinfected before being used by anyone else. If the child requires personal care staff will wear personal protective equipment.

Procedure for a confirmed case of coronavirus in school

When a child, or staff member, develops symptoms compatible with coronavirus, they will be sent home and asked to isolate for 10 days and the same household members will need to self-isolate for 10 days.

Any member of staff or child who display's symptoms should get a Covid-19 test. Where the child, or staff member, tests negative they can return to school and their fellow household members can end their self-isolation. Where a child, or staff member, tests positive the rest of their group will be sent home and they will be advised to self-isolate for 10 days. The other household members of that wider group do not need to self-isolate unless the child, or staff member, in that group subsequently develops symptoms.

Cleaning Arrangements

A detailed cleaning schedule has been created to reduce transmission within a group. Classroom furniture and surfaces, toilets, all touch surfaces such as door handles and all equipment children will have been in contact with will be cleaned during (where necessary e.g. following lunch) and at the end of every school day. Classroom doors and windows will be kept open during the day.

Educational Visits

All Educational visits will be suspended until further notice.

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 any other group.

First aid

All first aid trained staff have received guidance on the safe use of gloves, aprons, masks and goggles and should use these when administering first aid to anyone.

Risk assessment

The COVID-19 Risk assessment is reviewed by the Headteacher as necessary 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 students who have an EHCP or those at risk due to other SEND or emotional needs will be managed by the SENCO.

Safeguarding

The specific arrangements for safeguarding and child protection are detailed in the School Safeguarding and Child Protection Policy.

Visitors

Visitors to the school will only be welcomed by appointment, with prior agreement from the Headteacher.

All visitors will be supervised at all times.

All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

School Meetings

All meetings will take place remotely where possible.

Where this is not possible two metre safe distancing will be maintained.

Policy approval and review

This addendum has been created for use during the Covid-19 pandemic and will be further reviewed where changes arise.