



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

**Policy Addendum created: May 2020**

### **Statement of Policy Addendum**

This policy addendum is created to support the safe re-opening of Dane Court Grammar School. This addendum was created alongside a review of the main policy and includes temporary changes to the main school policy which will be reviewed in light of current circumstances.

The Governing Body and Head of School of Dane Court Grammar 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.

Dane Court Grammar 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 (a reference copy is kept on the shared area)
- will be published on our school website
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

## **Organisation**

As a member of the Coastal Academy Trust the CAT board, the employer, has overall accountability for health and safety at Dane Court Grammar School. At school level, the Head of School, 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 students are aware of their responsibilities and duties in respect of health, safety and welfare.

## **Responsibilities of the Head of School**

Responsibilities of the Head of School, **Martin Jones**, remain the same as in the main school Health and Safety Policy.

In addition, during the COVID-19 Pandemic, the Head of School is responsible for:

- co-operating with CAT and LGB 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 CAT and LGB on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds;
- reporting to the CAT and LGB 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 the CAT and LGB 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 Dane Court Grammar School without causing increased risk of infection to students, staff or the wider community.

## **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.

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

## **Responsibilities of students**

- Students will return to school in 'bubble groups'. This will be clearly communicated to students.

- Students will be expected to support the safe implementation of risk reducing measures as described in the Behaviour Policy Addendum (May 2020).
- Students will be expected to inform staff if they start to experience symptoms of COVID-19

Where students are unable to maintain safety precautions or the risk to individuals or groups of students, 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 students will be called to collect their child until support for this student's safe return can be implemented.

### **Arrangements**

For a full overview of arrangements, please refer to the full planning document and 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 setting. Action will be taken in line with Public Health England guidelines and advice.

For up to date guidance on symptoms please refer to:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

All members of the school community will be able to request a COVID-19 testing kit. 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 of School as soon as possible.

**The admin team** is responsible for:

- reporting incidents to RIDDOR (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- Maintaining First aid resources, equipment and log's to ensure effective prevention of future incidents can be avoided and that minor injuries can be effectively treated.

**All staff** are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Head of School, where emergency isolation procedures will be implemented
- providing, when asked, to **Mrs Syred, the Schools Business Manager**, 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.

## **After-school Clubs**

All after-school clubs are suspended until further notice.

## **Behaviour management and bullying**

**Mr Ian Wallace** is the lead for behaviour management.

The arrangements for behaviour management are outlined within;

- Behaviour Policy; and

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 e.g. Chromebooks will be available each day. All used resources will be cleaned 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 and toilets will be cleaned throughout the day with a thorough clean at the end of each day;

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 student, 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.

## **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 groups spaces.

## **First aid**

The first aid team is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits and AEDs, reporting deficiencies or faults to Martin Jones, Head of School and
- restocking first aid equipment as required.

All first aid should be carried out using the appropriate PPE

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

## **Food safety**

Any student refreshments brought to school must only be eaten whilst seated at their allocated desks.

No food should be shared between students.

## **Personal Protective Equipment (PPE)**

Where identified as required by risk assessment, PPE will be provided. The First Aid team will be responsible for:

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

**All staff and students** 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.

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

Students and Staff can bring in their own masks but it must keep in an appropriate container when not being worn.

## **Risk assessment**

The COVID-19 Risk assessment is reviewed by the Head of School 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 outlined within the Dane Court Grammar School Safeguarding and Child Protection Policy.

**Steve Sunderland** is the Designated Safeguarding Lead.

**Rachel Rolls and Anita Ives** are Deputy Designated Safeguarding Leads.

### **Visitor management**

- Visitors to the site will only be welcomed by appointment, with prior agreement from the Head of School.
- All visitors will be supervised at all times.
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.

### **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 pandemic and will support the safe re-opening of the school.