

Hampton Academies Trust

Health and Safety Policy Addendum: Covid-19 Pandemic 2020

Policy Addendum created: September 2020

Statement of Policy Addendum

This policy addendum is created to support the safe operation of all schools within the Hampton Academies Trust. This addendum includes some temporary changes to the main school policy and should be used in conjunction with the policy.

The Governing Bodies and Heads of School within the trust 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.

Hampton Academies Trust, so far as is reasonably practicable, takes 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 discussed at school Health and Safety meetings and brought to the attention of 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

The Hampton Academies Trust board as the employer, has overall accountability for health and safety at all associated schools. At school level, the Heads of School, are 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 Heads of School remain the same as in the main Trust Health and Safety Policy.

In addition, during the COVID-19 Pandemic, the Heads of School are responsible for:

- co-operating with LGB to enable this health and safety policy and procedures to be implemented;
- 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 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 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 Department of Education guidance, to ensure that reasonable, effective protective measures are in place in each school building to reduce the risk of COVID-19 transmission.

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 form, teaching or year group 'bubbles'. This will be clearly communicated to students.
- Students will be expected to support the safe implementation of risk reducing measures. An annex to the behaviour policy outlines possible sanctions for any student who may deliberately fail to follow the protective measures.
- 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 Covid 19 risk assessments and Health and Safety Policy.

Accident and incident reporting

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within the Trust will be recorded using the usual RIDDOR procedures, as well as reporting to the Department for Education dedicated advice line and to the Local Authority.

Parents and staff will also be informed of all of the confirmed cases of COVID-19 that impact a school setting. Action will be taken in line with Department for Education and Local Authority 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, with symptoms, are able to request a COVID-19 test. For staff members and parents for whom there is a barrier to obtaining a test, the school has a limited number of testing kits that they are able to hand out. All members of the school community who have a COVID-19 test are asked to inform the school of the result of the test as soon as possible.

The Trust Site Manager 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 Pastoral support where emergency isolation procedures will be implemented
- providing, when asked, to the HR department, 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 paused until further notice.

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.

- Resources are available to ensure that students have access to a full curriculum. In some subjects, lessons have been modified to reduce the use of equipment. They may, for example, be an increased use of demonstration in Science. Equipment that is used is then set aside for 72 hours before it is used again. IT equipment is cleaned prior to use in all classrooms;
- Each classroom has been allocated general anti-bacterial and disinfectant cleaning supplies to ensure the safe cleaning of materials throughout the day;
- Where appropriate, schools have implemented staggered starts and ends to the day and split lunchtimes to keep year groups apart. Classrooms used by more than one year group are cleaned at breaks and at lunchtimes;
- 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 the unlikely situation where cleaning is not possible in a building, due to illness or other reasons, and no alternative can be sourced we will need to consider the closure of the premises until a clean can take place.

Educational Visits

Unless essential for exams, all educational visits are currently paused.

Fire evacuation and other emergency arrangements

All current fire routes have been assessed for their suitability during the re-opening phase and where necessary amendments have been made. Where necessary, assembly points have been relocated to allow better social distancing.

First aid

The first aid team is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring the first aid equipment as it is required following the completion of the first aid needs assessment;
- ensuring that lists of first aiders are periodically updated;
- 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

Please refer to the First Aid Policy annex for guidance on the use of PPE when dealing with first aid incidents.

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;
- 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.

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 SENDCO.

Individual risk assessments for staff with any vulnerability are managed by the HR Department

Safeguarding

The specific arrangements for safeguarding and child protection are outlined within the individual school's Safeguarding and Child Protection Policy.

Visitor management

- Visitors are welcome to each school by prior arrangement.
- All visitors will be supervised at all times.
- All unnecessary visits have been cancelled and, where possible, re-scheduled to take place virtually.
- Contractors are only able to access the school sites outside of school hours except for attending to jobs that are essential for the safety and security of students and staff.

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 be updated where necessary following further government advice.