



COVID-19 Health & Safety Policy Addendum

This COVID-19 addendum policy sets out additions to our main Health and Safety Policy and must be read in conjunction with that policy, and Public Health England's guidance.

POLICY AIM:

To ensure that the risks of Covid-19 presented to pupils, staff and visitors are reduced to an acceptable level.

POLICY OBJECTIVES:

To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.

To provide safe working and learning conditions.

To ensure a systematic approach to the identification of risks and the allocation of resources to control them

To openly communicate on health, safety and welfare

POLICY STATEMENT:

St John's Primary Academy recognises and accepts its responsibility as an employer and provider of services. We will provide a safe and healthy workplace and learning environment for all staff, pupils and other persons who may be affected by its activities. We will adopt health and safety arrangements in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that the academy operates and will be considered across all work activities and across the wide range of educational activities delivered.



THE ACADEMY WILL:

- Apply and communicate sensible risk management and safe working practices.

This will involve:

- Regular assessment of hazards and associated risks
 - Implementing preventive and protective control measures against those risks to an acceptable/tolerable level
 - Monitoring the effectiveness of those measures
 - Provision of information, instruction, training and protective equipment to staff (and pupils where required)
 - Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site, consistent with and appropriate to the numbers of pupils, staff and visitors in the academy. It must be noted that due to the young age of our pupils social distancing is very difficult to adhere to; both parents and staff have been made aware of this fact and the potential increased risk.
 - Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
 - Operate an enhanced cleaning regime for the duration of Covid-19
 - Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid-19
 - Give age appropriate information to pupils about Covid-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
 - Require all employees, and encourage and support all pupils, to show a personal concern for their own safety, and for that of the people around them.
 - Require staff to exercise increased due care and attention and observe safe working methods.



- Communicate regularly and effectively with staff and parents about the academy's response to Covid-19
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
- Put in place any flexible working arrangements needed to support delivery of education during Covid-19 including where necessary staggered start/end times
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
 - Someone falling ill or demonstrating symptoms on site
 - Deep cleaning in the event of an outbreak of Covid-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff.
- Put in place arrangements for the continuing education of those children who may have to isolate as a result of Covid-19.

All contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures.

Visitors are to be discouraged during this period. If visitors enter the academy building, they should wear a face covering if possible to do so. Staff should also wear a face covering if possible when talking to a visitor

Preventing the spread of Covid-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). We will employ all measures possible to:

- Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend our setting.



- Maintain social distancing through practicable control measures identified in the academy's Risk Assessment.
- Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels or hand driers. Hand sanitiser will also be available to supplement hand washing.
- Provide PPE (including, gloves, aprons, masks and face shields) for those activities requiring additional control measures (such as cleaning and first aid).
- Ensuring good respiratory hygiene - promoting the 'catch it, bin it, kill it' approach. Hand tissues will be supplied for all classrooms and staff working areas.
- Clean frequently touched surfaces and occupied areas employing an increased cleaning schedule.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered arrival, dispersal and break/lunch times).
- Notices and posters promoting infection control best practice will be displayed throughout our buildings.

Any pupil or employee who displays symptoms will be encouraged to be tested. If the test is positive, then the rest of the class/group (including the staff) will be sent home and advised to self-isolate following the latest advice. Any areas that may have been contaminated by an infected person will be thoroughly sanitized.

A record of dates will be kept of when staff and pupils started with Covid-19 symptoms and of any positive test results. This is to ensure people are completing the required isolation period and following the latest Government guidelines.