

# Covid-19 Health and Safety Policy

**To be read in conjunction with the school's  
Health and Safety Policy, November 2020**

<b>Date ratified</b>	November 2020
<b>Committee Responsible for Policy</b>	Full Governing Body (as Employer)
<b>Date to be updated</b>	November 2021 if applicable
<b>Headteacher Signature</b>	
<b>Chair of Governors/ Committee Signature</b>	

## Growing Together as Children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished

### 1. Introduction

Holy Trinity Primary School are committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect our employees and others not in our employment from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

### 2. Scope

This policy applies to all employees of Holy Trinity Primary School.

### 3. COVID-19 Health & Safety Policy Statement

Holy Trinity Primary School recognise that they have a legal duty of care towards protecting the health and safety of their employees and others who may be affected by the school's activities during the COVID-19 pandemic. In order to discharge its responsibilities, the school will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our employees on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;

- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction and supervision for employees; and
- Regularly monitor and revise policies and procedures.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

## 4. Governing Body Responsibilities

The overall responsibility for management of the risks presented by COVID-19 rests at the highest management level; however, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

The Governing Body shall ensure that:

- This policy is communicated across the school and the control measures identified are implemented and adhered to;
- Everyone is aware of their responsibilities and has a clear understanding of their areas of accountability;
- The necessary resources are provided to introduce and maintain COVID-19 control measures;
- They lead by example and are actively committed to the successful implementation of this policy; and
- This policy is regularly reviewed and reflects current government guidance and legislation.

The school has identified the following as having key responsibilities for the implementation of the COVID-19 control measures.

## 5. Headteacher Covid-19 Responsibilities

The Head teacher shall ensure that:

- A COVID-19 Risk Assessment is conducted and is suitable and sufficient;
- The principles of social distancing and all risk control measures are effectively communicated to all staff;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is available as required;

- Staff are encouraged to report hazards and raise concerns;
- A programme of regular and effective cleaning takes place;
- A procedure to deal with any diagnosed cases or instances of staff displaying symptoms of COVID-19 is implemented;
- Sufficient stocks of all materials, including soaps and hand sanitisers, are maintained; and
- Any staff who are extremely vulnerable or vulnerable are identified and appropriate action is taken to ensure their safety.

## 5. Senior Leadership Team / School Business Manager

All managers/supervisors shall ensure that:

- Staff adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- Employees are fully trained in COVID-19 risk control measures;
- Safe systems of work are developed and implemented as necessary;
- Appropriate monitoring and supervision is carried out to ensure adherence to COVID-19 risk control measures;
- Staff are encouraged to report hazards and raise concerns;
- Good communication is in place between management and employees, particularly where there are organisational and procedural changes; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

## 6. Employees

All employees shall ensure that:

- They take reasonable care of their own safety and the safety of others affected by their actions;
- They adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- They follow any information, training and instruction provided for their health, safety and welfare during the COVID-19 outbreak;
- They use all equipment, safety equipment, devices and protective clothing as directed;
- They remain at home and notify their line manager without delay if they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- They raise any issues or concerns with their line manager or safety representative; and
- They comply with and accept the arrangements contained in our COVID-19 Health & Safety Policy.

## 7. Staff carrying out cleaning activities

All staff carrying out cleaning activities must:

- Take reasonable care of their own safety and the safety of others affected by their actions;

- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Health & Safety Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others; and
- Ensure that chemicals are used appropriately and that contact times are followed.

## 8. COVID-19 health and safety rules

All staff must:

- Adhere to the control measures identified in the COVID-19 Risk Assessment;
- Maintain high standards of personal hygiene in the workplace, including increasing the frequency of handwashing in line with company guidelines and instruction;
- Report any diagnosis of COVID-19 or symptoms (including that of members of their household) to their line manager and refrain from attending work until further instruction; and
- Make use of any PPE deemed necessary for their protection from COVID-19.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the organisation will consider whether that activity needs to continue for the school to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between employees and other staff in accordance with the measures prescribed in the organisation's COVID-19 Risk Assessment.

## 9. Operational Status

The school's current operational status will determine the measures that need to be put in place to manage the risks presented by COVID-19. The school will complete the COVID-19 School Risk Assessment Form to determine the actions and control measures required.

## 10. Arrangements

### **COVID-19 Risk Assessment**

The school shall make a suitable and sufficient assessment of the risks presented by COVID-19 in the workplace. The assessment will be documented, and a record made of all significant findings. Results of the risk assessment will be shared with all staff. The assessment will be reviewed periodically and/or when circumstances change to ensure it remains suitable and sufficient.

### **Protecting people more at risk from coronavirus**

The school recognises that if you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. Any individual falling into this category should:

- be especially careful to follow the rules and minimise their contact with others;
- continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in both their workplace and/or home

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. Any individual falling into this category are advised not to attend work.

Others living in a household with someone who is clinically extremely vulnerable should continue to attend work and school in accordance with the general advice and regulations set out in government guidance. The school will undertake an individual risk assessment for the above categories to identify appropriate controls to ensure their health and safety.

## **Social distancing**

The school will assess all work activities to ensure that they meet social distancing measures. To achieve this, the organisation will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible. This advice applies both to inside the workplace and to where staff may need to interact with parents, visitors or contractors. The school will ensure that:

- Where it is possible to maintain two metres between persons, floor markings are used to indicate appropriate distancing (particularly in crowded areas);
- Where it is not possible to maintain two metres between persons, staff work side-by-side, or facing away from each other, rather than face-to-face (if possible);
- Where face-to-face adult contact outside of a bubble is essential, it should be kept to 15 minutes or less (wherever possible);
- Signage is used to direct movement into lanes (whilst maintaining a two-metre distance);
- Entry is controlled so that the premises do not become overcrowded;
- Additional signage is used to ask parents; visitors; and contractors not to enter the premises if they have symptoms;
- If feasible, plexiglass barriers are placed at points of regular interaction (i.e. reception points) as an additional element of protection for staff; parents; visitors; and contractors. Where bodily contact is likely, we will ensure that this plexiglass is cleaned and disinfected as often as is feasible in line with standard cleaning procedures.
- The use of digital and remote transfers of material is encouraged where possible (rather than paper format);
- As much as possible, teams of staff are kept together (cohorting) and these teams are kept small as possible; and
- Regular announcements are conducted to remind staff; parents; visitors; and contractors to follow social distancing advice and to wash their hands regularly.

## **Infection control and effective hygiene**

There are important actions that employees can take to help prevent the spread of COVID-19. The school will promote:

- Regular and thorough handwashing by employees and cleaning hands more often than usual;
- Good respiratory hygiene (the ‘catch it, bin it, kill it’ approach); and
- No handshaking or physical contact.

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The school will also:

- Place sanitising hand rub dispensers in prominent places around the workplace and make sure that they are refilled regularly;
- Make tissues available in the workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them;
- Minimise contact with individuals who are unwell by ensuring that those who are diagnosed with or displaying symptoms of COVID-19 do not attend the workplace; and
- Minimise contact with other employees by altering, as much as possible, the environment (such as office layout) and eating areas (such as staggered break times).
- Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

## IMPORTANT NOTE

Wash hands thoroughly and in particular:

- After coughing or sneezing;
- After going to the toilet; and
- Before eating and drinking.

## Cleaning regime

It is possible that COVID-19 can be spread by touching contaminated surfaces and then touching your eyes, nose and mouth. Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people. The school recognises the importance of a thorough and effective cleaning regime and will introduce cleaning of regularly-used hand contact points throughout the working day. These include:

- Door handles;
- Handrails / Banisters;
- Window handles; and
- Regularly-touched items.

## Food

Staff are encouraged to bring in their own food to work each day, however school dining rooms may remain open to provide food to staff with appropriate adjustments for social distancing and subject to the following:

- Staff wash their hands using soap and water for 20 seconds before and after eating;
- Areas are kept clean and tidy and dirty dishes are put in the dishwasher (where applicable);
- A frequent clean and disinfect regime of regularly-touched surfaces is in place, using standard cleaning products; and
- Meal times are extended/staggered to avoid crowding.

## Personal protective equipment (PPE)

The school will carry out a risk assessment to identify whether PPE is required to be worn in the school for any particular activities. For example:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

Cleaning and hygiene are the most effective measures in controlling the spread of the virus and current guidance is that wearing a respirator in non-clinical settings is not required; however, the school will remain continually alert to guidance and review and revise its policy and risk assessments accordingly.

## **Site visitors and contractors**

The school will take the necessary measures to protect staff from the risks of COVID-19 through visitors, contractors and others coming to site. Unless absolutely essential e.g. specialists supporting pupils with SEND; social workers etc., the school will aim to limit visitors and contractors to the workplace in order to reduce the risk of transmission. If visitors attend our site, the school shall seek assurances that all visitors have implemented their own COVID-19 arrangements to include the protection of others. All visitors shall be inducted by their host and:

- Will be made aware of our COVID-19 arrangements;
- Will be given adequate information to ensure their safety, including emergency information;
- Must adhere to applicable health and safety instructions and rules during their visit; and
- Must wear any protective clothing as required.

Any accidents/incidents involving visitors are reported through the accident reporting arrangements.

## **Getting to work**

The school encourages employees to use their own car, cycle or walk to work and to maintain good social distancing and follow the hand hygiene guidance. Where employees are required as part of their employment to share a vehicle, they shall ensure, where possible, that this is with the same persons (i.e. working in cohorts). Windows should be kept open where possible. Staff should wash their hands after being in the vehicle and ensure that the internal areas are regularly cleaned with a disinfectant.

## **Public transport**

When using public transport, employees should attempt to avoid rush hour times and aim to social distance (where possible). If there is a need to sneeze, they should sneeze into tissues or the upper part of the sleeve. Staff should wash their hands for 20 seconds after using public transport or at least use alcohol hand rub.