

# **HEALTH AND SAFETY POLICY PREMISES ADDENDUM COVID19**

**MAY 2021**



Health and Safety Policy – Premises Addendum COVID19

<b>Summary</b>	This Addendum is designed to facilitate the management of health and safety within each Academy, in relation to the health and safety measures required due to coronavirus (COVID19) in order to ensure premises are safe for students, employees, contractors, visitors or members of the public.			
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<b>Applies to:</b> (please circle/delete as appropriate)	<b>Staff</b> <input checked="" type="checkbox"/>	<b>Student</b> <input checked="" type="checkbox"/>	<b>Community</b> <input checked="" type="checkbox"/>	
<b>Ratifying Committee(s) and Date of Final Approval:</b>	May 2020			
<b>Version:</b>	1.0			
<b>Available On:</b>	<b>Metacompliance Library</b>	<input type="checkbox"/>	<b>Website</b>	<input checked="" type="checkbox"/>
<b>Effective from:</b>	May 2021			
<b>Date of Next Formal Review:</b>	Ongoing review			

DOCUMENT CONTROL

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
May 2020	1.0	Health and Safety Policy – Premises Addendum COVID19	N/a
Sept 2020	2.0	Updated to reflect the full re-opening of academies in line with Government guidance.	To reflect Government guidance.
May 2021	3.1	Updated to reflect changes to Government guidance following re-opening of schools again March 2021	To reflect Government guidance

## **1. Context**

- 1.1 We are committed to ensuring the health and safety of students and staff and to providing a safe and suitable environment for anyone attending our premises.
- 1.2 This Addendum is designed to protect the health and safety of students, employees, agency workers, contractors, parents and visitors during the COVID-19 pandemic.
- 1.3 This Addendum should be read alongside individual academy risk assessments.
- 1.4 Education and childcare settings are already open to priority groups (vulnerable children and children of critical workers). The government is now encouraging all eligible children in these groups to attend. Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.
- 1.5 From 8 March 2021, the Government asks that all schools/academies fully reopen to all students following a period of national lockdown in January 2021.
- 1.6 Academies must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. Where possible, this can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum.

## **2. Scope**

- 2.1 This Addendum applies to all students, employees, agency workers, contractors, parents/carers and visitors
- 2.2 This Addendum is a live document and may be amended as necessary.

## **3. Dissemination and implementation**

- 3.1 The Addendum will be held on the Trust and academy websites where it will be accessible to all staff.
- 3.2 Following any review of the Addendum resulting in an updated version being adopted, staff will be advised of any new measures.
- 3.3 Appropriate training and guidance will be provided by the Facilities and Health and Safety Manager and HR regarding the implementation of the Addendum, where deemed necessary.

## **4. Definitions used in this policy**

- 4.1 Personal protective equipment (PPE).
- 4.2 Social distancing – the requirement to keep 2 metres apart.

## **5. Roles and responsibilities**

- 5.1 The Trust Board, the CEO, the Facilities and Health and Safety Manager and the Director of HR have overall responsibility for the effective operation of this Addendum.
- 5.2 Principals are responsible for the application of this Addendum.
- 5.3 All staff are responsible for cooperating with this Addendum and for supporting colleagues in implementing it.

**6. Key responsibilities – All staff**

- 6.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions.
- 6.2 All staff should ensure that they have read, understood and adhere to the risk assessments for their employment base(s).
- 6.3 The advice on social distancing measures applies to everyone. You should minimise opportunities for COVID-19 to spread by maintaining a distance of 2 metres between individuals, wherever possible.
- 6.4 All students and staff should clean their hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Both students and staff should wash their hands or use hand sanitiser upon arrival at the academy/centre.
- 6.5 Only come into work if you are well and no one in your household is self-isolating. If you are not fit for work or self-isolating, you should comply with our sickness absence reporting procedure as set out in our Managing Attendance Policy and Annual Leave and Leave of Absence Policies and provide relevant documentation in relation to which Category you fall into.
- 6.6 If you or you notice that any of your colleagues are experiencing symptoms of COVID-19, you must notify us immediately. Any such reports will be treated confidentiality.
- 6.7 If you are contacted by Test and Trace and asked to self-isolate as you have come into close contact with an individual who has tested positive for COVID-19, OR you are aware that you have come into close contact with an individual who has tested positive for COVID-19, you MUST isolate in accordance with Government guidance for the required period. Remain off work during this period and notify your Principal immediately.
- 6.8 If you are asked to quarantine, in line with Government requirements, due to travel outside England, which results in you not being able to attend work; you must notify your Principal immediately and MUST remain at home for the necessary period. Your Principal will consult with HR in relation to working practices.
- 6.9 You should report any health and safety concerns immediately to your Principal.
- 6.10 You must co-operate with managers on health and safety matters, including in relation to social distancing.
- 6.11 Failure to comply with this Addendum will be addressed by the Principal and HR if necessary.

## 7. Key requirements within the academy/centre setting

### 7.1 Social Distancing, Personal Hygiene and Face Coverings

- Everyone must endeavour to follow the governments guidance on Social Distancing maintaining a distance of 2 metres between individuals at all times.
- In exceptional circumstances where the 2 metre distance cannot be applied, wherever possible PPE should be worn.
- Exceptional circumstances could be, but are not limited to: administering First Aid, supporting a student or a member of staff/adult visitor who develops coronavirus symptoms whilst at the academy/centre or the requirement to physically intervene in a safe way to prevent students from harming themselves, other students or a member of staff/other adult.
- In line with current government guidance wearing a face covering or face mask is compulsory when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. In addition to this it is now recommended that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, eg. In PE lessons. Face coverings do not need to be worn outside where social distancing can be maintained.
- Staff and students to be given guidance on the safe wearing and removal of face coverings, sanitising before and after touching and storing in a plastic sealable bag. Visual reminders throughout the premises.
- If staff feel more comfortable wearing a visor in the classroom and it is not detrimental to learning, this is acceptable and will be supported by the Trust but only when two metre distancing is observed – face coverings must be worn in addition to visors where 2m cannot be maintained. Masks and visors are to be worn on the corridors and all areas outside the classroom and inside the classroom where distance cannot be maintained.
- Where a student may rely on lip reading of staff due to hearing difficulties or deafness, staff may wear a visor as long as a 2m distance is maintained.
- Transparent face masks are available in each academy for use by staff and students if required.
- A contingency supply of face coverings will be made available for those who have forgotten or soiled their own.
- Students and staff with a medical exemption will not be required to wear a face covering in line with the government guidance.
- Everyone including visitors to the academy/centre will be reminded of the requirements to maintain Social Distancing and wear a face covering.
- Everyone including visitors to the academy/centre will be reminded about the importance of personal hygiene inc. 'catch it and bin it', and washing their hands.
- Posters will be clearly displayed within the academy/centre reminding everyone of these requirements.
- Soap and/or hand sanitizer will be made available in each academy/centre in toilets and any other wash facilities in classrooms/offices on site.
- For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the **"If You Use It – Wipe It"** principle with anti-viral wipes.

### 7.2 Arrival and departure at the academy/centre

- To maintain safe social distancing, students and staff are encouraged to leave 2 metre queuing spaces for the safe entering and exiting of the buildings (unless students are within their identified bubble/class group).
- Start and end times for students may be staggered to limit the number of students entering and leaving the building at one time.
- Different entrances and exits should be used to minimise numbers of staff/students entering/exiting.
- When arriving at the academy after using public transport, students and staff should wash their hands with soap and water for 20 seconds or use hand sanitiser.

### 7.3 **School buses and public transport**

- Liaise with contractors to request that school transport providers: do not work if they or a member of their household are displaying any symptoms of coronavirus and that they follow hygiene rules and keep a distance from their passengers
- With the transportation of students with additional physical needs, ensure the communication of any revised travel plans clearly to contractors, local authorities and parents/carers where appropriate (for instance, to agree pick-up and drop-off times)
- Adjust transport arrangements where necessary including:
  - Encouraging parents and students to walk or cycle to their academy/centre where possible
  - Making sure staff, parents and students follow the Governments Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel
  - Students and staff who travel to and/or from work on public transport, **MUST** wear a mask or face covering in line with Government requirements.

### 7.4 **Minibuses**

- Minimise the need for transporting students using minibuses.
- Where the use of mini buses is necessary, ensure that students and staff accompanying them are seated at least 2 metres apart if possible.
- Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting students with complex needs who need support to access the vehicle or fasten seatbelts
- Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.
- Prior to departure, the driver and the lead member of staff must ensure that a supply of hand sanitizer and PPE is available on each mini bus.
- The lead member of staff must ensure everyone on the minibus uses hand sanitizer or/ washes their hands upon arrival at the destination.
- Disposable seat covers are available and should be used to cover fabric seats.
- Perspex clear screens will be available for use in the mini buses to provide a screen divide between the driver and the passengers on the bus when in use.

### 7.5 **Corridor and Circulation Space/Organisation of teaching spaces and reconfiguration of classrooms**

- For exact detail around these areas, please refer to the individual academy risk assessments, which are site specific.
- If a local lockdown is applied by the Government, Government guidance **MUST** be followed.
- Across all academies within the Trust face coverings will be worn in communal areas by staff and students.

## 7.6 **The timetable**

- The timetable will be delivered as determined by the Principal and Senior Leadership Teams.

## 7.7 **Student cohorts**

- Where possible, year group “bubbles” will operate as determined by the Principal and Senior Leadership Teams, in accordance with the individual risk assessments.
- Any variations to this will be outlined in individual risk assessments.

## 7.8 **P.E/Dance indoor/outdoor provision**

- Deliver areas of the PE/Music/Dance/Drama curriculum which can safely be taught at this time.
- Contact sports are to be avoided unless it is part of the activity.
- These lessons should be carried out in line with government guidance and will be reviewed as advice changes.
- Where equipment is used by staff or students this must be cleaned prior to the use of others.

## 7.9 **Outside space**

- Encourage the use of outside space where Social Distancing can be applied:
  - For exercise and breaks
  - For outdoor education, where possible, as this can limit transmission and more easily allow for distance between students and staff
  - Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of students using it, and that multiple groups do not use it simultaneously.

## 7.10 **Resources**

- Limit the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff
- Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students in one day, or properly cleaned between cohorts

## 7.11 **Lunch/break**

- Students should clean their hands beforehand and enter the dining areas in the groups they are already in, groups should be staggered and kept apart as much as possible and tables should be cleaned between each group.
- Consideration should be taken around students having packed lunches in an allocated area.
- Where external catering providers are used, liaison with the provider will be required to agree the provision of meals in accordance with the need.

### 7.12 Behaviour management

- Whilst on site, staff and students are expected to adhere to social distancing measures as set out by the Academy/Centre and the Trust.
- Staff should use simple language to explain safety measures, and reiterate and reinforce key messages to students
- The principles of the Positive Discipline (PD) Policy should be applied in managing student behaviour along with individual academy PD Policy Addendums for this period of time.
- Upon return to education, all students should be reminded of the requirements around social distancing, personal hygiene, respect of others and of the requirement to follow PD.

### 7.13 Emergencies

- In the event of an emergency evacuation such as a fire alarm activation, everyone must evacuate the premises immediately in line with the evacuation procedure.
- The site team will use the fire panel to best determine cause of the activation but the evacuation must take place nonetheless.
- Staff and students will exit the building as quickly as possible to the allocated evacuation point. Students will line up within their class group or bubble outside the building once it is safe to do so. Social distancing will be maintained so far as it reasonably practicable.

### 7.14 Toilets

- Staff must ensure that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time.
- Students should be allowed to have toilet breaks during their lesson times to limit the number of students who visit the toilets during break times.
- Staff will be allocated to designated toilet areas at break and lunchtime to supervise where overcrowding may be an issue.
- Consideration should be taken to close certain toilets to prevent wandering and additional cleaning requirements and supervision.
- Toilet areas should be cleaned thoroughly and students should be encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly afterwards.

### 7.15 Communal areas

- Access to communal areas will be restricted in order to make it easier for students and staff to socially distance. When using communal areas, minimise opportunities for COVID-19 to spread by maintaining a distance of 2 metres between individuals, wherever possible.
- If staff are intending to enter a communal area and it appears that it will be difficult to maintain a distance of 2 metres between individuals, wherever possible they should avoid entering the communal area.
- Implementation of the following measures and restrictions to make it easier for people to maintain a distance of 2 metres between individuals in communal areas:
- Individual academies will have a site specific risk assessment for the management of academy premises during Covid-19 phased re-opening.  
Based on each site, the risk assessments will identify:
  - Number of persons permitted in the lift at any one time;
  - Number of persons permitted to use the staircase at any one time;



- Number of persons permitted into the canteen at any one time; and
- Number of persons permitted in the toilets at any one time.
- Signage will be installed as appropriate to remind staff of these measures and restrictions.
- Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity or less where possible, to ensure Social Distancing measures can be applied safely. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.
- stagger the use of staff rooms and offices to limit occupancy.
- In line with Government guidance, the Trust has the discretion to require face coverings in indoor communal areas. In line with this a decision has been made that face coverings must be worn in all indoor communal areas across the Trust.

#### 7.16 Personal protective equipment (PPE)

- Where deemed appropriate, members of staff will be provided with appropriate PPE and will be required to wear it as directed. Staff will receive guidance and training on the appropriate use of PPE equipment.
- In particular, we will be providing the following PPE for the workplace:
  - Qualified First Aid staff, who should wear PPE prior to administering first aid or supporting a member of staff or student
  - By a member of staff who has to support a student in line with their personal needs under an agreed Care Plan
  - By a member of staff who supports a student 1:1 or a group of students in line with their personal needs where social distancing cannot be maintained, a face covering should be worn by the member of staff.
  - PPE will include: gloves, face mask, face shielding and an apron
  - Wearing a face covering or face mask in schools or other education settings is now compulsory in education settings, in line with government guidance.
  - If a student or a member of staff/adult becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
  - If contact with the student or member of staff/adult is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Academies/Centres should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their local authority supplier.
- Academies/Centres have access to an additional supply of PPE for the Trust stored at Rodillian Academy.

#### 7.17 Individual risk assessments

Individual risk assessments will be undertaken for those staff and students with disabilities, any underlying health conditions, if they fall into the BAME category or are pregnant and those who have been shielding members of their household where required.

## **8 Other provisions**

### **8.1 Staff offices and meetings**

- Hot-desking/sharing desks or equipment should be avoided; where not possible follow the “**If You Use It – Wipe It**” principle with anti-viral wipes.
- Students and staff should be allocated a desk and use it throughout.
- COVID19 etiquette to be applied on entry to offices and classrooms within schools.
- Shared departmental offices must be used in line with social distancing requirements ensuring staff are 2 m apart.
- Avoid close contact meetings where possible/do online/large area which permits social distancing.

### **8.1 Visitors**

- Visitors should only visit the academy by prior appointment only
- Visitors should not enter the academy/centre if they have symptoms of coronavirus or if they are required to self-isolate in accordance with the Government guidance.
- Posters/signs outlining the requirements on Social Distancing and personal hygiene will be displayed in the entrances to the academy/centre and in the reception area.
- Visitors will be required to report to reception upon arrival.
- If visitors are required to wait in a visitor’s room/area they must ensure that they keep a distance of 2 metres apart from another person.
- Visitors will be required to follow the guidance on Social Distancing, wearing a face covering and personal hygiene
- Any visitors not adhering to the guidance will be asked to leave the premises

### **8.3 External providers**

Principal and the Facilities and Health & Safety Manager will liaise with external providers such as Chartwells and Interserve around all areas of this policy.

### **8.4 Deliveries**

- Posters will be displayed in the entrance to each academy/centre outlining the process for any deliveries.
- Reception staff should outline the procedure to any delivery staff as necessary.
- Delivery drivers should not physically hand over goods. Goods should instead be placed at set drop-off point agreed in advance. An approximate delivery time should be agreed in advance.
- When overseeing deliveries staff should maintain a safe distance of at least 2 metres from the door.
- Goods should not be left unattended.
- Staff should wash their hands using soap and water for 20 seconds after touching any good delivered. Hand sanitiser will also be provided.

### **8.5 Cleaning**

- The Principal, the Facilities and Health & Safety Manager and Premises staff should agree the required cleaning schedule in line with the needs of the academy/centre, agreeing any changes to patterns of work and additional hours as required.
- Cleaning and hygiene are the deemed the most effective measures in controlling the spread of the virus.

- Frequently touched surfaces should be cleaned often using standard products, such as household detergents and bleach.
- Consideration should be given to leaving doors open so handles do not need to be touched.
- Ensure that wherever possible students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
- Consideration could be taken to seating students at the same desk each day if they attend on consecutive days.
- Follow the COVID-19: cleaning of non-healthcare settings guidance

## **8.6 Home visits**

- Assess whether the visit is essential or if the work can be safely postponed. There may be alternatives to a visit, such as a phone or video call.
- If it is deemed necessary to undertake a home visit then staff must notify all persons in advance of their arrival, where this is possible. Staff are not permitted to enter the home at this time unless in exceptional circumstances. Any concerns upon attending the home should be reported to a member of the Leadership Team or the Designated Safeguarding Lead as soon as possible in order that consideration can be made as to whether or not it is appropriate to contact an external agency.
- Staff should knock on the door of the property and then stand back at least 2 metres away from the entrance and any persons at all times.
- Maintain a safe distance (at least 2 metres) from any household occupants at all times. Prior arrangements should be made with vulnerable people, where possible, to avoid any face-to-face contact – for example, when answering the door.
- Upon returning from the visit staff are required to wash their hands using soap and water for 20 seconds. Where facilities to wash hands are not available, hand sanitiser should be used.

## **8.7 Residential and off-site trips/visits for students**

Due to COVID19, residential visits are NOT currently permitted for our students. Day off site visits can now be permitted where deemed appropriate but prior approval of the Principal and the CEO must be obtained, following a review of the need and the relevant risk assessments for the trip. Any requests will be reviewed in line with government guidance.

## **9 Rapid Flow Testing**

Upon the reopening of academies in March 2021, students and staff were requested to undertake a number of rapid flow tests within their academy in line with government guidance.

Following this rapid flow tests can be taken at home on a twice weekly basis in line with government guidance.

Anyone receiving a positive test should report this to their academy and self-isolate in line with the government guidance, undertaking a PCR test. Self-isolation can end in line with the NHS and government guidance.

Academies have the resources to support a small number of staff and students with rapid flow tests in their academy where requested.

## **10 References**

- Managing Attendance Policy and Procedure
- Leave of Absence and Annual Leave Policy and Procedure

- COVID19 Email address
- Government guidance as shown below

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>