

Bishops Down Primary and Nursery School

Health and Safety Addendum



Covid-19 January 2021

This policy addendum has been created to support the safe re-opening of Bishops Down Primary and Nursery School and will be reviewed as the current situation progresses. It is to be read alongside all Covid-19 policies and addendums; safeguarding, behaviour, and the Covid-19 return to school risk assessment and associated documentation

This policy addendum has been written by the Headteacher to adhere to 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 document sets out how these duties will be conducted during the Covid-19 pandemic. Bishops Down Primary and Nursery 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 coronavirus as well as the steps taken to reduce the potential spread of the virus.

Responsibilities of the Headteacher

- communicating the policy and other appropriate health and safety information to all staff and relevant people;
- ensuring effective processes are in place to minimise risk; in line with the full risk assessment document;
- reporting to the Local Governing Body on Health and Safety concerns/issues which may need to be addressed by the allocation of funds;
- ensuring all staff are competent to carry out their roles are provided with adequate information, instruction, training and supervision;
- following the guidance of KCC and the DFE
- to follow this guidance, where reasonable and to ensure safe measures can effectively be implemented at Bishops Down Primary and Nursery School without causing increased risk of infection to pupils, staff or the wider community.

Responsibilities of the Governing Body

The Governing body are responsible for ensuring that Health and Safety management systems are in place and effective in their strategic role. They are not expected to be involved in day to day management of the school.

Where required, the Governing Body will seek advice and support on health and safety governor responsibilities.

Responsibilities of the Staff

As always, staff are responsible for complying with and supporting the safe implementation of the Health and Safety Policy as well as those outlined in the Covid-19 risk assessment.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils and have all received reminders and training regarding safeguarding (including health and safety) on this document and those associated with it.

Responsibilities of Pupils

Children of critical workers and vulnerable pupils will return to school in their class 'bubble'; which has been communicated to all parents. Pupils will be expected to listen to all adults and support the safety of themselves and others by reducing risk as outlined in the Behaviour Policy Addendum.

In line with Kent and DFE Guidance, each classroom has been rearranged and some furniture has been removed. This is in order for all KS2 pupils to sit in a forward facing position. As there will be fewer pupils advantage must be taken of the additional space. The more space the better between work stations.

All classes will have:

- Separate work stations;
- Individual stationery for children;
- Limited soft furnishing;
- Coats/jumpers/bags to remain under tables;
- No clutter left on the sides;
- A cleaning schedule that must be kept to and maintained;
- Windows and doors open;
- Reminders of hand washing and social distancing;
- Class behaviour rules which are reinforced regularly with staff and children.

Coronavirus Cases

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 PHE and Kent Local Authority.

PHE will be contacted for latest guidance. KCC Early Outbreak Management flowchart will be followed. This is displayed in all SLT offices.

All staff are responsible for ensuring they report any incidences or symptoms without delay to the Headteacher.

Specific Health and Safety Measures

- Various cleaning products may be used including supermarket brands and Milton fluid at this time (many normal solutions are not available). Milton fluid to be stored in teacher cupboard / out of reach from pupils.
- Alcohol hand gel / sanitiser to be clearly labelled as such if decanted into smaller bottles.
- Windows and doors must remain open to enable ventilation and to minimise contact with door handles.
- One way system in place on approach to the school building where needed to encourage social distancing as well as signage and markings on gate posts and floor.
- All parents are encouraged to contact the school via email or telephone rather than through face-to-face conversations with staff.

- A room has been identified that symptomatic pupils can go to (old care room)
- Staff have received relevant information on Health and Safety considerations and social distancing. This included staff briefings and written staff guidance.
- Parent protocols have been set up so that all stake holders are aware of their roles / responsibilities.
- Cleaning and site staff have been allocated set areas and tasks.
- All teachers and TAs have been made aware of the cleaning that needs to take place in classrooms and when this should happen.
- The school have purchased appropriate PPE as outlined in the risk assessment.
- There are posters around school to remind children and staff of handwashing and how to reduce the spread of germs e.g. 'catch it, bin it kill it'.
- Time has been allocated each day for handwashing.
- Outdoor areas have been allocated on a timetable to prevent classes from mixing.
- Consistent staff have been provided to each class and adults will not mix with people outside their groups.

Cleaning

The site and cleaning team would be informed if a suspected case so the isolation room and a classroom could be deep cleaned. The following tasks will be completed by members of site and cleaning staff:

- Unlocking and site check, including making sure signs are correct and visible and rooms have been cleaned. **(AB)**
- Pupil and staff toilets will be cleaned **(cleaning staff)**
- Door handles will be cleaned **(Communal Areas- AB, classrooms - Teaching staff)**
- Internal high touch surfaces will be cleaned **(Teaching staff and cleaners)**
- During the day the toilets will be cleaned (eg flush and top of cistern) by the site manager, as will all contact points in the corridors. **(AB and SLT)**

Every classroom will have the following:

- Its own antibacterial spray bottle and paper towel / disposable towel supply. This will be maintained by **Adrian Beaton and Lizzy Williams**.
- Spare soap.
- Posters modelling good handwashing.
- One bin for paper and general rubbish.
- A black bin with a lid for tissues. These will be emptied at the end of the morning and at the end of the day. (the two care rooms house a bin with a lid and yellow bodily fluid / disposal bag liner)
- First aid station with a fully stocked first aid kit (in common areas as identified on the RA).

Before the children arrive:

- Hands are to be washed or sanitised by staff on arrival to the school building.
- All surfaces and tables cleaned (by cleaners the previous evening).

When the children arrive:

- Make sure any coats are hung on the children's own chair and water bottles are placed on their table. Packed lunches will need to be placed under desks.
- Children will need to wash their hands before any snack is eaten as well as before and after any time spent outside.

Before children have lunch:

- All paper, books and stationery must be put away / to one side on their desk.
- All surfaces (including the sink, switches and handles) and tables are to be wiped over with antibacterial spray.
- All tables and surfaces must be wiped down before children eat their lunch and when they have finished. At the end of the day
- All children must wash their hands before they leave the school building.
- The classrooms will be hoovered and cleaned.
- All tables and surfaces (including the sink, switches and handles) will be wiped over.
- All bins will be emptied by the cleaning staff. Yellow bins emptied weekly.

Food Safety

All children will eat in their classrooms. Hot meals provided in boxes and taken to the classrooms by Midday supervisors.

Monitoring of cleaning

Check lists will be displayed on each classroom door, doors to the communal toilets and the main door to Garden house.

All staff using the classrooms will be responsible for their own bubble hygiene. Tess will ensure that communal spaces in Garden House are checked- ie toilet and kitchen. The SLT will be responsible for other communal areas and children's KS2 toilets in the main building. Office staff to clean their own office spaces during the day.

If the staff room is used for hot water and the fridge used for lunches, these surfaces must be wiped after use. Staff are responsible for their own health and safety. This is the same for the staff photocopier, laminator, shared keyboards etc.

Check lists for each area follow (as the use of the mobile is minimal it will be the responsibility of staff using it to ensure it is cleaned after use):

Classrooms

A clean mid-morning and a clean at lunchtime approximately 2hrs in between. You may judge the timings dependant on your class's entry, exit times and lunch times. EYFS you may take this as a template and add in your additional routines.

INSERT DATE WB	Monday	Tuesday	Wednesday	Thursday	Friday
CLASSROOM STAFF					
10.30-11.00 Table, chairs and resources wipe					
10.30-11.00 Internal high touch surfaces cleaned- door handles, window handles, sink and taps etc (<i>add toilet handles, sink handles and doors if you have toilets with in your classroom</i>)					
10.30-11.00 External classroom door handles					
Tables clean and hand wash BEFORE lunch					
Tables clean and hand wash AFTER lunch					
Approx. 1pm Table, chairs and resources wipe					
Approx. 1pm Internal high touch surfaces cleaned- door handles, window handles, sink and taps etc (<i>add toilet handles, sink handles and doors if you have toilets with in your classroom</i>)					
Approx. 1pm External classroom door handles					
CLEANERS					
3.30pm- 6pm Table and chair wipe					
Internal high touch surfaces cleaned- door handles, window handles, sink and taps etc (<i>add toilet handles, sink handles and doors if you have toilets with in your classroom</i>)					
External door handles wiped					
Classroom vacuumed					
Lino mopped					
Bins emptied					

Cleaning KS2 Toilets SLT/Mr Beaton

INSERT DATE WB	Mon	Tues	Wed	Thurs	Fri
10.30-11.00					
Internal/External door handles					
Door locks on cubicles					
Taps					
Flush handles					
1pm					
Internal/External door handles					
Door locks on cubicles					
Taps					
Flush handles					

Communal spaces Main building SLT/Mr Beaton

INSERT DATE WB	Mon	Tues	Wed	Thurs	Fri
Mid-morning- door handles					
Staff toilet admin corridor					
Meeting room					
Photocopier room					
Cupboard doors					
Staff room door and staffroom toilet door handles					
Lobby door handles in and out					
Lunch Time -door handles					
Staff toilet admin corridor					
Meeting room					
Photocopier room					
Cupboard doors					
Staff room door					
staffroom toilet door handles					
Lobby door handles in and out					

Communal Spaces Garden House

INSERT DATE WB	Mon	Tues	Wed	Thurs	Fri
Mid-morning- High touch points					
Staff toilet/Care suite					
Lobby door handles in and out					
Kitchen doors and touch points					
Music room door- if it has been used by EFYS staff					
Lunch Time –High touch points					
Staff toilet/Care suite					
Lobby door handles in and out					
Kitchen doors and touch points					
Music room door- if it has been used by EFYS staff					