



Health and Safety Addendum – Covid-19

June 2020

This policy addendum has been created to support the safe re-opening of Sandwich Infant School and will be reviewed as the current situation progresses. It is to be read alongside all Covid-19 policies addendums; safeguarding, behaviour, and the Covid-19 Staff Guidance Document where all information relating to the re-opening of Sandwich Infant School can be found.

This policy has been written by the Headteacher and Governing body 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. Sandwich Infant 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 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 Sandwich Infant 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 and the Staff Guidance. Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils and have all received extensive training on this document and those associated with it, prior to Phase 1 reopening.

Responsibilities of Pupils

Pupils will return to school in smaller groups; 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.

Arrangements

Each room in the school has been measured and compared against the Kent guidelines for number of children per square metre. Please see the table below:

Room	Children per classroom based on m ² of classroom
Turtles	10
Swans	11
Fun Club	15
Dragonflies	15
Bees	12
Mini bees	3
Hall	15
Lemurs	8

- The amount of children in that group will not exceed the numbers above.
- The staffing that has been set for each group will not change, nor will the children within that group.

In line with Kent and DFE Guidance, each classroom has been rearranged and some furniture has been removed. This is in order to maintain social distancing more effectively and to limit the amount of surfaces that need to be cleaned.

All classes will have:

- Work stations in tables of 4, with one 2 children seated diagonally opposite;
- Individual stationery for children in their own plastic wallet;
- No soft furnishings;
- No bags in school;
- No toys bought in from home;
- Coats/jumpers to remain on chairs;
- No clutter left on the sides;
- A cleaning schedule that must be kept to and maintained;
- Windows and doors open;
- Reminders of which toilets to use;
- Reminders of appropriate hand washing;
- Bubble names which are to be reinforced to 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.

Parents and staff will also be informed of all confirmed cases of Covid-19 within the setting. If a child is suspected of having Covid-19, all parents/carers will be informed of that group of children. If the case is confirmed then all children in that bubble will need to self-isolate for 14 days. All members of the school community that are requested to take a test, will need to submit their results, either positive or negative to the Headteacher.

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

Specific Health and Safety Measures

- Staff should not bring in their own cleaning products from home.
- Cleaning products must be kept out of the reach of children at all times.
- Windows and doors must remain open to enable ventilation and to minimise contact with door handles.
- Different groups will enter and leave the school through different allocated doors.
- Children will wash hands as they enter the school, in the allocated sinks.
- Parents will not enter the school.
- 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 (mini bees) that symptomatic pupils can go to.
- Staff have read guidelines on Health and Safety considerations and social distancing.
- Cleaning staff have been allocated set areas and tasks as per the schedule below.
- 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 groups from mixing.
- Consistent staff have been provided to each group and adults will not mix with people outside their groups.

Cleaning

Each room will have a reversible sign on the door that is red on one side and green on the other. The green side will be displayed at all times, unless the room needs a deep clean due to someone in the group displaying symptoms. In this case, the sign will be switched to the red side and remain red until the room has been thoroughly cleaned.

The following tasks will be completed by the Site Manager and staff working in the rooms at the end of every day:

- Making sure signs are correct and visible and rooms have been cleaned
- EYFS, KS1 and staff toilets will be cleaned
- Corridors will be mopped
- Door handles will be cleaned
- Internal high touch surfaces will be cleaned (tables etc)

During the day the toilets will be cleaned at the end of the morning and the end of the afternoon, as will all door handles and light switches.

Every classroom will have the following:

- Its own antibacterial spray bottle and cloth supply. This will be maintained by the Site Manager.
- One bin for paper and general rubbish.
- A pedal bin with a lid, for used tissues. These will be emptied at the end of the morning and at the end of the day.
- A fully stocked first aid kit.
- A 'returned books box'. Books will need to stay in here once children have finished with them for 72 hours. Once 72 hours is up, they can be returned to the shelf.

Before the children arrive:

- Hands are to be washed by staff on arrival to the school building.
- All surfaces and tables are to be wiped down with antibacterial spray.
- First aid kits will need to be checked and stocked.

When the children arrive:

- All children need to wash their hands as soon as they enter the classroom, in the allocated sinks.
- Make sure any coats are hung on the children's own chair.
- 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 into the child's plastic wallet.
- 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. If the weather is nice and they have been allocated outdoor space, they may eat lunch outside as long as they do not mix with any other class or group.

At the end of the day

- All children must wash their hands before they leave the school building.
- The classrooms will need to be hoovered.
- All tables and surfaces (including the sink, switches and handles) will need to be wiped over.
- All bins will be emptied and double bagged by the staff working in the room each day; to be stored for 72 hours.

Food Safety

All children will have packed lunch provided by Whole School Meals.

Pre-opening tasks

- Deep clean of all classrooms, corridors and toilets, especially areas of the school that have not been used
- Deep clean of offices, staff room
- All doors to be checked
- Ensure all doors have door stops and can be kept open to avoid contact with door handles
- All necessary checks have been undertaken; however, the school has not been closed e.g. taps being run.
- Sectioning the garden into separate areas for groups
- Tape around play equipment
- Soap and hand gel to be placed by all sinks
- General site check
- Ensure doors to any cupboards that are being used for storage are locked
- Fire drill signage to be updated with new bubble names
- Providing each class with a pedal bin
- Full risk-assessment
- Providing each class with cleaning products and cloths
- Clear system in place for used cloths
- Double bagging system to be in place for pedal bins
- Signs for pedal bins to show what should be disposed of in them

MONITORING AND REVIEW

All school personnel and governors will have access to this policy and will have the opportunity to consider and discuss its contents.

This policy will be reviewed on a regular basis, and as the situation of Covid-19 evolves.

Headteacher:



Chair of Governors:



4/6/2020