



Health and Safety Policy

Appendix 24 – Coronavirus

Returning to School - Keeping Pupils and Staff Safe

Staff and pupils numbers

The school will ensure that the right number of staff are in attendance every day to maintain an appropriate ratio with pupils. In order to accommodate this pupils will alternate coming to school for two days in week 1 and 3 days in week 2.

Phase one will consist of Nursery, Reception and Year 6 children as well as our “key worker” children and our vulnerable list children.

There will be reduced numbers in all year groups with class sizes being held a maximum of 4 pupils.

Where places are not taken up by parents we will continue to work from our safeguarding list to offer places up to maximum agreed safe number.

Start and Finish Times

The start and finish of the day will change, shorter session will take place to allow for cleaning, sanitising and staff lunches.

Timings will consist of

Nursery- Session One- 8:30 – 10:30 (Instead of 8:30 – 11:30)
 Session Two- 12:15 to 2:15 (Instead of 12:15 to 3:15)

Reception and Year 6
9:20 am to 2:15 pm

Lunches Playtime and out-door space

To help support social distancing pupils will have lunches in their class room and play in their class room and outside area. LTSA’s will bring lunches to the classes on trolleys.

Lunches will be served at

- 12:00 for EYFS
- 12.30 for Mint, Sky, Royal and sapphire (lower school)
- 1:00 for Jade, Navy, Turquoise and Cyan (Upper School)

Each class room will have a designated playground area

To further support social distancing, each classroom will have an allocated staff room and toilets attached to it, to reduce the likelihood of any cross contamination.

The interim staff rooms will also contain a work space with related equipment provided, including a supply of PPE and clinical waste bins.



To aid with social distancing and containment Paxton access facilities will be put on certain corridor doors to help separate and safely contain the different year groups.

Transport, arrivals and departures

The school mini buses will not be used at this time.

School buses managed by the LA Transport Department.

- Drivers will be trained to control boarding and alighting to maintain social distancing.
- Hand sanitiser will be available in each vehicle for use on boarding and alighting.
- Vehicles allocated to specific drivers where possible, but always cleaned between uses.
- Masks available for staff on journeys.

Parents bringing children to school will remain in their cars

Arrival/departure times and breaks to be staggered to minimise the number people moving around at any one time.

Pinch points identified such as school entrances and internal areas where queues normally form (eg: doorways, corridors, toilets and staff rooms).

Routes around the school specified and signed including possible one way routes.

Shared Materials

Use of shared materials, will be avoided. Personal copies to be issued or use online resources.

Staff will avoid the use of any soft furnishings or soft resources, except for personal use.

Buckets and sterilising products and been purchased for every class so that learning resources can be sterilised at the end of each day, every day and anytime during the day as the class team see fit.

School will finish at 2:15pm daily to allow time for this activity.

General Awareness

Staff will be encouraged to walk, cycle or drive to school rather than using public transport.

Warning posters will be displayed at all entrances and Guidance notices prominently posted at different positions around the school.

Full communication to be given to parents and pupils regarding on site procedures prior to the school re-opening.



Full staff briefing covering all procedures prior to the school re-opening and on-going awareness sessions / updates for those not currently in school.

NHS PPE video to be watched on screen with a member of the LMT and available on teacher share-COVID-PPE

Cleaning

The schools full complement of cleaners will be working on a reduced workload as many spaces will not be in use, and therefore will have time to deep clean at the end of each day.

An additional cleaner has been employed to clean chill out spaces and any shared areas.

Cleaning will employ the use of warm soapy water followed by disinfectant, gloves aprons and face masks should be worn in all areas.

The school is working with the cleaning company and will continuously review strategy, standards and staffing levels.

A new cleaning supervisor has been appointed by the cleaning company and this individual will ensure that rigorous checks are carried out.

Regular checks will be made by the onsite premises staff to ensure that all soap and sanitiser dispensers are kept topped up and hand towel dispensers are refilled

School managers will ensure that all necessary procedures are being followed in line with DFE and Public health England guidance.

Disinfectant spray and wiped will be available in all in use areas.

A Clear desk policy will be encouraged.

Wearing of PPE

PPE is not generally required as long as social distancing is maintained and in cases where the proximity of less than 2M is required for a specific necessary task in class with pupils then PPE protocol will be followed. The school has followed the guidance on the use of PPE (personal protective equipment) to protect against COVID-19.

In addition, PPE is available for staff to wear when working directly with pupils as classbased roles in Red Gates are akin to care worker roles.

Staff will be reminded that the wearing of gloves is not a substitute for good hand washing. Hand washing facilities (soap and water) are in place with guidance using the 20 second scenario and the importance of proper drying with disposable towels.



Hand gel is available in all rooms.

An allowance will be made in timetables to allow for hands to be washed.

Emergency PPE packs will be available in the event of a person taking ill.

PPE protocol is working well deliveries are currently stable and reliable

Symptoms of COVID-19

In the event of a pupil or staff member becoming unwell on site, they will be removed to the designated isolation room and arrangements made with their next of kin to collect them immediately. The accompanying person to have a face mask, gloves apron and face shield on. They will be advised to take medical advice and will be isolated from school for 14 days unless a COVID test shows negative.

The schools HR team will maintain regular contact with staff members whilst at home.

If the school is advised that a member of staff or pupil has developed COVID-19 and were recently on the school premises, the school management will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. All of that individual's group will self-isolate for 14 days.

The school will carefully monitor pupils on arrival to detect any visible symptoms. Line managers within the school will have regular manager "check ins" with the staff.

Mental Health

The management of the school will promote mental health and well being awareness to all staff particularly during the Coronavirus outbreak and will offer whatever support they can, there will be an open door policy for any staff requiring additional support.

Weekly virtual team meetings will ensure that staff continue to have regular interaction with each other and can support each other. Internal communication channels and the cascading of information through line managers will be carried out to reassure and support employees in fast changing situation.

Line managers within the school will have regular manager "check ins with the staff and offer support to staff who are effected by Coronavirus or have a family member affected.

Staff will monitor pupil's wellbeing and be alert to the potential need for greater emotional support.

Teachers who make regular phone calls home will be offered additional support in the form of LA EP Service Work Discussion Group.

A Bereavement policy is in Teachershare – Policies

Visitors

The school is closed to all visitors including parents.

Parents will stay in their vehicles when dropping off/picking up their children.

Only essential contractors whose non-attendance would cause direct health and safety implications for the school will be allowed on site. Any such visit to the school to carry out works will be planned to be done out-side the time that the pupils are on site.

If a visit is absolutely necessary, then a dedicated meeting space will be established and the assumption made that the person may be infected and therefore no additional facilities e.g. toilets should be made available.

All contractors will be requested to provide the schools with RAMS (Risk assessments and method statements) this will include a review of their control measures relating to COVID-19.

All meeting rooms will have a supply of hand sanitiser and tissues, bins will emptied daily

Windows will be left open where possible.

New and expectant Mothers

Pregnant staff and new mothers are classed as high risk and should follow government guidance, including staying at home.

A risk assessment is carried out for all returning to work new mothers, in conjunction with medical advice from the employee's doctor.

General

The school's statutory Health and Safety responsibilities will be carried out in conjunction with all the COVID-19 measures that the school has put in place. These will include Fire Drills, Emergency evacuation and other statutory testing that needs to take place at this time.

The school has updated other relevant policies (Safeguarding, Behaviour and Fire Safety Policy) with COVID19 relevant information and these are saved to Teachershare – Covid – Policies and Procedures related to COVID.

All relevant risk assessments are updated as new guidance becomes available.

