



## Ridgeway Primary School Addendum to Health & Safety Policy (COVID 19)

### **Policy Aim:**

To ensure that the risks of COVID-19 presented to children, staff and other site users are minimised.

### **Policy Objectives:**

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance
  
- To provide safe working and learning conditions
  
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
  
- To openly communicate on health safety and welfare

### **Policy Statement:**

Ridgeway Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

***This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment for reopening in September 2020 for all pupils and government guidance documents***

**Signed:** ..... Headteacher ..... Date

..... Chair of Governors ..... Date

## The School Will:

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - Monitoring the effectiveness of those measures by senior leaders
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required)
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is in place where possible across the site consistent with and appropriate to the numbers of pupils, staff and parents in the school
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
- Operate an enhanced cleaning regime for the duration of COVID
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID
- Educate pupils about COVID and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all students to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID
- Put in place the support required for the return of students with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
- Put in place any flexible working arrangements needed to support delivery of education during COVID including staggered start/end times and entrance/exit points to minimise pinch points and limit the number of people accessing the site at any one time.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
  - Someone falling ill or demonstrating symptoms on site
  - Deep cleaning in the event of an outbreak of COVID on site
- Provide appropriate personal protective equipment (PPE) as required by staff.
- Put in place arrangements for the continuing education of those children who need to self-isolate in the event of a confirmed case of COVID 19 or as a result of a local lockdown

## Who can attend school?

All pupils and staff should return to school from September.

An individual risk assessment will be in place for any person – staff or pupil - who may be at increased risk and this may include those who were previously shielding, are pregnant or those in a risk group.

## System of Controls

This is the set of actions Ridgeway Primary School will take with regards to 'prevention' and 'response' to any infection:



## Response to any infection:

Engage with the NHS Test and Trace process

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Contain any outbreak by following local health protection team advice

## Ventilation arrangements

Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Windows will be open provide natural ventilation.

## Outdoor spaces

Staff should considering using outside spaces for curriculum activities where possible. Grounds and locations must be suitably checked for defects and any hazards removed before use.

## PE/Sport / outdoor games and extracurricular sports

All classes will have a single PE each week delivered by Mr Lane or Progressive Sports.

- Equipment will be thoroughly cleaned between groups
- There will be no contact sports
- PE will take place outdoors as often as possible
- Where PE takes place indoors windows and doors will need to be open and social distancing will be observed.
- External facilities can be used, and government guidance on transport must be followed if transport is used.

### **Resources for teaching and learning**

Where different groups (bubbles) are using the same resources or equipment these can be shared within the group, but enhanced cleaning of these must take place between use by groups/bubbles. This includes cleaning of outside play equipment, toys, books, games and classroom resources.

Where resources such as reading books are taken home, they should be quarantined for 48 hours before being used by another group of children.

### **Dining halls/halls/gyms and other shared space**

Where groups are using the school hall, studio or other shared spaces. It is the responsibility of the classroom staff to wipe or with protect before leaving the room, leaving it clean for the next group. Children should all hand sanitize before entering a shared space.

### **Office workstations/laptops/computer use**

Teaching staff will be issued with a school laptop to avoid the sharing of equipment. Where this does happen, the member of staff should hand sanitise before use and wipe over the keyboard after use.

### **Classrooms**

Classroom and other learning spaces will be subject to enhanced cleaning. Each room will be provided with cloths and PROTECT spray. It is recommended that tables are wiped down regularly during the day.

This is particularly important when used for differing groups through the day e.g. spelling, RML, Reading.

Social distancing, where possible, should be in place between pupils from different classes when they need to come together for specialist teaching.

### **Toilets**

Toilets in the two storey block which are shared with several bubbles will be cleaned at lunchtime. Good hand hygiene after using the toilet will be encouraged.

## **Staff only areas**

School has provided designated rest areas for the staff within the four bubbles in school.

EYFS staff: Meeting Room  
Staffroom.

KS1 Staff: Studio

KS2

Staff:

Office Staff: Senior Leaders Office

Each area has been arranged in clusters to maintain social distancing. It is expected that staff will sit in class / year group clusters.

It is permitted for staff to access rest areas of other bubbles, however it is important that when doing so an appropriate distance is maintained between staff from different bubbles.

Staff are requested to hand sanitise on arrival in the rest areas.

## **Personal belongings**

Staff and pupils can bring their own belongings to school each day and take them home at night-time. They should be kept in personal cupboards or pupil lockers during the day for security. Handwashing after handling bags and belongings should be encouraged and sharing of equipment actively discouraged.

## **Staff - minimising contacts between people**

Staff will be based within a single class bubble for much of the time. There may be occasions where staff will need operate across year groups for RML and spelling where this is the case, staff should be at the front or side. Where a 2 metre distance cannot be maintained due to the age of the children, contact should be side by side rather than face to face.

Children should hand sanitise when entering a new room.

Some staff will move between classes providing specialist teaching or for cover purposes. In this instance, the staff should be at the front or side. Where a 2 metre distance cannot be maintained due to the age of the children, contact should be side by side rather than face to face.

Staff should hand sanitise between groups.

## **Visitors, parental contact and non-essential visits to site**

A record must be kept of all visitors (including professional visitors/support services personnel/contractors) to school sites as this may be required for test and trace. These should be retained for 21 days.

As far as possible contact with visitors, parental meetings and attendance by colleagues not school based should be undertaken remotely, by phone or video call.

Non-essential visitors will be kept to a minimum.

Where visitors/parents must enter the school premises, they must wear a face mask. On entry to the building they must hand sanitise and observe social distancing.

Staggered start and finish times and entrance and exit points will be implemented.

## **Face Masks**

Wearing a face covering or face mask in schools or other education settings is not recommended.

Where children come to school wearing a face mask, the following will apply:

### Disposable face mask

A bin will be located at each of the entrances for the disposal of face masks. It will be the child's responsibility to remove the face mask themselves and place it in the bin provided.

**Once the face mask is removed the child will need to hand sanitise immediately.**

### Re-useable face mask

The child must bring a sealable plastic bag in which to place the face mask. This must then be placed in the child's bag until the end of the school day. At no point should the mask be touched during the school day.

If the child does not have sealable plastic bag then the mask will be disposed of in the bin along with the disposable masks.

**Once the face mask is removed the child will need to hand sanitise immediately.**

**If the child wishes to wear the mask to travel home, the mask should not be donned until the child has exited the school building**

## **School Reception**

Access to the school reception will be limited to essential visitors only. Parental queries will be dealt with by telephone or email.

## **Planned building and construction work**

The hazard exchange process will take place with any contractors prior to starting any work. A risk assessment will take place to identify how they will control risk to themselves and others and how we will maintain both social distancing and hygiene arrangements.

## **Lettings**

Lettings of internal rooms and facilities will not take place during the autumn term. This arrangement will be reviewed in December 2020.

## **Fire, security, accident reporting and emergency procedures**

### **Emergencies**

In an emergency, for example, an accident or fire, people do not have to follow social distance measures stay 2m apart if it would be unsafe to do so.

### **Fire Drills**

Different assembly points will be implemented in the event of a fire drill to enable social distancing to be observed.

EYFS – Top playground by Trim Trail

KS1 – Cage

Lower KS2 – MUGA

Upper KS2 – Bottom Playground.

A fire drill will take place during week beginning 7<sup>th</sup> September to demonstrate this.

## **Educational visits**

There will be no Residential Education visits during the autumn term. This will be reviewed in December 2020. Day trips are permitted and schools should continue to risk assess educational visits as before and include appropriate Covid-19 risk control measures in their planning.

School will not participate in these for the autumn term – the situation will be reassessed in the spring term.

## **Uniform**

Pupils needs to wear full uniform from September. Pupils should come to school dressed in their PE kit on PE days.

## **Wrap around care and extracurricular provision**

Breakfast clubs and after school club will resume from September. To aid social distancing this will take place I the school hall. Dismissal and arrival will be via the hall door. Class groups and bubbles will be kept together as much as possible. .

## Music and singing

Music and singing in larger groups could provide an additional risk of infection. Therefore no Sing it Loud sessions will take place during the autumn term. This will be reviewed in the spring.

Singing / instrument playing should take place outdoors or in a larger space such as the hall or the studio. Ensure that windows are open to increase ventilation.

Place pupils back to back or side to side, rather than face to face.

Where instruments are shared they should be cleaned between use.

## Wellbeing

### Staff health and wellbeing

The Governing board of Ridgeway Primary School and senior leaders will take positive steps to manage the wellbeing of all staff, including the Headteacher and senior leaders themselves. All working practices /timetabling/start and finish timings will promote good work-life balance and support the wellbeing of all staff working in school. Workload will be carefully managed to ensure this.

Staffordshire County Council Health & Wellbeing Service provides information on mental health and staff wellbeing and is available on the MindKind pages of the SLN:

<https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Mindkind/MindKind.aspx>

### Pupil Wellbeing

A strong focus will be placed on mental health, pastoral and wider wellbeing support for children returning to school. Further guidance on supporting children and young people's mental health and wellbeing can be found:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

### Risk Assessments

School created a Covid-19 risk assessment as part of plans for wider opening in June 2020, this risk assessment has now been reviewed in preparation for September opening. A copy of this can be found on the school website.

**Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:**

- The most up to date copy of the Whole School Risk assessment - this will be emailed to staff and is available on the following link:

[https://www.ridgeway.staffs.sch.uk/admin/ckfinder/userfiles/files/Coronavirus/Coronavirus%20September%202020%20risk%20assessment%20COVID%20FINAL\(1\).pdf](https://www.ridgeway.staffs.sch.uk/admin/ckfinder/userfiles/files/Coronavirus/Coronavirus%20September%202020%20risk%20assessment%20COVID%20FINAL(1).pdf)

- Addendum to First Aid Policy for during COVID-19 - this will be emailed to staff and is available on the following link:  
[https://www.ridgeway.staffs.sch.uk/images/image\\_gallery/large/1598887441.pdf](https://www.ridgeway.staffs.sch.uk/images/image_gallery/large/1598887441.pdf)
- Government guidance preparing for wider opening of schools updated 29<sup>th</sup> August 2020  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Government actions for schools during the coronavirus outbreak updated 26<sup>th</sup> August:  
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

**August 2020**  
**Joanne Jelves**  
**Headteacher**