



BOTTISHAM VILLAGE COLLEGE

HEALTH & SAFETY POLICY COVID-19

THIS IS AN ADDENDUM TO THE HEALTH &
SAFETY POLICY

THIS POLICY WAS APPROVED:	SUMMER 2020
POLICY VERSION:	VERSION 1.0
THIS POLICY WILL BE REVIEWED:	
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF OPERATIONS
THIS POLICY WAS CONSULTED WITH:	TRUST BOARD
THIS POLICY WAS CONSULTED WITH EXTERNAL UNIONS (HR POLICIES)	
THIS POLICY WAS DISTRIBUTED TO:	

1. Introduction

This policy addendum is created to support the safe re-opening of Anglian Learning schools, alongside a review of the main policy.

Anglian Learning recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our pupils, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the schools continue to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of pupils, staff and the wider community are implemented.

2. Risk assessment

The Trust and each school have continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our schools (from June 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment covers the following Health and Safety elements:

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed COVID-19 cases
- Curriculum / learning environment
- Communication
- Governance
- School events (including trips)
- First Aid requirements
- Risk management in the workplace for offices
- Face-coverings
- Home-test kits

The risk assessment and action plan are fluid and are regularly reviewed as guidance changes to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

Further guidance can be found:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

3. Arrangements

Accident and incident reporting

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within our schools will be recorded through the Director of Operations using the usual RIDDOR procedures, as well as reporting to Public Health England (PHE)

In the event that essential workers (those who are required to work on site) show symptoms of COVID-19, HR may refer the worker for testing or a worker can refer themselves through the essential worker portal. If a worker is not required to work on site they can still refer themselves through the NHS site.

All members of the school community who complete a COVID-19 test will be requested to submit their result, either positive or negative, to the Headteacher as soon as possible

Further guidance has been issued for First Aid Requirements during COVID 19, this is linked to the Medical Needs and First Aid Policy

In addition, PPE kits have been provided by the Local Authority, in the event of emergency supplies, the Trust will arrange for emergency stock should these be required.

For up to date guidance on symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirussymptoms/>

4. Cleaning

During the school closure the school has been cleaned thoroughly by inhouse or contracted staff.

New cleaning procedures have been incorporated in the COVID-19 Risk Assessment and include daily cleaning for each area being used.

High risk areas, such as door handles, hard surfaces and light switches should be cleaned regularly with a thorough clean at the end of each day.

A full list of cleaning and PPE have been made available to purchase from VHS and further links provided for COVID-19 purchasing through Amazon (COVID-19 supplies for Healthcare and Public Sector Organisations).

5. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority and Trust
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority and Trust
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Trust Director of Operations.

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff
- Follow government legislation both at and outside of school

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk

of transmission

- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community.