

John Fletcher of Madeley
————— *Primary School* —————

Health, Safety and Welfare at Work Policy



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COVID19 Information from page 27 -Added May 2020

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1: SCHOOL HEALTH AND SAFETY POLICY STATEMENT

The School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. The governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and safe systems of work.

In order to implement this policy the Governors and Headteacher undertake, so far as is reasonably practicable, to:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- manage risk to ensure safety and avoid damage to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- bring to the attention of all employees, pupils, volunteers, visitors, and contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify dangers which exist at the place of work through risk assessment and then either eliminate the hazard or reduce by controls; bring such hazards to the attention of employees and others who may be affected. This will include procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition the Governors and Headteacher will:

- keep abreast of legislation and best practice by ensuring that adequate and appropriate advice is provided by persons competent in health and safety matters;
- allocate sufficient resources to ensure effective safety management;
- monitor health and safety performance on a regular basis and keep necessary records;
- bring this policy statement and relevant safety arrangements to the attention of all employees and, as appropriate, other persons affected by the school's activities,
- review and amend this policy statement, organisation and arrangements as often as necessary.

This statement of policy was approved by the *Governing Body* at their meeting on

Signed: _____

(Chairperson)

(Headteacher)

Date: _____

2. KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

TITLE	NAME
Head of School	Mrs Rhonda Welsh
Senior Administrator	Mrs Nicola Smith
Site Manager/ Caretaker	Mr Tom Dimpleby
Senior First Aider	Ms Sonia Lee
Senior Lunchtime Supervisor	Mrs Denise Shaw
Governors Health and Safety Committee	Executive Committee

Health, Safety and Welfare Advice and Training:

Telford & Wrekin Council's Health, Safety & Resilience Manager - Jo Revell 01952 383627
 Health and Safety Adviser for Schools - Donna Adlam 01952 381817
 Corporate Health and Safety Training 01952 383618

Fire Control/Emergency Evacuation:

Fire Safety Officer (Shropshire Fire & Rescue Service) 01743 260260
 Nominated Premise Fire/Emergency Co-ordinator: Mrs Rhonda Welsh
 Deputy Fire/Emergency Co-ordinator: Miss Stephanie Wilkes
 Fire Marshalls: Designated staff

Reporting and Recording of Accidents etc:

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Mrs Nicola Smith

First Aid

Certificated First Aiders:..36.....
 Paediatric First Aiders: ...13 full and 22 Emergency.....

Educational Visits Co-ordinator (EVC):

Ms Sonia Lee

Asbestos and Legionnaires Coordinator:

Mrs Nicola Smith

Portable Electrical Appliance Testing Nominated Co-ordinator:

T&W (part of buy-back)

Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH)

Mrs Nicola Smith

3. RESPONSIBILITIES OF NOMINATED PERSONNEL

3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy.
- will ensure the Health and Safety Policy is translated into effective action at all levels within the school
- will ensure that the school complies with Health and Safety Legislation and that Codes of Practice and Guidance are followed to ensure safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor's meeting
- in liaison with the Headteacher, will ensure that professional, competent health and safety advice is available
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator appointed for the school premises
- will make adequate financial provision for enabling the policy to be put into effect
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis
- will ensure the Health and Safety Policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher

3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements
- will appoint key personnel to take responsibility for operational health, safety and welfare issues
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance and take such steps as may be necessary to improve performance
- will ensure that all employees have access to a copy of the school's Health and Safety Policy and are aware of their responsibilities.
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for facilitating the necessary health and safety training for staff, in order for them to undertake their work safely
- will ensure that suitable and sufficient assessments of risks to the health and safety of all persons on the school premises or affected by school activities are carried out and

that risks are controlled by effective and proportionate means. The assessments are recorded, together with the significant findings of the assessment and highlight any employees identified as being especially at risk

- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- will be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Business, Development and Housing and an Asbestos Management Plan is completed and reviewed annually.
- will be responsible for ensuring that there is liaison with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken;
- will be responsible for ensuring that plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues are maintained;
- will be responsible for ensuring that there is liaison with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;

3.3 The member of staff in charge of Health & Safety

- will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether adequate standards of health, safety and welfare are being achieved
- will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc)
- will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that

- defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- will liaise with and seek advice from outside Health and Safety Advisers (e.g. Corporate Health and Safety Adviser), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc) when necessary.
 - will ensure that they understand current legislation affecting health, safety and welfare of staff, pupils and others.
 - will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others;
 - will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
 - will liaise with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
 - will ensure that vehicles belonging to the school are maintained in a safe condition.

3.4 Teaching Staff

- will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management as appropriate.

3.5 Support Staff

- will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher\delegated senior member of staff\line manager.

4. GOVERNORS HEALTH AND SAFETY COMMITTEE

The Executive Committee will be responsible for Health & Safety. Any Health & Safety matters will be reported at each Full Governing Body meeting.

5. SCHOOL HEALTH AND SAFETY POLICY ARRANGEMENTS

5.1 ACCESS ON TO AND EXIT FROM THE SCHOOL SITE

The school premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Footpaths and crossing points are provided to control the risk of children coming into contact with vehicles when on site.

Letters will be sent to parents to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances. Parents are responsible for their children until handed over at the classroom doors. Parents should have vehicular access to the site only with a disabled pass signed annually by the school.

5.2 ACCIDENTS, INCIDENTS AND NEAR MISSES AND ACCIDENT REPORTING

Please refer to the Accident Reporting Procedure (a hard copy of this procedure can be found in the Staff Handbook):

<http://ecouncil/CommunityProtection/OccupationalHealthSafety/Documents/Accident%20Reporting%20and%20Investigation%20Procedure%20e.DOC>

If there is any uncertainty to what needs reporting staff can contact the Health and Safety Advisors for advice and support 01952 383629. Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form will be completed by the Headteacher or nominated senior member of staff in their absence.

- A copy is retained for the school files in the Business Manager's office,
- All details are entered onto MyView, Telford and Wrekin Council's online personnel system

Also see section 5.10 for recording minor injuries and first aid treatment.

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the *Governors' Committee with Health and Safety Responsibilities* for consideration of further action.

STAFF must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries and duplicates are kept in the relevant accident book.
- Information about children's allergies are readily accessible to staff and supply teachers on the register sheet.

5.3 ASBESTOS

Staff will be made aware of the areas in the school where there is known to be asbestos. This is to ensure they understand how it is being managed and what to do in the event that they notice that it is becoming damaged.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any concerns they must contact the Headteacher and/or Site Manager.

The Asbestos Survey is kept in reception and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is located in the front of the survey.

5.4 BAD WEATHER CONTINGENCY PLANS

Site staff will be responsible for ensuring the site remains in a safe condition and a risk assessment for gritting the site during icy and snowy conditions will be available. Staff must stick to the agreed routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

5.5 CHEMICAL AND SUBSTANCE SAFETY

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN

ASSESSMENT OF THE RISKS THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's *COSHH Assessment Co-ordinators* (named in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impracticable then a full COSHH risk assessment will need to be carried out and documented. Copies of these documents will be available in the risk assessment file.
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff know that they are to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personal protective equipment/clothing is available and used when required (See Section 5.16 PPE.) All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher or if not available, Business Manager/administrator

5.6 COMPUTERS

Staff who use computers, including laptops, for 1 hour or more at any one time during their working day must undertake a workstation risk assessment.

Speak to the Senior Administrator who will be able to give you a copy of the self-assessment and run through the procedure. If any changes or equipment are required that cannot be resolved directly by the user then report back to your Headteacher who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from the Health and Safety Advisor.

5.7 CONFIDENTIAL COUNSELLING SERVICE

Telford & Wrekin Council provides a confidential counselling service for all employees and their families. Governors commend the use of this service to staff. Information on this service can be found in the staff room.

5.8 CONTRACTORS

All contractors working on the school premises are to report to the school office prior to starting work. They must be shown the relevant part of the asbestos survey and sign the ASBESTOS SIGNATURE SHEET to indicate that they will be expected to operate within the guidelines set to avoid disturbance of asbestos.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Telford & Wrekin Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The procedure for this type of work will be agreed prior to work commencing and amended during the work activity as necessary especially when there are unforeseen developments.

Contractors working on the school premises should familiarise themselves for the school's safeguarding leaflet available from Reception when signing in.

School safety arrangements regarding contractors

Telford & Wrekin Council requires contractors included on their approved list to be CHAS registered or registered by another of the other Safety Schemes in Procurement. This provides a measure of confidence in the contractor's ability to manage health and safety. Schools should select contractors from the approved list wherever possible.

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues, supported by documentation where necessary;
- require the contractor to provide method statements, permits to work etc., as applicable;
- seek confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
- clarify the responsibility for provision of first aid and firefighting equipment and the procedures to be followed in the event of emergency;
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk;
- agree arrangements for suitable working times and segregation of school activities from the contractors work areas;
- seek confirmation that all workers are suitably qualified and competent for the work.

5.9 FIRE SAFETY AND EMERGENCY EVACUATION

The Fire Risk assessment is in the Fire Safety file in the Admin Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by an external inspector. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

Chubb (via buy-back) checks all firefighting and detection equipment to ensure that it is present in the correct locations and has been subject to a service check within the last 12 months. In addition there is an annual check of all fire extinguishers by Chubb (via buy-back).

The fire alarms are tested weekly by the caretaker and emergency lighting monthly. Records are kept in the book found in the Caretaker's office.

Notices around school have the following information. (Signs should comply with Health and Safety (Signs and Signal) Regulations 1996)

**FIRE ALARM / BOMB THREAT INSTRUCTIONS:
IF YOU DISCOVER A FIRE**

Press the fire alarm nearest to where you are:

- 1. The alarm will sound.**
- 2. Pupils and staff will walk out of school by the nearest safe exit**
- 3. Classes line up on both playgrounds**
- 4. Admin staff to take Attendance Registers and check that all children in their classes are out of the building. Nominated persons will check the toilets and restrooms.**
- 5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
- 6. Await further instruction before returning to the building.**

Fire drills take place every term. Details are recorded and notes made of any problems which need remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned by the Senior School Administrator.
- Staff will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the admin staff will take registers with them on evacuating the premises and hand out to the Teachers at the muster points.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to reception and sign in using the Inventory system and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance, a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is

likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

Instructions in the Event of a Lockdown

Aim:

Our aim is to ensure that all children are inside the school building and the building is secured as soon as possible.

Emergency Signal:

In the event of a Lockdown of the premises, the bell will ring 6 times and a whistle will be blown 6 times for any children outside. On hearing this signal, staff should:

- Ensure all windows and fire doors are locked
- Ensure that all children are in the classroom
- Ensure that all children remain in the classroom
- Children in demountable classroom should be brought into the main school building, if safe to do so.

If it is felt that the children would be safer in the halls, the bell will ring again another 6 times. At this point, staff should walk the children down to the hall briskly and quietly. However, if this is not felt to be the best case, staff should keep the children in the classrooms.

Once the threat is eliminated and it is felt that the site is safe again, the bell will ring continuously for a few seconds to signal an 'All Clear'.

At lunchtime, the Lunchtime Supervisors will be responsible for bringing the children into school and into their classrooms. Each year group should congregate in one of the classrooms. The demountable must not be used. Where possible, class teachers will ensure that all children within their class are accounted for. Where this is not possible, the Senior Lunchtime Supervisor will distribute lunch registers to account for the children. A member of SMT/Admin team will check each year group to ensure all children are safely accounted for.

At playtimes, upon the signal, children should make their way immediately to their classrooms.

The Headteacher or designated senior member of staff in charge will be responsible for giving the 'All Clear' signal.

Please note:

Once the bell has been rung 6 times to indicate a lockdown, the switch on the South side should be switched to off so that any bells that would ring automatically eg playtime bell do not confuse staff.

5.10 FIRST AID

The school will ensure that first aid can be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on an approved first aid course and two other members of staff have the additional paediatric training.

This training is provided by approved providers. Copies of the First Aider's certificates are stored by the Senior First Aider.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations in School Offices.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from Ms Sonia Lee. She is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related then this will be reported and recorded using the Telford & Wrekin Accident Report form and a copy kept securely in case of follow up investigation or claim. See section 5.2 for further information on accident/incident reporting.

Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Where ever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in the school office or, if required to be refrigerated, can be found stored in the fridge located in the admin office. Further advice can be found in the Medication in Schools Guidance found in the Education Health & Safety Manual or eCouncil site.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

5.11 HOUSEKEEPING

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the children.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the cleaner in charge should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis.
- Good food hygiene standards are observed by all staff serving school meals.
- All school staff are responsible for reporting health and safety issues as these arise to the Headteacher/person with delegated responsibilities for health and safety.

5.12 LONE WORKING

Working Alone should be avoided wherever possible.

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be available in the Risk Assessments folder.

Any staff wishing to work on the premises outside normal school hours must have prior agreement from Headteacher or designated senior manager.

Also see section 5.20 for school security and people responding to call-outs.

5.13 MANUAL HANDLING

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, training will be provided.

A specific manual handling risk assessment will be undertaken for the task and reviewed regularly, staff must follow the control measure at all times.

General manual handling guidance for all staff

To avoid manual handling injuries all staff should follow the basic manual handling procedures:

- Plan the lift before you start.
- Assess the load - if it is awkward or heavy, find out whether there is a mechanical aid to use e.g. trolley or a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

5.14 MINI-BUS USE

The School follows the guidance from Telford & Wrekin Council and all staff have been made aware of the guidance which can be accessed on the ECouncil site.

The mini-bus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport. This driver advice is also applicable to self drive hire or otherwise "borrowed" vehicles. Staff who have taken the Telford & Wrekin Council's test to drive children in the mini bus and are qualified to drive mini buses.

5.15 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

The member of staff in charge of Health and Safety will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, store it correctly and report any faults so that replacements can be provided.

5.16 PLAY EQUIPMENT (indoors and outdoors).

All play equipment must be used in accordance to the manufacturers/installers instructions. All new pupils are given an induction on the equipment before they first use it. Instructions for use are available on the T Drive or from the PE co-ordinator.

Staff rota for break time supervision can be found in the Staff Room. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are suitable for its use. Headteacher/Deputy Headteacher/ Playground Supervisor to make the final decision for the equipment to be used.

Weekly visual inspections of the indoor and outdoor play equipment are undertaken by the caretaking staff. Records of the inspections are recorded and kept in the Caretaker's room. Quarterly inspections of outdoor play equipment are undertaken by the Grounds' Maintenance Team from T&W. Annual inspections are undertaken by 'ROSPA' and the report is kept on P2 and in the Business Manager's office.

For further information and details of the checks required see the Playground Inspection & Maintenance Guidance contained in the Education Health & Safety Manual or eCouncil site.

5.17 PORTABLE ELECTRICAL APPLIANCE TESTING

The Headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor. A register of all such electrical equipment used in the school is kept electronically.

No equipment other than that purchased as new may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested. The testing of such equipment is included in the buy-back contract from Telford & Wrekin Council.

All staff will be instructed to visually check electrical equipment for obvious defects before use.

All hard wired electrical installations are maintained by the Facilities Management Team at Telford & Wrekin Council at least every 5 years unless changes have occurred.

5.18 PREGNANCY AND NEW MOTHERS

Risk assessments must be produced to identify any further precautionary measures that are needed to protect pregnant employees. If you are expecting a baby (or have given birth in the last six months) you will need to let the Headteacher know as soon as possible. Your Headteacher will review the risk assessments applicable to you to ensure that you are as safe as possible during your pregnancy and will take any additional measures needed to protect you.

5.19 RISK ASSESSMENT

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the Telford & Wrekin Council risk assessment template. Risk assessments should be reviewed annually or if significant changes require this to be done earlier. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the member of staff in charge of Health & Safety.

- Risk assessments will be carried out or reviewed before every educational visit
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

There is guidance on risk assessment in the Education Health & Safety Manual and a resource called the risk assessment bank that can be used to help record suitable risk assessments. Training on risk assessment can be provided by Telford & Wrekin Council's Workforce Development Team.

5.20 SCHOOL SECURITY (Safeguarding)

This will be monitored at least annually by the Health and Safety committee.

- Gates are shut at the same time each day in the morning at 9.15am after which time access to school is through the main Reception. After school clubs use various doors and parents are notified at the beginning of each club which door will be used.
- The school administrator monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge (See Visitors to School Policy).
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- The following staff have a set of keys to access the school at any time: Mrs Rhonda Welsh, Miss Stephanie Wilkes, Miss Julie Marriott and Mr Tom Dimbleby. They can also activate the school's electronic security system. The School Senior Administrator has a full inventory of key holders and keys that have been allocated.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The Caretaker is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. All staff have responsibilities for ensuring their own windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out or see section 2: Business Watch, Mrs Rhonda Welsh.

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

Lone person attends

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see section 5.12 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

A copy of the detailed procedures introduced to control these risks will be kept in the Risk Assessment file.

Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

5.21 STRESS

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems. Training is available on handling personal stress and employees are encouraged to take their PPA time and take regular exercise. Heads are expected to be able to recognise and manage stress and try to promote a harmonious working environment within their teams. Training is available to help with this.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher or contact the Telford & Wrekin Occupational Health Team (tel: 383630/383631). If you wish, all such contact can be confidential. All employees can also contact one of the independent employee counsellors for free, confidential counselling. Leaflets giving the numbers are available in school on Staff Room Notice Board and on the ECouncil site.

5.22 SUPERVISION OF PUPILS

The school will be open from 8.45am to 3.15/3.20pm on weekdays during term times (a Breakfast Club runs from 7.30am for specific children registered with this club). Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

5.23 TRAINING IN HEALTH AND SAFETY

Training on various aspects of health and safety is a legal requirement. Initial training is organised on induction and more specialist training is arranged as needed. Some training may be provided on the job. Your headteacher or manager will have details of any courses you need to attend or other opportunities to improve your health and safety skills. You should be given the opportunity to put your health and safety skills into practice and your headteacher or manager will need to follow up to check that the training you've received has been effective.

Some training is very specific to the job you are doing and should be undertaken *before* commencing work. Examples include The Moving and Handling of People, Driving Skills and Control of Substances Hazardous to Health.

One of the core competencies for Headteachers and managers is health and safety and all Headteachers and managers will be assessed on this and encouraged to improve their skills and knowledge.

5.24 VIOLENCE

The School follows Telford & Wrekin Council's Policy and Guidance on Personal Safety at work. The Headteacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse see 5.2. for Accident Reporting.
- are aware of Telford & Wrekin Council's arrangements available for victims of violence at work.
- know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where required.

5.25 VISITS AND JOURNEYS

Telford & Wrekin Council's Educational Visits and Journeys Guidance is followed and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessment.)

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They will read and be aware of the Telford & Wrekin Council Educational Visits and Journeys Guidance.
- They must ensure the ratio of adults to children will comply with Telford & Wrekin Council's Guidance and approved by the EVC\Headteacher.
- They must get the consent of every child's parents before taking them on a visit. Parents/guardians may have signed a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum.
- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be arranged.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for accompanying adults.

5.26 WORKING AT HEIGHT

Working at height, such as on a roof or up a ladder, can be very hazardous. An assessment must be made of the risks from such work, which should be designated out wherever possible. Equipment used for working at height must be suitable for the job, regularly

inspected and well maintained. Relevant staff, particularly site managers/caretakers, must have completed ladder safety training if using a ladder is an unavoidable part of their work.

5.27 WORK EQUIPMENT

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given to the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Caretaker/Site Manager/or will be under contract for maintenance and repairs either via Telford & Wrekin Council - or the Supplier.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Caretaker's Office.

6. MONITORING AND REVIEW

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self Monitoring Checklist and Fire Risk Assessment which is required by Telford & Wrekin Council.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident and incident reports

2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Progress on health and safety and fire action plans, policy and procedure updates
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

NB Whenever the word "parent" is used, it is done so considering Section 576 of the Education Act 1996 (EA 1996), where a "parent" in relation to a child or young person is defined as:

- *The biological parents of a child, whether they are married or not.*
- *Anyone who although not a biological parent has parental responsibility for a child.*
- *Any person, who although not a biological parent and who does not have parental responsibility, has care of a child or young person.*
- *A person typically has care of a child or young person if they are person with whom the child lives, either full or part time and who looks after the child, irrespective of their biological or legal relationship with the child (for example, a foster carer or family and friends' carer who has been delegated responsibility for taking day-to-day decisions about the child but does not have parental responsibility).*

COVID19 Health and Safety - May 2020

The school will keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly. Information on the school website is updated regularly to reflect this information. Any change in information is shared with the Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email.

Policies and Procedures

School leaders will ensure that all policies impacted on by coronavirus controls are updated. All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Policies and procedures to support independent toileting policy
- Behaviour policy

All staff have regard to all relevant guidance and legislation including, but not limited to, the following (accessed via the T-drive):

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- DfE and PHE (2020) 'COVID-19: guidance for educational settings'
- The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.
- A comprehensive and current list of key staff members available each day
- Staff are made aware of the school's infection control procedures in relation to coronavirus through staff training
- Parents are made aware of the school's infection control procedures in relation to coronavirus via/ booklet/letter/school website updates/social media/social distancing posters around the school site - they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus
- Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the first morning of their phased return - dates vary depending on the year group/class. All are informed that they must tell a member of staff if they begin to feel unwell
- Regular electronic briefing issued to staff. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.

High risk individuals

Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID - 19)

Vulnerable staff and pupils

Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus.

A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.

If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household

protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced

Good hygiene practice in school - General

- Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)
- Pupils to either sanitise and wash their hands with soap upon entry to school, before and after break times and lunchtimes for no less than 20 seconds
- School to use the E-Bug material
- Teachers to provide hand wash demonstrations
- Teachers to reiterate key messages in class-time (when directed) to pupils to:

- Cover coughs and sneezes with a tissue,
- To throw all tissues in a bin
- To avoid touching eyes, nose and mouth with unwashed hands.
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors
- Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas
- Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas
- Pupils and staff do not share cutlery, cups or food. Staff to use their own cups and utensils
- All utensils are thoroughly cleaned before and after use
- Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly
- Follow T&W cleaning in school guidance

Good hygiene practice - specific - school entrance

- Clear signage in place regarding social distancing
- Barriers/screens to be used by Reception staff when dealing with parents/visitors/contractors
- Remove screen signing system, receptionist to have a written log of visitors/contractors
- Areas touched to be wiped down
- Discourage parents from entering the school building
- Reduce the amount of people accessing reception area at any one time
- Rearrange/remove furniture in Reception area to facilitate social distancing.
- Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Good hygiene practice - specific - office spaces.

- Office staff/Head/Deputy Head will all have access their own computer that is not in use by persons other than themselves

- Ensure distancing is maintained between desks
- Tissues/hand sanitiser to be available in office locations
- Staff to sanitise and wash hands on arrival at school
- Each individual is responsible for wiping down their own work area before and after use.
- Each individual responsible for wiping down equipment such as photocopiers
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Hygiene practice - specific - spread of potential infection at the start of the school day.

In line with government advice:

- Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus
- Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up
- Inform each year group and their parents of their allocated times for the beginning and end of their school day - 8:45am - 9am (Drop off) and 3:15pm collection
- Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival - Reception and Year 1 (KS1 Entrance and Exit), Year 6 and Provision (KS2 Entrance and Exit)
- Pupils to be supervised in accessing hand-washing facilities on arrival
- All staff to sanitise/wash hands on arrival in school
- Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day
- Make parents and pupils aware of government recommendations with regard to transport to and from school.
- Issue information to pupils in relation to restrictions on their movement around the site
- Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Hygiene practice - specific - toilet/changing facilities.

- Staff to wear additional PPE when supporting pupils with toileting routines - mask, gloves, apron (see PPE guidance for schools)
- Any soiled clothes are put into a plastic bag (double bagged) and sent home.

- Restrict numbers of children using the toilets to ensure 2m social distancing is maintained - only one child from each class at any one time - spots for queuing outside toilets
- Provide paper towels instead of blow dryers (less risk of aerosol)
- Prop doors open where possible to reduce hand contact surfaces
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.

Hygiene practice - specific - end of the school day.

- Issue information to parents about departure procedures, including safe pick-up
- Inform pupils and parents of their allocated times for the end of their school day - 3:15pm - enter through either KS1 or 2 entrance and follow one-way system to playground areas
- Inform pupils and their parents of the allocated exit points and pick up points usual collection door - entry to site will be staggered by member of staff to ensure there is no congestion and social distancing is maintained
- Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day.
- If waiting to collect pupils, parents are to remain in cars away from the school entrance and park safely
- Make parents and pupils aware of government recommendations with regard to transport.
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Ill health in school

- Staff are informed of the symptoms of possible coronavirus infection,
 - A high temperature - this means they feel hot to touch on their chest or back (they do not need to measure their temperature)
 - A new continuous dry cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
 - Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools)

- All staff are informed of the procedure in school relating a pupil becoming unwell in school
- Any pupil who displays signs of being unwell is immediately referred to **Sonia Lee/Gill Crossley** and taken to the Medical Room
- Any staff member who displays signs of being unwell immediately refers themselves to **Sonia Lee/Gill Crossley** and is sent home (See guidance on Dealing with incidents at school).
- Where the named person is unavailable, staff ensure that any unwell pupils are moved to a seat outside the admin office whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing
- If a pupil needs to use the bathroom, they should use a separate bathroom (Disabled toilet by Reception classes) which will be cleaned after use.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained
- If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen
- Unwell pupils who are waiting to go home are supervised in **The Medical Room** where they can be at least two metres away from others
- Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.
- Following a suspected case, Head teachers should follow the guidance in appendix 1
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Management of pupil numbers to ensure the ability of pupils and staff to practice good social distancing.

- Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend
- Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable
- Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children

back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

- Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so
- Timetable reviewed and refreshed and programme communicated to teachers and staff
- No more than 15 children in a class where space allows
- Desks should be spaced as far apart as possible
- Where possible, pupil movement to be limited to make social distancing easier and teachers to move between allocated classrooms
- Leaders to consider how best to supplement remote education with face-to-face support for pupils.

Mental Health and Wellbeing for pupils

- Where year groups are returning to school we would expect leaders and teachers to;
 - consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn
 - assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks
 - identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils
 - support pupils in year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to year 7

If a pupil is tested and has a confirmed case of coronavirus.

In line with government advice:

- The rest of the class/group should be advised to self-isolate for 14 days

- The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.
- See advice in Dealing with Incident procedure

As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.

Insufficient staff to run face-to-face sessions for pupils.

- Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school
- Protocols for staff to inform leaders if they need to self-isolate are clearly in place
- Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.

Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.

- Allocated outdoor areas for each year group to be identified for break time (timetabled).
- Pupils will eat lunch in classrooms and playtimes will be staggered.
- Pupils advised not to play contact games at break time. Ball games and shared outdoor equipment to be prohibited
- Pupils to be supervised in sanitising and washing hands before and after lunch
- Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Spread of infection in classrooms/shared areas.

- All unnecessary items to be removed from classrooms and learning environments and stored elsewhere
- All soft furnishings and items that are hard to clean to be removed
- Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15
- Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible
- Tissues and hand sanitiser to be located in each classroom/learning space

- Lidded bins to be emptied daily in classrooms.
- Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open
- Where possible, windows to be opened to provide ventilation.
- Inform all the pupils that they must use their own equipment provided by school to reduce the risk of infection
- Staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use
- Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use
- Shared teaching resources to be cleaned prior to and after use weekly
- If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned
- Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time - **Team Zones are in place to minimise risk of transmission.**
- Staff to be reminded to adhere to social distancing at all times
- Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc
- Staff must wash and dry their own cups, plates and utensils, using disposable towels.
- Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

Emergency evacuation due to fire etc.

- Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained
- Practice fire drill completed in first week
- Leaders to communicate procedures to all staff
- Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.

Cleaning is sufficiently comprehensive.

- Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening
- A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures - Jane Waters

- Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning
- Disposable gloves/wipes/sprays are next to photocopiers/printers etc
- Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).

Contractors, deliveries and visitors increase the risk of infection.

- All contractors to be checked to ensure that they are essential visitors prior to entry to the school
- Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils
- All contractors/visitors to sanitise and wash hands either on entry to the school site
- Contractors and visitors are directed to specific/designated handwashing facilities
- All areas in which contractors work are cleaned in line with government guidance
- Contractors to bring own food, drink and utensils onto site.
- Staff who receive deliveries to the school to wash hands in line with government guidance after handling
- Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries
- If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building
- Surfaces to be cleaned after any deliveries have been made.

Professional Visitors

- All visitors to be checked to ensure that they are essential visitors prior to entry to the school
- Pre questionnaire completed by professional visitor
- Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils
- All professional visitors to sanitise and wash hands on entry to the school site
- Professional visitors are directed to specific/designated handwashing facilities
- All areas in which Professional visitor work are cleaned in line with Government guidance
- Professional visitors to bring own food, drink and utensils onto site.

- Professional visitors to be responsible for cleaning their own equipment and personal belongings