



**HEALTH AND SAFETY SUPPLEMENTARY POLICY
COVID -19
Ref No HSCP002 - A**



Katherine Semar Junior School

**Ross Close
Saffron Walden
CB11 4DU**

Prepared by: Peter Mclean Tech IOSH

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1: Health and Safety Policy Statement

SAFFRON ACADEMY TRUST

Katherine Semar Junior School

The health and safety of all the people who work or learn within the **Saffron Academy Trust** are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our school children/students, their parents and anyone else that may be affected by our activities.

Saffron Academy Trust especially recognises its duty of care towards others that are not in our employment, particularly the school children/students. These people also include parents, visitors, and contractors with whom we interact both within **Saffron Academy Trust** premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children/students, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety within the **Saffron Academy Trust** rests with the **Chairperson of the Academy Trust**:

Signed: **Chairperson of Academy Trust**

Signed: **Katherine Semar Junior School Associate Headteacher**

Dated:

2. Introduction

Katherine Semar Junior School recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety 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 children, 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 Katherine Semar Junior School continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

3. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for full opening of our school (from September 2020) a detailed risk assessment has been undertaken by the Headteacher supported by the Trust and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

- Preparing Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Transport
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases in school
- Pupil Re-orientation
- Remote Education Contingency Plan
- Transition into new year group
- Safeguarding
- Curriculum / learning environment
- Communication
- Governors/Governance
- School events (including trips)
- Finance

The risk assessment and action plan are dynamic and are regularly reviewed 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.

4. Roles and responsibilities

a. Under the direction of the Governing Body Saffron Academy Trust 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
- 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
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

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 or Trust Head of Facilities and Operations
- 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

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
- Always adhere to government guidance to reduce the risk of transmission

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

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