



**Villa Real School**

*together we achieve*

# Supplementary Health & Safety Policy for COVID- 19 2020

Responsibility: Jill Bowe Date: July 2020

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 20.07.2020

Date to be reviewed: As and when required

## **INTRODUCTION**

Villa Real recognises and accepts the requirements of the Health & Safety at Work etc Act 1974, and its associated Regulations and has an existing Health & Safety Policy which sets out how the school does this.

Villa Real recognises the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health, safety and wellbeing of our children, staff and the wider school community. This document has been written in accordance with the current guidance from the Department for Education (DfE), Public Health England (PHE) and the Local Authority in relation to managing risks associated with COVID-19.

## **RISK ASSESSMENT**

In order to ensure the safety of staff, children and the wider school community during this unprecedented time a detailed risk assessment has been undertaken and where need identified appropriate actions taken. The risk assessment covers the following Health and Safety elements;

- Social Distancing
- PPE
- Response to suspected/confirmed COVID-19 cases.
- First Aid
- Cleaning and Waste Disposal
- Classrooms and Groups sizes
- Curriculum
- Maintaining hygiene standards
- Staffing
- Emergency Evacuation
- Catering
- Building & Facilities risks
- Office Areas
- Visitors and Deliveries
- Guidance and Communication
- Educational visits
- Transport

The risk assessment is dynamic and regularly reviewed to meet the school's needs. All appropriate documentation is shared with the whole school team.

## **ROLES AND RESPONSIBILITIES**

### **The Headteacher will:**

- Have overall responsibility for the development and implementation of the policy, risk assessment and further actions identified.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils/ students and staff and ensure there is appropriate support in place.
- Communicate with parents and carers on a regular basis, ensuring that they are kept up to date with current guidance that ensures the safety of all staff and children.
- Liaise with the governing body on a regular basis.

### **The governing body will:**

- Regularly assess the effectiveness of the policy, risk assessment and any associated actions plans.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils/ students and staff and ensure there is appropriate support in place.

### **All staff will;**

- Make their immediate manager aware if they are taken unwell whilst at work.
- Make their immediate manager aware if they feel that they have symptoms of COVID-19.
- Report any sickness absence to the Headteacher on the first day of absence.
- Carry out all work activities in accordance with the policy, risk assessment and associated guidance as part of the response to COVID-19.
- Contribute to the risk assessment where need identified.
- Report any concerns in relation to Health and Safety risks related to COVID-19 to the Headteacher.
- Report any individual needs that they have, to ensure their Health and Safety in relation to COVID-19.
- Prioritise the wellbeing of all pupils/ students and other staff.

### **Parents/Carers will:**

- Adhere to instructions communicated by the Headteacher when on the school site to help reduce the risk of transmission.
- Keep their child at home if they or anyone in their household displays symptoms of COVID-19, or if otherwise advised to by the school, or another appropriate body e.g. NHS-Track and Trace/GP.

- Adhere to drop and pick up times to reduce the likelihood of transmission.
- Ensure that their child/children are aware of the rules put in place at the school, including the hand washing procedures and social distancing measures in place at the school.
- Make the school aware if their child/children are unwell on the first day of absence and to follow the school's absence procedure thereafter.
- Report any Health and Safety concerns that they have to a member of staff.

**Pupils/ Students will:**

- Observe the Health and Safety rules put in place at the school to reduce the transmission of COVID-19 and to ensure their safety and the safety of staff members.
- Follow direct instructions given by staff members.
- Make staff aware if they feel unwell.
- Make staff aware if they think they have COVID-19 symptoms.
- Report any Health and Safety concerns they have to a staff member.

Relevant Health and Safety information has been communicated to all staff, including those who are currently working from home as well as communicated to the wider school community.