



Health & Safety Policy 2020 Covid-19 Addendum Guidance

Introduction

The principles as set out in St. Hilary's School Health and Safety Policy including EYFS and After School Care remain and should continue to be followed. This addendum should not be used as a stand-alone document and should be read in conjunction with the existing policy as well as other specific policies as detailed below. It sets out the expectations of St. Hilary's School in light of the Covid-19 pandemic and the new systems in place.

Aims

At St Hilary's School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities in accordance with all relevant legislation.

Preparing for the opening of schools in September

In preparing to re-open the physical buildings of the school, the following DFE guidance has been followed;

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#general-principles-of-cleaning-during-the-covid-19-pandemic>

Cleaning

The school has been deep cleaned over the summer holidays. Soft furnishings, soft toys and toys with intricate parts remain not in use at this time.

The School's cleaning company are aware of the guidance for enhanced cleaning. Standard cleaning products such as detergents and bleach can be used, paying particular attention to high touch areas such as door handles, bannisters, light switches, key pads.

In addition, staff should regularly wipe down surfaces, including in toilet areas, using anti-bacterial wipes as provided in each classroom and office area.

Each classroom and office area will also have hand sanitiser and tissues, and all toilet areas will be stocked with anti-bacterial handwash and paper towels.

Ventilation

All windows are able to open and doors will be hooked open where it does not compromise fire safety.

Fire Safety

The fire alarm system and emergency lights have been inspected and are fully operational. All fire doors are operational, and call point testing is conducted weekly. A fire drill will take place in the first few weeks back at school.

The following sections in the St Hilary's School Health and Safety Policy are amended:

Communication

All staff have been informed of their Health and Safety responsibilities via the Health and Safety Policy, the Staff Handbook, this Policy Addendum and all other relevant policy updates. Updates have been provided by email.

Risk Assessment

A comprehensive Protective Measures Risk Assessment regarding the return to school of in September has been completed by the Headmistress in line with Surrey and DFE. The Risk Assessment will be continually reviewed and additional measures will be taken as they are needed.

First Aid

Please refer to the First Aid Policy 2020 Covid Addendum and Infection Control Policy May 2020.

Accident Reporting

Please refer to the Infection Control Policy May 2020.

Stress

The school recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The challenges of working in a home environment, caring for their own children, caring for other close family members, shielding or those members of staff that were furloughed during the COVID-19 Lockdown period all may experience higher stress or anxiety levels. Staff have been made aware on a number of occasions, through email, Whats App group messages and phone calls, of the strong support network that is in place, around

the clock if needed. Any member of staff who is concerned for their own or another's wellbeing should contact the Headmistress or Deputy Head.

Personal Protective Equipment

DFE guidance states that it is not necessary for pupils or staff to wear masks, gloves or aprons, unless staff are carrying out activities that would usually require Personal Protective Equipment (PPE), or if a child becomes unwell with the symptoms of coronavirus in our setting and requires supervision until they can go home.

Use of Vehicles

The use of the school minibuses is now permitted. Please refer to the Minibus Policy for further details.

The school car park is supervised during morning drop off and pick up to ensure safe vehicle movement. Each year group bubble will arrive for a pre-appointed 10 minute drop off and collection slot, with pupils using the main vehicle gate, art room gate, and playground gate as entry points to the school. 2m markers are painted at each of these entry points, and a member of SLT will greet the children at each gate. Children queuing for entry in the playground will do so behind a roped off area away from vehicles. Parents have been asked to remain in their vehicles until their allotted time slot, and to avoid queuing beyond the painted markers to ensure they do not get in the way of other moving vehicles.

Employee Pregnancy

Pregnant women are in the 'clinically vulnerable' category, but as advised by the DFE, these staff members can return to School in September. They should follow the following measures to minimise the risks of transmission:

- Particular care over hand and respiratory hygiene (washing hands, using hand sanitiser, using tissues)
- Minimising contact and maintaining social distancing – ideally 2 metres, but where this is not possible, avoiding face to face contact and minimising time spent within 1 metre of others.

Staff whose partners are pregnant can attend School.

Any member of staff who is pregnant can have a confidential conversation with the Head or Deputy Head. A risk assessment will be conducted in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women

from 28 weeks gestation or with underlying health conditions who may be at greater risk. The School will continue to monitor for future updates and will follow this advice.

Created: 27/05/2020

Review: August 2020

Person responsible: Mrs Hannah Wynn, Business Manager