



St Mary's C of E Primary School

Health & Safety Policy (COVID Appendix) v2 – Autumn 2020

Policy written by:	School Business Manager & SENCo
Authorised by:	Headteacher
Signature:	
Renewal Date:	Ongoing

POLICY AIM

To ensure that the risks of COVID presented to pupils, staff and visitors are reduced to an acceptable level.

POLICY OBJECTIVES

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

POLICY STATEMENT:

St Mary's C of E Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

THE SCHOOL WILL

- Apply and communicate sensible risk management and safe working practices. This will involve:-
 - Regular assessment of hazards and associated risks.
 - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
 - Monitoring the effectiveness of those measures by senior leaders.
 - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
 - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
- There will be no visitors or volunteers to the school, unless there is a prior arrangement and all social distancing and protocols are followed. The school actively engage with NHS Test and Trace.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID.
- Educate pupils about COVID and to encourage and re-assure them about the measures in place to protect themselves from it.



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- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID.
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups.
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID including where necessary staggered start/end times.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:-
 - Someone falling ill or demonstrating symptoms on site.
 - Deep cleaning in the event of an outbreak of COVID on site.
- Provide appropriate personal protective equipment (PPE) as required by staff.

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures:-

- **Avoiding contact with anyone with symptoms.**
- **Frequent hand washing with soap and water and good respiratory hygiene practices.**
- **Regular cleaning of settings and high contact surfaces.**
- **Minimising contact and mixing.**

Bubbles – Autumn 1

The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:

- Pupils ability to distance (social distancing included in behaviour policy and taught to children);
- Early years/Nursery/Year 1 will operate in year group bubbles to allow for the use of the outside space and groupings across the year group to meet the provision needs.
- Year 2-6 will be in class bubbles.
- Adults to remain 2 meters away from each other and children at all times AS MUCH AS POSSIBLE - While in general "Bubbles" should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.
- Each bubble is to use its own external door for main entry and exit purposes, internal corridors are to be kept to a minimum, eg toileting purposes.
- Pupils is wrap around care are in three smaller consistent groups: YR/Y1, Y2/Y3, Y4, 5, 6.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults maintain 2 metre distance where possible. Where this is not possible, as they need to work with a child more closely, this is done sitting side by side at distance and in an outside space or sat by an open door/window where there is good ventilation.



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- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Autumn 1 – no external teachers on site. This will be reviewed Autumn 2. External agencies are required to wear a mask and hand sanitise on entry and follow site guidelines on following physical distancing and hygiene on or before arrival.
- Pupils old enough should be supported to maintain distance and not touch staff and their peers.
- Classrooms and other learning environments are organised to maintain space between seats and desks where possible. Year 2 – Year 6: seating is in rows and all facing forward.
EYFS and Y1: seating and ongoing provision is spaced out.
- Large gatherings such as assemblies are avoided, and groups kept apart. All assemblies are via Zoom. Break and lunch times are staggered and each bubble has their own play zone. No outside climbing frames are in use.
- Doors and windows are being kept open in the classrooms to enable higher levels of ventilation within the rooms.
- The timetable is revised to implement where possible: -
 - Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;
 - Maximise the number of lessons or classroom activities which could take place outdoors;
 - Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;
 - Drop-off and collection times are staggered and communicated to parents; One way system set up to avoid congestion and to enable social distancing between parents. Staggered drop off for YN/YR and by surname.
 - Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact. There will be staff present in high vis jackets at drop off and pick up to direct and encourage distancing.
 - Boundaries have been set up across the school field to ensure social distancing at collection time.
- Pupils use the same classroom or defined area of a setting throughout the day.
- Staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms. YR/Y1 eat in the hall in their bubbles. Y2 class bubbles eat in the Hive and areas are cleaned between the two classes. All other year groups eat in the classroom.
- The number of pupils using the toilet at any one time is limited: two children at one time as each bubble has their own toilet – except Y5 who have shared toilets so it is one child from each class at a time.
- The use of shared space such as halls and the computing suite is limited and there is cleaning between use by different groups;
- The use of staff rooms and offices is staggered to limit occupancy. Seating in the staffrooms are arranged to facilitate social distancing. Staff will bring in their own cutlery to avoid sharing. Additional spaces have been provided.
- Visitors to the site, such as contractors, local authority employees and healthcare employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or



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before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. If a visitor has to come on site they will wear a mask and hand sanitise on entry. NHS Test and Trace is collected on entry.

- Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;
- Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. See updated September plan for all the measures that have been put in place.
- Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared.
- Home school communication booklets are being replaced with email communication.
- Physical Education classes should be kept in consistent groups and all sessions are held outside only in the first instance. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. [COVID-19: Guidance on phased return of sport and recreations.](#) Children will not change for PE, children will arrive to school in their PE kit and stay in their kit all day.
- Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. Singing will take place outside only and children will be facing forwards. If singing activities are required to be inside, the group should be no more than 15 pupils, of which children should be from their existing bubble. Children must face forward in a well ventilated room. Use of instruments will be timetabled to allow for 72 hours in between groups. Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the [full opening guidance](#) and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus \(COVID-19\): performing arts.](#)
- The current advice is against domestic (UK) overnight and overseas educational visits at this stage see [coronavirus: travel guidance for educational settings.](#) Only local trips or virtual workshops will be available for at least the Autumn term.
- Desks should be forward facing. The teacher's desk should be 2 metres away from pupils.
- Each bubble room to have its own first aid kit and one set of PPE, which will only be used in an emergency and where close contact is required. These kits are to follow the class during the course of the day, depending on their activities.
- Staff to check independent bubbles for stock of soap, hand towels, hand sanitiser etc and top up where appropriate.

Learning Environments

- Classrooms and other learning environments such as, the Hive or Main Hall, maintaining space between seats and desks of at least 2 metres where possible.



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- Plan for lessons or activities which limit movement between areas decide which lessons or activities will be delivered, considering the use of outdoor spaces.
- Each bubble has their own timetable which means no crossover with other groups. Timetables to be advised separately and are subject to change.
- The use of share internal space, eg hall, ICT suite is limited and there is cleaning between use by different groups.
- No shared use of outside space at the same time as another bubble.
- Each child has own seat with own resources for the day.
- Soft furnishing, soft toys and toys that are hard to clean are removed from pupil working area.
- All areas windows and doors remain open for ventilation.
- Noting that some children will need additional support to follow these measures (for example social stories to support them in understanding how to follow rules).
- Resources brought in from home are limited.
- Pupils who are unable to adhere to social distancing rules, despite many reminders and warning, should be reported to the Headteacher.

Drop off & Collection Times

Drop off and collection times are staggered. One way system set up to avoid congestion and to enable social distancing between parents. Drop offs for Yr1-6 are staggered by surname.

Pupil Break & Lunch Times

- Each Year group has staggered break time.
- Each bubble has designated zone away from other bubbles.
- No crossover required of space.
- Pupil Lunches – EYFS/KS1 lunch at staggered times in zones areas of lunch halls. KS2 lunch at staggered times in their own classes. Handwashing before lunch times.
- No shared outdoor equipment should be used.

Assemblies

- No shared area assemblies - all assemblies within bubbles only via Zoom.

Handwashing & Hygiene

- All pupils and staff should frequently wash their hands with soap and water for 20 seconds and dry thoroughly using paper towels. Hands should be washed/sanitised:-
 - On entry.
 - Before outside slot.
 - After outside slot.
 - Before eating.
 - Exit of the school.
 - At least every hour.
- Hand sanitiser stations placed at each entry/exit point of school.
- Pupils and staff are encouraged not to touch their faces and use a tissue or elbow to cough or sneeze, using the 'catch it, bin it, kill it' method, as displayed on posters around the school.
- Verbal support and guidance from 2 meters to be given to pupils who have trouble with cleaning their hands independently.
- Lidded bins available in each bubble to accommodate tissues and disposable hand towels.
- All toilets should be flushed with closed lids on each use.



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Cleaning & Disinfecting

- Cleaning equipment in accordance to guidelines available in each.
- Staff to clean periodically throughout the day, ensuring shared equipment, desks and touchpoints are cleaned before timetabled activities, eg lunch. External cleaners provide a thorough cleaning of the rooms and toilets at the end of the day. Children are seated at the same desk for the whole week including to eat their lunch if not eating in the school hall. Toilet areas to be cleaned at 10am, 12noon and 2pm. Caretaker to clean and restock all toilet areas at lunchtime including staff toilets. Visual cleaning checklist displayed in all staff toilet areas.
- Staff to wipe down all touch points in shared areas they access such as telephone and handles.
- Thorough cleaning of equipment in the bubble rooms which is not cleaned by external cleaning company, eg resources, toys etc, at the end of the day. One staff member to remain in bubble area whilst other staff member leads bubble to exit point.
- Outdoor play equipment should be cleaned more frequently this includes resources used inside and outside by wrap around care providers.

First Aid

- Children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and your child (aprons, gloves, masks).
- All cuts and abrasions to be covered with a water-proof dressing.
- Spillage kits and PPE are available in each bubble for cleaning body fluids like blood, vomit, urine, faeces etc.

Staff Environments

- Photocopier to be cleaned before and after each use.
- All areas windows and doors remain open for ventilation..
- SLT/Office to antibac communal touch points around the school regularly.
- Staff to enter office reception entrance using key pad entry, opening red door and then hand sanitising hands prior to signing in on the Inventory system.
- Use of staff rooms are staggered to limit occupancy. Seating in the staff room is arranged to facilitate social distancing. Staff will bring in their own cutlery to avoid sharing and shared kitchen equipment, eg kettle/water heater to be cleaned on touch point between use.

Staff Break & Lunch Times

- Chairs to be placed at a safe distance in adult communal areas and staff to leave 1 metre plus between colleagues at all times.
- Staff rooms with joint capacity of 18, allowing for safe social distancing. Prior to entering the room you must use hand santiser and clean any surfaces after use.
- Headteacher and office staff to use admin kitchen.
- Staff are encouraged to go off site for lunch if possible.
- Avoid the use of the fridge and microwave if possible and if it is used clean touch points after use.
- Staff to wipe down toilet area after using it including all touch points.

Travel/Movement

- Parents and children and young people should be encouraged to walk or cycle where possible, and avoid public transport particularly at peak times. They should refer to DfE [guidance on safe travel, particularly on public transport](#).



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- Advise all on any unnecessary travel on coaches, buses or public transport where possible. Read the DfE [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Deliveries to be marked with date of delivery and left for 72 hours before being unpacked.

Fire drill

- Staff to follow the normal guidelines for leaving the building. All pupils and staff to leave the building by the external door and walk around to the main field. Pupils to line up on the outside field keeping 2 metres away from each other. Evacuation plan is available in each room.

What happens if someone becomes unwell at an educational or childcare setting?

- If anyone becomes unwell with a new, continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia), in an education or childcare setting, they must be willing to book a test. NHS Test and Trace process to be followed and understand how to contact their local [Public Health England health protection team](#). Staff members and parents/carers understand that they will need to be ready and willing to:-
 - Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
 - Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
 - Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
- A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.
- The school will ask parents and staff to inform them immediately of the result of the test:-
 - If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.
 - If someone tests positive they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.
 - SCC flowchart shared with parents and on school website.
 - School spreadsheet to detail who has had test/ result/ children in isolation/ return to school dates.
 - Staff informed daily of children not in school so that remote learning can be issued/signposted.



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- If a child is awaiting collection, SLT to be notified and child moved immediately to the cabin, where they can be isolated behind a closed door with adult supervision. Open a window for ventilation.
- Child to be released to parent/carer via the Rectory Lane gate.
- If they need to go to the bathroom while waiting to be collected, they should use the separate allocated bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE (disposable gloves, disposable plastic apron, fluid repellent surgical mask, and eye protection if there is a risk of splashing) should be worn by staff caring whilst maintaining a 2 meter distance while they await collection. PPE equipment once donned to be double bagged and stored in the 'red' PPE bin held in the cabin reception area. Contents of bin to be held until result of case is known.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or hospital.

Personal Protective Equipment (PPE)

- Full PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is. Hands should be washed with soap and water for 20 seconds after all PPE has been removed as disposed as guided above.
- Non-healthcare workers will be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks is equivalent to that in healthcare environments (FFP2).
- Cleaning of all surfaces that the symptomatic person has come into contact with must be cleaned and disinfected using a bleach product, including:-
 - Objects which are visibly contaminated with body fluids.
 - All potentially contaminated high-contact areas such as bathrooms, door handles, telephones etc.
 - Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:-
 - Disinfectant is used within the school.
- Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

- Ensure that bins for tissues are emptied throughout the day where possible.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 - Should be put in a plastic rubbish bag and tied when full.
 - The plastic bag should then be placed in a second bin bag and tied.
 - It should be put in the 'red' bin and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:-
 - If the individual tests negative, this can be put in with the normal waste
 - If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.
 - If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.



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- Children confirmed as having coronavirus should remain at home and self-isolate with their family for 14 days.
- **In the event of a pupil or staff member being confirmed as having COVID, the bubble will collapse and all parties must remain at home following the isolation guidelines as stated above.**

National guidance referred to in compiling this guidance:321

<https://www.gov.uk/government/publications/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-COVID-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/COVID-19-personal-protective-equipment-ppe>

Guidance referred to in compiling this document:

<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-stay-at-home-guidance>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>



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Resources to use with children to encourage social distancing and hand washing

TWINKL has a range of posters:

<https://www.twinkl.co.uk/search?term=social+distancing+posters>

The Surrey SEND Local Offer website has a range of resources:

<https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/advice.page?id=s8d0HI3q300>

The PHE e-Bug website provides a range of resources for schools:

<https://campaignresources.phe.gov.uk/schools>

The Royal College of Paediatrics & Child Health resources & poster:

<https://www.rcpch.ac.uk/resources/COVID-19-resources-parents-carers>

The Hampshire CAMHS website also includes some useful resources including:

- An information and workbook for young children
- Social distancing stories

<https://hampshirecamhs.nhs.uk/help/professionals/coronavirus-help-support-and-advice/>

The popular “Thank You Baked Potato” song by Matt Lucas. The link below is for a video of Matt Lucas with Rob Brydon, other versions are available.

<https://www.youtube.com/watch?v=wTLGIwNgEXs>