



## **Health and Safety Policy - Covid-19 Addendum**

For procedures on Suspected or Confirmed COVID-19 cases, Unwell Child or Staff Member - Infection Protection, Self Isolation and Testing, What to do if Test Results are Positive see First Aid Policy - Covid-19 Addendum

### **Cleaning Schedules**

#### **Disinfection and Deep Cleaning**

The school will undertake a deep clean and disinfection of all surfaces due to Covid-19 including resources, equipment and furniture every half term break. If a pupil or staff member gets sick, then the area of the school that they have come into contact with, will be deep cleaned and disinfected.

#### **Daily Cleaning of All Areas**

At the end of the day, cleaning contractors will conduct a clean and disinfect of all surfaces and staff will clean and disinfect all resources and high frequency use items.

### **Infection Control**

#### **Measures for Covid-19 Infection Control**

- Pupils and staff are reminded to sneeze into a sleeve or tissue and the catch it and bin it, kill it approach will be reinforced
- Reinforce washing hands after sneezing or wiping nose
- Handwashing for 20 seconds is enforced at key points in the day, including on arrival and before leaving, before and after lunch and snack, after using the toilet and after returning from the garden, after wiping their noses
- Reminders to avoid the touching of their faces (mouth, nose and eyes) in simple, clear child friendly language will be reinforced
- Nursery children to be shown how to check in the mirror to see that their faces are clear of mucus



- Primary age pupils to be reminded to check their faces in the mirror and to clean their faces and hands afterwards
- All hygiene routines presented and reinforced regularly
- Circle times on hygiene rules to take place for all pupils regularly
- Circle times on germs, bacteria and viruses and why handwashing and hygiene is important to be presented regularly
- Pupils bring their own packed lunch, packed snack, water bottles and utensils. Utensils, cutlery, cups or plates will not be shared
- Soft furnishings are not used as far as possible and items with wipeable surfaces are used where possible
- Activities will be cleaned and replenished regularly
- Rooms will be ventilated fully through opening windows or doors regularly and as appropriate.
- Parents will label clothes and all worn clothing will be sent home at the end of the day except clean spares
- Parents and staff are asked to observe excellent standards of hygiene throughout including washing accessories and clothing worn in school frequently
- During singing or music lessons pupils will face the front and not face one another as far as possible. Outdoor areas will be used whenever possible.
- If any instruments are used they will be cleaned between usage and wind instruments or whistles will not be shared and they will be disinfected after use

**First Aid Checks** (See First Aid Policy - Covid-19 Addendum for detailed procedures)

#### **First Aid necessary documentation, communication and logs**

- Pupils or staff reporting Covid-19 symptoms are directed to the School Medical room where they will be assessed by First Aid staff (wearing suitable PPE)
- School First Aid Room is fully equipped with PPE and first aid equipment
- First Aiders consist of teaching and support staff. There are no further medical advisors present in the building



- There are sufficient first aid trained staff to deal with temperature testing, isolating suspect COVID-19 cases and normal medical issues, as there are two first aid floaters in addition to trained PFA staff in all classrooms
- Covid-19 symptomatic patients will be attended to in the first aid room and all items and areas where the patient has been including the bathroom if used will be wiped down afterwards and disinfected
- If a Covid-19 case is being attended to in the first aid room then the staff room will become out of bounds and a no entry sign must be placed on the door
- If another child becomes ill whilst a Covid-19 case is being dealt with then they will be treated in the office.
- Staff medical details and pupil medical details are reviewed and meetings held with any parent of a pupil with a medical condition prior to pupils starting back at school
- Staff and children should not attend if they have symptoms or are self-isolating
- Pupils, parents, carers, or any visitors, such as suppliers cannot enter the setting if they are displaying any symptoms of coronavirus (COVID-19)
- Display signage will be present reminding parents, carers, or any visitors not to enter if they are displaying symptoms of coronavirus (COVID-19)
- Staff and children will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households

## **Tests for Covid 19**

### **Lateral Flow Device (LFD) antigen tests – also known as rapid lateral flow tests**

Any staff member or pupil with symptoms is advised to take an LFD test and if the result is positive, you are advised to stay home until:

- your symptoms subside
- you are well enough to return
- you have taken a further LFD test with a negative result.

### **Health and Safety: External Visitors**

- Visitors only permitted by advance arrangement, declaration of good health in advance (through use of a questionnaire) and continued mandatory ID checks including photographs provided in advance



- No visitors permitted without the express permission of the Headteacher and where possible contractors and visitors will come outside of school hours
- Lanyards for authorised visitors to be produced in advance by School Office
- All visitors directed to Main Reception Area and seated in reception NOT in staff room or office. All protocols communicated to visitors in advance of arrival and strictly observed.

### **Health and Safety: Personal Protective Equipment, including Face Coverings**

- PPE will be provided for use in the medical room
- All first aiders are trained in how to use PPE and how to clean, store and dispose of PPE as appropriate to avoid cross contamination
- Reminders of how to use PPE are provided
- Staff must follow the usual procedures for all intimate care using PPE of gloves and aprons as usual
- PPE is only needed if a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home.
- Support staff have the appropriate level of PPE, cleaning materials and are provided with training

### **Face Coverings**

Face coverings are no longer required for staff and visitors in either classrooms or communal areas. Face coverings are recommended on public transport and in crowded public areas where there are a lot of members of the public.

### **Health and Safety: Travelling Abroad**

Parents, pupils and staff should not travel or quarantine during term time. All travel plans and subsequent quarantine or self isolation must fall into the term breaks. There is also a risk that where pupils or staff travel abroad for a legally permitted reason and making suitable arrangements that their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions. Therefore we require parents and staff to inform the school of any travel plans as soon as possible even if these arrangements are during the school holidays since their travel may disrupt attendance at school during term time.

Please click on the following guidance:

[Travel guidance for specific countries](#)



## Guidance when returning home to England:

### **Health and Safety: Mental Health and Wellbeing**

The wellbeing of all staff and pupils at the school is of utmost importance and especially so during the pandemic, where individuals and families have been isolated and prevented from undertaking their normal activities outside of the home. Staff and pupils returning to school will be supported to ensure that their needs are met. Staff are also trained to be vigilant about the signs of anxiety, depression and mental health issues. If any pupil or staff member develops symptoms of Covid-19 then the school will maintain dialogue with them whilst in isolation and maintain communication if they develop the virus and test positive.

We explain to all staff the measures being put in place to mitigate the spread of coronavirus (COVID-19). It is recognised that staff may be particularly anxious about returning and/or reopening of the School and we will make them aware of the extra systems in place to support staff wellbeing.

[Education Support](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.

### **Health and Safety: Risk Identification, mitigation and regular assessment**

Risk assessments are in place for Covid-19 and monitored termly or more frequently if the risk of Covid-19 increases.

- Senior Management will discuss operational risks observed (building/facilities/health) weekly having also consulted staff onsite
- Teaching Staff will report concerns to the Headteacher/Principal who will consider/action in conjunction with SMT
- A termly (or more frequent if the situation requires it) update will be provided to Trustees

Some types of control are more effective at reducing COVID-19 risks than others. Risk reduction can be assessed in order of the priorities below:

1. Elimination: stop an activity that is not considered essential if there are risks attached.



2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, personal protective equipment (PPE) should be used in circumstances

### **Health and Safety: Enrolment of new pupils**

Pupils will be enrolled online, brief visits to take paperwork and photos will be conducted in the office. The introductory visit will take place out of term time.

### **Health and Safety: Facilities Management**

All facilities are managed during lockdown by SMT in conjunction with the caretaker who must attend daily to flush the water systems, perform water testing checks, fire safety checks on the alarm system, equipment and perform general maintenance of the site. All premises checks, servicing and maintenance of electrical equipment, play area, gas, heating are checked regularly on a maintenance schedule and kept up to date. Before any return to school after a closure all facilities, equipment and maintenance schedules are checked before pupils and staff are allowed back on site.

### **Review**

This policy will be reviewed termly or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 29/05/2020

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)