



POLICY DOCUMENT

HEALTH AND SAFETY INCLUDING SUPPLEMENTARY COVID-19 POLICY

Date Revised: October 2020

Date for Review: October 2022

Signed:_____

Supplementary Health & Safety Policy for COVID-19

Health and Safety Policy – LA School (Cotherstone Primary)

Introduction

Cotherstone Primary 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.

Cotherstone 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 Head teacher 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 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 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 Head teacher 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 Head teacher.
- Report any individual needs that they have, to ensure their Health and Safety in relation to COVID-19.
- Prioritise the wellbeing of all pupils and other staff.

Parents/Carers will:

- Adhere to instructions communicated by the Head teacher 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 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 via email and the website.

	Name	Signature	Date
Head teacher	C A Matthewman	<i>C A Matthewman</i>	
Chair of Governors	A Butler		

Introduction

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, as an employer, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Section 1 – Statement of intent.

The Governing Body of the school recognise their responsibility recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE). Statutory health and safety responsibilities fall on the Governing body (as the employer) and on the Headteacher and other school staff (as employees).

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body has adopted the Health & Safety Policy of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual. In addition, the school will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies. When required the Governing Body and/or Head Teacher will seek competent Health & Safety advice from the Local Authority.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;

- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has responsibility as an employer for Health & Safety and has chosen to adopt and implement the health and safety management system of the Local Authority as set out in the Schools Health & Safety Procedures Manual. In order to fulfil its responsibilities the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- the school cooperates with Local Authority auditing and monitoring of Health & Safety;
- A committee of the governing body will be delegated the role of monitoring health & safety performance within the school; and that;
- should the Governing Body be unable to meet its duties and responsibilities it will seek competent health & safety advice.

Headteacher

The Headteacher will co-operate with their Governing Body to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Employees

All employees have a responsibility to -

- 1 observe the health & safety policy & procedures in school;
- 2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;

- 10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual and the DCC Extranet.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including sharps
- Building Related Projects and Contractors
- Confined Spaces
- Design & Technology
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Security in Schools
- Playgrounds and Outdoor Play Equipment

- Public events on school premises
- Risk Assessment
- Traffic Management
- Workplace Transport
- Risk Register and Top Level Assessment
- Science Teaching
- Swimming Pool Operation
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Welfare and Premises Inspection)
- Workplace Transport
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

Section 4 – Other school arrangements

The School curriculum

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and health lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and through the PSHE curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points as part of our healthy schools programme, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children's receive sex and drugs education. (See the Drugs Education Policy and Sex Education Policy)
- Our school promotes the spiritual growth and welfare of the children embedded through the whole curriculum including through the RE curriculum, Family Groups, through special events such as harvest festival, and through the daily act of collective worship.

- We are committed to educating our children about e-safety and staying safe whilst online; workshops, discussions, information sent home and on our website and visits from external organisations support this.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity. We have a trainee counsellor in school to speak to and support children who may run socially speaking intervention groups as required.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work with Taylor Shaw to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value. Allergies need to be documented by a doctor's letter.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- We are holders of the Food for Life Gold Award for promoting a healthy lifestyle. We supply organic, nutritious (delicious) meals which we encourage all children to try. Provision is made for vegetarian meals and special requirements.

Child protection

- There is a named person responsible for child protection in the school. This is the head teacher, but this may be delegated in some circumstances. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

Visitors in school

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors will sign the visitors' book on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

Educational visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Head teacher authority to approve all visits on behalf of the school with the exception of overseas visits.

Educational Visits for the previous term will be included in the head teachers termly report.

Spillages Policy & Protocols

(including body fluids spillage policy)

SCOPE

This policy is to inform and instruct staff of what actions to take on the discovery or involvement with a spillage of biologically hazardous material (blood, body fluids or micro-organisms) or water

/ soft drinks spillage.

All areas within the School are covered by this policy.

BODY FLUIDS SPILLAGE

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself

and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

References

This document is to be used in conjunction with:

- The School's Health and Safety policy.
- The School's Biological Risk Assessment.
- School Health & Safety Procedure – Biological Hazards (including infected sharps) available on the Extranet.
- School Health & Safety Guidance – Biological and Infection Control (including sharps) available on the Extranet.
- Public Health England – [Guidance on Infection Control in Schools and other Childcare Settings](#) and [Reducing the spread of diarrhoea and vomiting in nurseries and pre school settings - North East Resource Pack](#).
- HSE guidance on Blood-borne viruses in the workplace (INDG342). <http://www.hse.gov.uk/pubns/indg342.pdf>
- HSE information sheet – Slips and Trips: The importance of floor cleaning (Slips and trips 2). <http://www.hse.gov.uk/pubns/web/slips02.pdf>

Staff Contact

- School cleaning staff do not undertake cleaning and removal of bodily fluid spillages. This duty will only be undertaken by caretaking staff.
- Reception / Caretaker / Business Manager can be contacted initially so that they can

arrange for a member of the caretaking team to clean the area appropriately. In the absence of caretaking staff (split shift) arrangements need to be in place to deal promptly with the cleaning and removal of bodily fluid spillages in order to prevent the possible spread of infection. In the absence of caretaking staff, any designated member(s) of staff must be suitably trained to deal with such spillages safely

- Other staff, present at the incident, can place absorbent towels / blue roll over the affected area and allow the spill to absorb. **CONTACT SHOULD NOT BE MADE WITH ACTUAL**

SPILLAGE. The area then needs to be cordoned off until cleaning is undertaken by caretakers.

- If the spillage has been quite extensive then the area may need to be closed off until it can be cleaned correctly.
- Ensure that wounds or skin lesions are covered with waterproof dressings.
- Personal protective equipment such as aprons and gloves etc. are advised to be worn for any direct contact with actual or potential blood, body fluids or chemicals.

Procedure for Blood and Other Body fluid Spillage

- Cleaning staff do not undertake cleaning and removal of bodily fluid spillages. This duty will only be undertaken by caretaking staff.
- In the absence of caretaking staff (split shift) arrangements need to be in place to deal promptly with the cleaning and removal of bodily fluid spillages in order to prevent the possible spread of infection. In the absence of caretaking staff, any designated member(s) of staff must be suitably trained to deal with such spillages safely.
- Refer to COSHH assessment(s) and safety data sheets.
- Recommended protective equipment such as gloves and disposable plastic aprons are available in the caretaker's cupboard and should be worn at all times.
- Ensure that wounds or skin lesions are covered with waterproof dressings.
- If splashing is likely to occur while cleaning up, other protective clothing should be worn, e.g. to protect the eyes, clothing.
- If the spillage is extensive, disposable plastic overshoes or rubber boots may be necessary.
- Under no circumstances should contaminated waste be removed by using a vacuum cleaner, wet suction, cleaner or carpet cleaner.
- If there is broken glass present, it is essential that the fragments are not gathered up by hand either before or after treatment with disinfectant. Bunches of paper towels, pieces of card or a plastic

dustpan should be used to remove the fragments to a sharps container without risk of sharps injury.

- Caretakers have a continuous supply of Response Super Absorbent Biohazard Powder or Dusmo Medico Sawdust available from Greenham. Item codes and quantities at the end of this policy. Liberally sprinkle on the spillage. After approx. 90 seconds, the spillage will have solidified and can be swept into a suitable container for removal via double bagging in a black bin bag ensuring each bag is knotted for closure. Remove bag(s) to external bin. The area can then be disinfected using the Duo Max General Purpose cleaner. To disinfect carpets or upholstered furniture a product called Good Sense Breakdown can be applied. Item code and quantities are at the end of this report.
- Solid matter (vomit and/or faeces) can be removed using a dustpan or shovel that then can be appropriately decontaminated or cardboard that can be disposed of.
- Once the contamination is removed, clean the room/area with neutral detergent and warm water and dry. Ensure that the cleaned area does not pose any hazards such as slip or trips etc.
- To decontaminate items such as shovels and dust pans etc., the recommended level of hypochlorite solution is 1000ppm (0.1%) chlorine (bleach) solution: 0.1% is 1 part of bleach in 1000 parts water; this is equivalent to 10ml bleach to 10 litres of water. Mop heads should not be reused.
- Human hygiene waste such as vomit, sputum and faeces which is generated in schools is generally assumed not to be clinical waste as the risk of infection is no greater than that for domestic waste. However, those carrying out the risk assessment may have local knowledge which means they cannot make this assumption i.e. outbreak.
- The area should be washed with water and disinfectant and dry mopped. A wet suction cleaner (if available) may be necessary if a large area is to be dried.
- Area to be reopened for pedestrian traffic when the floor surface is completely dry.
- In open areas such as playgrounds and roadways, the spillage should be hosed down with large amounts of water.
- Where carpets and soft furnishings are likely to become contaminated, most chemical disinfectants are not suitable for routine use.
- If contamination does occur of carpets or other fixed cover textiles, detergent cleaning should be followed by steam cleaning, so long as the materials will tolerate this.
- Hand hygiene should occur after the removal of protective equipment if there has been actual or potential contact with blood, body fluids or chemicals.

Cleaning Equipment

To avoid cross-contamination within the building, the use of colour coding of equipment such as cleaning cloths, dish cloths, disposable cloths, cleaning sponges, mop heads, mop handles, wringer buckets, pales, brooms, hand brushes, protective gloves and dust pans offers a practical solution. Although the use of colour coded cleaning equipment is not a legal requirement it is considered to be a good practice to adopt.

The colour coding for cleaning equipment is as follows:

- | | |
|--------|--|
| Blue | Generally used when cleaning areas which are considered to present a low risk of infection. All equipment can be used to clean classrooms, corridors, offices and receptions etc. |
| Green | All kitchen areas within the school should use green equipment. However, in a commercial kitchen, there are usually toilets, offices, storerooms, locker rooms and changing areas – the other relevant colours should still be adopted within the confines of the kitchen in areas where food is not prepared. |
| Red | To be used in areas considered to be of a high risk in relation to the spread of infection, notably sanitary fittings within toilets, washrooms, wet changing areas, showers etc., including all associated fixtures and fittings. |
| Yellow | Should be used in washroom areas for cleaning all fixtures, fittings and surfaces that are not considered critical in terms of infection. These include worktops, pipework, towel dispensers, sinks and basins. |

Cloths used in food preparation areas should be kept separate from those used in toilet areas.

Another important thing to remember is that when different areas are cleaned, the operative should change gloves when changing areas. This will ensure that bacteria is not allowed to contaminate equipment used in other areas during the act of cleaning.

Any buckets used should be thoroughly washed, rinsed and dried and then stored inverted.

All reusable cleaning cloths of different colours should be cleaned and stored separately.

Like cleaning cloths all reusable mops should be thoroughly cleaned. After each use they should be thoroughly rinsed and wrung out.

Do not leave mops or cloths steeping in cleaning solutions.

When cleaning up body spillages it is advisable to use cleaning equipment with a colour code distinct from that used for general cleaning such as green. However, this equipment must not be used for any other purpose than cleaning up body spillages.

Procedure for Water / Soft Drinks/ Beverage Spillage

- All staff must take individual responsibility for ensuring that their work environment is clear and free from spillage. If you spill some liquid or see a small spillage, clean it up immediately by placing absorbent towels/blue roll over the affected area and allow the spill to absorb. Ensure that the surface is dry and cordon off if required.
- For larger/extensive spillages, the services of the caretaker and/or cleaner may be required.
- A cleaner may be available in school throughout the entire school day to facilitate any required spot cleaning / mopping.
- If the spillage has been quite extensive then the area may need to be closed off until it can be cleaned correctly.
- For small areas of spillage, spot cleaning may be employed - using a paper towel or blue roll to remove small areas of water-based contamination from the floor. This avoids spreading the contamination or increasing the slip risk by mopping a large area. Spot cleaning may be used between scheduled whole-floor cleaning to control contamination.
- For greasy spills, detergent will be required.
- For larger areas of spillage, mopping may be employed – though this is usually only effective on smoother floors because it only skims the surface of the floor, regardless of the effort used. Even a well-wrung mop will leave a thin film of water which is enough to create a slip risk on a smooth floor. Subsequent use of a dry mop will reduce the drying time but will not eliminate the slip risk. Where smooth floors are mopped, cleaning staff will take care to make sure the floor is left to dry completely.
- For very large areas of spillage, scrubber-drier machines (if available) will be employed- on greasy floors a detergent will be used to remove and hold the oil or grease in the water. The operator will be trained in the correct use of the machine, for example using the appropriate level of water for the floor surface, to reduce leaking and water trails.

Approved chemicals to clean the area after decontamination available from Greenham Tel 0191 48221188

**Response Super Absorbent Biohazard Powder 100g : Item no. 255007
£7.33**

500g: item no. 255008 £32.90

Dusmo Medico 25 kilo: item no Z06174938 £28.93

**Duo Max General Purpose anti-bacterial cleaner 750ml : Item no. 508061
£2.04**

**5 litre : item no. 508059
£8.76**

Good Sense Breakdown 5 litres: item no. 870036 £25.42

**Disposable Protective Clothing available from Thomas Owen Tel 0191
2763000**

TE000799 Disposable white aprons x 100 £2.25

A900 Disposable Vinyl Gloves x 100 £1.88

P251 Disposable Masks x 20 £7.00

**If you require any further advice or guidance contact your respective
Contract Support Officer:**

Beverley Attle 03000 269542 07831634281 or
beverley.attle@durham.gov.uk

Carole Twedde 03000 268001 07786027303 or
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