



Glenwood School Supplementary COVID-19 Health and Safety Policy

June 2020

Approved by Sheridan Leigh by email during lockdown 1 June 2020



1 | Page

*Author: Jo Barclay, Safeguarding Manager for Schools and Early Years
and Alex Abercrombie, Education Delivery Manager*

Date: 29.05.20

**SUPPLEMENTARY HEALTH & SAFETY POLICY
FOR
GLENWOOD SCHOOL SUMMER 2020**

APPROVED BY GOVERNORS 1 June 2020

	NAME	CONTACT DETAILS
HEADTEACHER:	Elizabeth Cornish	head@glenwood.essex.sch.uk
HEALTH & SAFETY CO-ORDINATOR(S):	Karen Cavalla Jackie Chasmer	finance@glenwood.essex.sch.uk admin1@glenwood.essex.sch.uk
DESIGNATED HEALTH & SAFETY GOVERNOR:	Paul Westenhofer	paul.westenhofer@glenwood.essex.sch.uk

SUPPLEMENTARY HEALTH & SAFETY POLICY FOR GLENWOOD SCHOOL FOR SUMMER 2020

1. Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from June 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases
- Curriculum / learning environment
- Communication
- Governance

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all learners and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all learners and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all learners and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission

- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

Relevant Health and Safety information has been communicated to all staff and the wider school community. *We have school-specific Health and Safety Guidance* which is updated regularly and placed on the shared drive for all staff to access. We provide pertinent Health and Safety information in a FAQs sheet that is regularly updated and shared with the wider school community.