

COVID - 19 Addendum to H&S Policy for Schools

Learn-AT and Ridgeway Primary Academy remain committed to the effective management of health and safety risk to provide an environment which is as safe as possible for our staff and pupils as well as contractors and other visitors to our school. In line with existing HS policies, and where appropriate through adaptation of the school's existing policy, we will use best endeavours and make reasonable adjustments to minimise the risks associated with COVID-19 and the gradual expansion of school provision following the period of national lockdown.

We acknowledged the change in circumstances due to COVID-19 and follow government and local authority guidance to adapt our policies and carry out specific risk assessments.

This addendum has been created using DfE guidance and other authoritative reports and guidance and in consultation with staff to provide a professional working environment which is as safe as possible. *Where applicable* it supersedes key aspects of the school's existing policies, but should be read alongside the school's current Health and Safety Policy and all other Health and Safety-related risk assessments.

Guidance Documents used to inform this policy addendum

1. Managing school premises which are partially open, during the Coronavirus outbreak

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

2. Planning Guide for Primary Schools

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1june/planning-guide-for-primary-schools>

3. COVID-19 Implementing Protective Measures

<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>

4. Safe Working

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care>

[childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe](#)

5. Planning Guide for Primary Schools (NEU, GMB, Unison, Unite)

<https://neu.org.uk/media/10536/view>

6. Decision Making Framework for Trust Boards (Confederation of Schools Trusts, 2020)

Key principles

This addendum should be read in conjunction with the school's Health and Safety Policy and all other risk assessments. As a responsible employer Learn-AT will work in partnership with the Local Governing Body of this school and will honour its legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.

Learn-AT and the Local Governing Body of this school recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable. Learn-AT schools will adapt this Health and Safety Policy addendum to the context of their individual settings.

In compliance with the Management of Health and Safety at Work Regulations, comprehensive risk assessments will be undertaken and risk management protocols will be implemented.

Where significant risks and hazards are identified, necessary preventative and protective measures will be put into place as far as is reasonably practicable, using a sensible risk management approach.

To achieve these objectives, Learn-AT and the Local Governing Body of Ridgeway Primary Academy will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Provide suitable information, instruction, training and supervision.
- Promote a positive and robust health and safety culture that is demonstrated by open communication and a shared commitment to learning and the importance of health, safety and wellbeing.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

All Learn-AT and school staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Updated procedures and arrangements

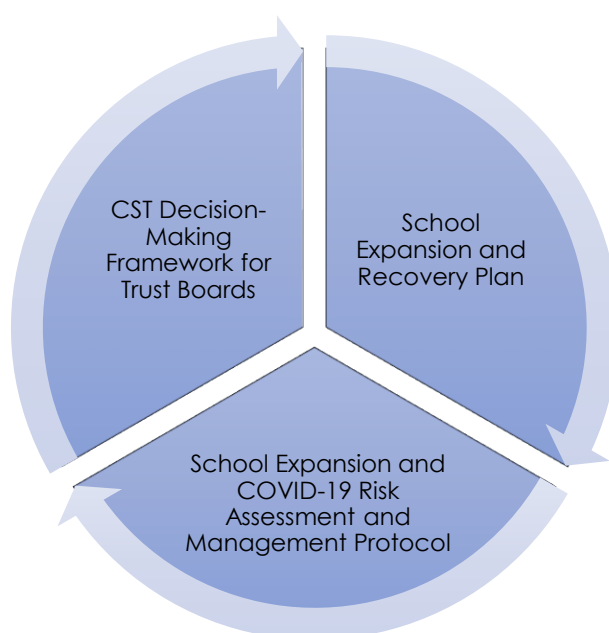
Learn-AT has produced documents which outline the procedures and arrangements for Health & Safety that will be made by Learn-AT schools as expansion or educational provision is planned. These have been written using guidance from the documents listed above from the DfE, unions and the CST. Schools will use the approach in these two key documents when considering Health & Safety requirements:

- **Learn-AT School Expansion and Recovery Plan**
- **Learn-AT School Expansion Risk Assessment**

Members of Learn-AT's Trust Board have contributed specialist input on key areas and is using CST's toolkit and the outcomes of the trust's and individual school risk assessments and plans to inform decisions.

The CST framework outlines key considerations for Boards to question and challenge the Executive Team about before any expansion of school provision takes place.

This diagram illustrates Learn-AT's plan for a coherent and rigorous planning and risk management process to be used by all Learn-AT schools.



The school expansion and recovery plan is organised across four key strands:

- Education and Care
- Communication
- Finance, operations, and risk
- Governance

The school expansion COVID-19 risk assessment addresses:

- Hazards associated with schools having been partially or completely closed for several weeks
- Hazards associated with direct or indirect transmission of COVID-19

(All other hazards are addressed via the school's 'business as usual' approach to Health and Safety, risk assessment and mitigation.)

It includes a number of linked procedural protocols and policies for Learn-AT schools to follow, including:

- Use and management of PPE
- Classroom cleaning
- Arrival and departure of children at school
- Pupil behaviour and routines
- Organisation of 'social bubbles'
- Arrangements for serving food

These protocols provide agreed principles to underpin effective Health and Safety practice throughout the expansion period and beyond, and checklists to support staff and pupils in remembering and implementing new procedures. They have been collected together to form staff and parents' handbooks to support effective communication and staff training. More will be added as procedures are continually reviewed.

Policy addendum adopted by Learn-AT Trust Board:	<date>
Date of first review	June 2020