

Amblecote Primary School



Health & Safety Policy 2020 – 2021

Responsibility for monitoring this policy: Head teacher/Business Manager

Review Annually
(or in response to changes in legislation/ DSCB operating procedures)

Updated: October 2020

Review date: September 2021

Proposed by the Acting Headteacher.....J Cook.....Mrs J. Cook

Approved by Governing Body.....[Signature].....Mrs C. Roberts (Chair of Governors)

AMBLECOTE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

Purpose

To define how Amblecote Primary School will comply with: -

The requirements of the Health and Safety at Work Act 1974.

Management of Health and Safety at Work Regulations 1992 and other specific Health and Safety legislation.

LEA health and Safety Policy and Emergency Procedure Guidance.

The Headteacher and Governors of Amblecote Primary School believe that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

Applicability

All employees, pupils, visitors, parents, volunteers, and contractors in or on the school site.

Policy Statement

The Headteacher and Governors of Amblecote Primary recognises their duties under the Health and Safety at Work Act 1974 and LEA's health and Safety Policy 2004.

All persons are reminded that they have a duty under the Act to take reasonable care to avoid injury to themselves and others by meeting statutory requirements.

It is Amblecote's policy that the Governing Body, appointed Governor, Headteacher Health and Safety Co-ordinator and the Site Manager have prime responsibility for the implementation of, and adherence to, the above legislation. They will maintain safe premises, plant and systems of work and provide adequate training where required.

However, it is required that all staff to comply fully with this policy.

Objectives

To fulfil the policy the following objectives are set: -

Co-ordination, interpretation, and implementation of statutory other requirements.

To make available as necessary the service of specialist staff, competent to assist and advise management on the safe conduct of its activities, e.g. LEA Safety Officer, Fire Officer.

Maintenance of good housekeeping standards with continuous identification of potential hazards which may cause injury or damage.

Dangers/hazards to be recorded in the Health and Safety risk assessment book located in the School Office.

Instruction of all employees in general accident prevention procedures, coupled with training in specific practices where relevant.

These will take place in the form of-

- a. Staff meetings.
- b. Specific training of designated staff in site maintenance and First Aid.
- c. Observance of safe working practices with proper use and care of safety devices and personal protection equipment.

A list of trained persons will be kept and regularly updated.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Safety Responsibilities of Groups and Individual Members of Staff are as follows:

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupil, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

1. ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Governors will also ensure that the School's Health and Safety Policy and procedures are kept up-to date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents;
2. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School as outlined within policy and guidance;
3. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the School to meet both its legal and moral obligations with respect to health, safety and welfare;
4. nominate a Health and Safety Governor;
5. consider information, statistics and reports relating to health and safety matters;
6. consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Headteacher

The Headteacher has overall responsibility for safety, policy, organisation, and arrangements throughout the School and will:

1. nominate specific staff with designated safety roles, e.g. Health and Safety Coordinator, Site Co-ordinator, throughout the school;
2. initiate and/or implement health and safety policies, procedures and programmes;
3. ensure that consideration is given to health and safety implications when considering or implementing alterations to layout, procedures etc;
4. budget for safety and health matters;
5. take remedial action on working conditions when made aware of a potential risk;
6. identify safety training needs of staff and arrange for these to be met;
7. provide information on health and safety matters and communicate proposed changes involving building processes and facilities;
8. ensure Health and safety information is kept in the School Business Manager's Office;
9. ensure safety maintenance of the school's plant and equipment;
10. ensure arrangements are adequate for workplace safety, discipline, safety status of tools and equipment and periodical safety inspections and safety related preventative maintenance;
11. investigate and report incidents, accidents and hazards;

12. report on health and safety matters including buildings and safety management to the Governing Body;
13. ensure that emergency procedures and fire evacuation practices are in place within the School;
14. ensure that health and safety is considered as an integral part of teaching;
15. maintain good housekeeping;
16. ensure that premises inspections are carried out;
17. appoint first aiders as necessary.

The Deputy Head Teacher's and School Business Manager will assume these duties in the absence of the Headteacher and have the authority to make and implement decisions throughout the school at any level if there is:

1. immediate danger, or,
2. dangerous practice, or,
3. breach of the law.

Health and Safety Co-ordinator (SBM)

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the school

The Duties of the Health and Safety Co-ordinator (SBM) are to:

1. act as adviser to the school on matters of safety;
2. assist with inspections and safety audits;
3. keep up to date with current legislation;
4. be responsible for the co-ordination of school safety precautions, procedures, regulations and codes of practice;
5. promote an awareness in school staff of their responsibility for the safety of those who work and study under them;
6. compile necessary accident and safety data;
7. establish and maintain effective procedures for fire and other emergencies and for the evacuation of the school building;
8. organise where appropriate, in co-operation with the Headteacher, the provision of appropriate first aid facilities and training;
9. advise on the provision and operation of plant and equipment in the school, in relation to all matters concerned with safety.

Teachers

Teachers are responsible to their Phase Leaders for the immediate safety of the pupils in their classroom or workspace. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
5. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;

6. establish routines for issuing, checking and securing equipment used in lessons, i.e. items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing

Teaching Assistants

The teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager. Additionally, the teaching assistants will:

1. follow safe working procedures personally;
2. be familiar with the general and particular safety rules that apply to his/her area of work;
3. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to his/her line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

The Site Manager in conjunction with the School Business Manager will;

1. report on health and safety matters with respect to the school buildings and grounds are prepared;
2. safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;
3. records of hazards identified on site by staff are kept, along with the remedial action taken and when;
4. when liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below;
5. ensure that premises safety inspections are undertaken;
6. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
6. the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
7. all accidents within the area of responsibility are recorded in line with the school policy.
8. attend to defect reports and recommendations from the Headteacher, staff, Health and Safety Co-ordinator;
9. ensure that all portable electrical equipment is tested on an annual basis;
10. ensure all accidents within the area of responsibility are recorded in line with the school policy;
11. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
12. carry out or allocate the undertaking of risk assessments which include, COSHH, and to ensure details are documented and that appropriate action is carried out;
13. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;

Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,

b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

Pupils

Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of school rules and procedures.

In particular, each pupil will:

1. observe standards of dress and behaviour appropriate to School policy.
2. heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
3. not wilfully misuse, neglect or damage equipment.

First Aid Procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes/kits are kept around the school with the main medical room. This room provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes/kits.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate.

All injuries which come to staff attention, no matter how slight, should be recorded according to school procedure.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact a member of the Senior Leadership Team.

Always err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases, the Headteacher or Deputy Headteacher must be informed, and the pupil will be accompanied by a member of staff.

First Aid Trained Staff (updated October 2020)

The School Business Manager keeps an updated list which all employees have access to. This can be found in T:\Health & Safety & Buildings Info\Medical

Emergency Administration of Medicines

Mrs J. Cook – Acting Headteacher

Mrs M. Pickett – Acting Deputy Headteacher

Staff with First Aid qualification

Accident Recording

Following authority guidance procedures, accidents involving pupils during the day will be logged in the appropriate book kept in the school office. At lunch times names to be kept by lunch time supervisor. Where necessary parents are informed of accidents and relevant Pupil Accident Report Form completed if doctor or hospital treatment necessary (appendix 1)

All employees must report accidents involving an injury and recorded in the 'Accident Book' / Accident Forms kept in the school office. Guidance on procedure found in appendix 2 (2 pages)

If hospital treatment is required, either an ambulance is called or the Headteacher or a member of the School Leadership Team is responsible for arranging for a member of staff to transport the pupil/staff to hospital.

No pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

1. stay with the injured person and return with them; or
2. stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded to the on-line incident reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or the on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the Local Authority supporting the School on H&S matters.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-coordinator will monitor the accidents to identify trends

Personal Safety / Health Issues

School staff to be aware of Personal Safety outlining ways to minimise personal risk and in event of incident to keep necessary log – appendix 3.

Smoking

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the school site. This includes e-cigarettes.

Alcohol and Drug Abuse

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

1. If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact School Business Manager in the first instance
2. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

Staff Wellbeing Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the

pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress. People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis.

Educational Visits and Journeys

A school educational visit may be broadly defined as any organised experience in which pupils are taken away from the school site for educational purposes.

All school visits and journeys arranged for Amblecote children must ensure the safety and welfare of the young people involved.

Legal Framework

The Council has overall legal responsibility for the health, safety and welfare of its employees and members of the public where they may be affected by any of its activities. To discharge its legal responsibilities, the LEA has established an "EVOLVE Service". This service aims:

'To support an active, vibrant and safe programme of offsite educational visits and journeys for Dudley young people.'

New legislation and government guidance has been introduced setting out standards necessary to comply with for all visits.

- Health and Safety of Pupils on Educational Visits (HASPEV) DfES 1998 – a good practice4 guide

Amblecote Primary follows the LA policies and guidance for educational trips.

Mrs J. Cook and Mrs M. Pickett are named persons to authorise Category 1 trips.

Update Offsite Educational Visits and Journeys

The management of any school offsite educational visit or journey must be preceded by clear preparation following guidance and procedures laid down by school and Authority.

Responsibilities for Schools:

- Use EVOLVE website for risk assessments for **ALL** Category 1 and 2 visits.
- Icon on Dudley Home Page
- Open site for Amblecote Primary School, password 1370.
- Select My Visits → New Visit
- All 13 pages must be viewed and information submitted – ENTER information otherwise it will not be stored.
- If you leave inactive for 10 minutes site will close down – you lose information unless you have ENTERED.

Completing the form:

- Person in charge of visit needs to complete risk assessment
- On risk assessment – each category – the risk must be reduced.
- Make sure risk assessments are **ADEQUATE**, assess reasonable risks and take steps to minimise these – no need for tremendous detail
- Insurance details – from 1 October 2004 all trips/visits will automatically be insured.
- Insert Authority arranged cover and quote JLY Speciality Ltd QBE – Policy No. Y108389QBE0117A for all trips.
- With special needs – we comply with D.D.Act
- Once completed form will automatically be sent to Head and the Authority for their approval.
- Check 'e' mail for your approval before visit day.
- Remember to take with you:
 - Medication/inhalers needed
 - Emergency phone numbers
 - Knowledge of emergency procedures!
 - School telephone no. 01384 818335.
 - Dudley MBC 24 hour Emergency Number 01384 812040.

Governors:

- Need to involve governors process of monitoring (once a term, share risk assessments with named governor).
- Nominate one governor to access forms so they can dip in.
- Provide annual breakdown of trips undertaken.

EVOLVE website:

- Roberts Primary Environmental Zone – virtual site available.
- Weather data, web cam views, look at zones etc.
- Can book visits directly!

Data analysis:

- Trips data can be looked at now – able to produce summaries etc.

Astley Burf:

- Pupils who pay then need refund for not going – will only be refunded if medical note from doctor to support claim.

AMBLECOTE PRIMARY SCHOOL
Information for Supply Teachers and Visitors

Welcome to Amblecote Primary School. These notes are a guide to our working day and outline essential information.

Senior Personnel and Designated Safeguarding Lead's

Acting Headteacher / DSL: Mrs. J. Cook
Acting Deputy Head / Phase Leader 5&6 / DSL: Mrs. M. Pickett
EYFE Co-ordinator / DSL: Mrs. A. Price
Phase leader 3&4 / DSL: Mrs. L. Skirving
Phase leader 1&2 / DSL: Miss. J. Careless
SENCO's / DSL's: Mrs. G. Dunckley / Mrs. D. German
Acting School Business Manager: Mrs. K. Harris

DSL and attendance – Jo Sparrow (Office)

Fire Precautions

If the electric bell sounds continuously during the school day buildings must be evacuated immediately in an orderly fashion. Classes assemble on the field with their class registers, staff check pupils on roll and report numbers to Head or Deputy. (See Updated Fire Procedures September 2020).

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher, or the delegated officer, to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

The Headteacher will organise practice fire evacuations as appropriate, but at least once every term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Site Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

If the lockdown bell sounds, school is in lockdown – please see the school lockdown policy for further guidance.

Time of School Day and Organisation (Due to Covid, start and end times are now staggered).

8.45am	Doors open for entry into school
8.45am	Reception children and siblings enter
8.50am	Year 1&2 children and siblings enter
8.55am	KS2 children enter
8.55am	Registration/dinner numbers to be sent to office.
9.05am	First lesson begins
10.00am	Bell for start of KS1 break
10.15am	Bell for end of KS1 break
10.20am	Bell for start of KS2 break
10.35am	Bell for end of KS2 break

11.40pm	Reception dinnertime begins
12.10pm	KS1 dinnertime begin
12.20pm	KS2 dinnertime begins
1.00pm	Reception dinnertime ends
1.05pm	End of dinnertime
2.15pm	Break KS1 only (10mins).
3.15pm	End of day.

Assembly Times (Currently not coming together for assemblies due to Covid)

Monday	10.00 a.m. Praise Assembly
Tuesday	10.05 a.m. Assembly
Wednesday	10.05 a.m. Assembly
Thursday	10.05 a.m. Assembly
Friday	No Assembly

Any monies collected must be put in envelopes and taken to office by member of staff then signed in the finance drawer.

P.E. is undertaken in the hall – pumps or bare feet for pupils – NO jewellery to be worn.

Please check duty rota for playtime supervision days.

Reporting of Accidents/Incidents

If you have an accident whilst on these premises, please report this to a senior member of staff – an accident report form should be completed.

Any incident involving discipline problems with pupils – please report this to Deputy or Head.

Incidents requiring first aid must be reported to Head.

Further Health and Safety Documents

Documents listed below provide further details and information relating to authority practices:

Dudley: Schools' Health and Safety Policy – Emergency Procedure Guidance.

Dudley Primary Care Trust: Guidance for the Management of Anaphylaxis in Schools.

Department of Health: Managing Medicines in Schools and Early Years Settings.

Black Level Arch Health and Safety Files in SBM's office: Documentation, certificates, risk assessments.

Accident Investigation Form

Part 1. Personal Information			
Name of injured person			
Address:			
Occupation/dept/School			
Nature of injury (or damage/near miss)			
Names of witnesses			
Statements taken	Yes		No
Part 2. Incident details			
Date/time of incident			
Location of incident			
Work being performed			
Working conditions			
Description of incident (<i>state possible cause</i>)			
Part 3. Assessment of risk associated with incident			
What is the likelihood of the incident recurring?	State “very likely, probable or remote”		
How many people could have been affected?		Risk Rating High, Medium or low	
Risk assessment ref No	Risk assessment amended Yes/No		

Part 4. Conclusions

Causes of incident

Direct causes:

Indirect causes:

Corrective Action Required

Type of action	Undertaken by whom	Date completed	Signature

Part 5. Review

Review of corrective action required	Yes		No	
Name of person carrying out review				
Signature				

Part 6. Investigation

Name

Signature/date

ACCIDENT REPORTING NOTES

Policy

Data is registered, covered by data protection.
List of Named people to handle data: (Drawer locked)
Only incident seen, right to see entry of their incident/all records.

Unique Nos.

On forms/reports from HSE – number quoted NOT name.
B1 510: book and accident form in one sheet.

Future

Requirement to follow up accidents, management has investigated/looked at incident record.

Health and Safety team in Dudley will advise – contact 01384 817877 / 5999

Consider

Employees i.e. staff have 3 years to make claim (pupils 3years + age of maturity, i.e. 21)

Any significant incident MUST be entered.

Late entries – can do but ensure DATES/TIMES correct.

Woolfe Report:

- Any person having accident to solicitor
- Type of claim decided
- Claim then made against Authority
- List of legislation sent – Authority 21 days to respond.
- If letter, contact Insurance at LA office 01384 815346.

N.B. Problem with freedom of Information Act, i.e. right to see notes.

- All notes can be used from forms! Everything accessible if requested.
- Guidance to follow from Authority Your IG Team on 01384 816546

People at Work

RIDDOR – format followed. Considers Employees.

Must be reported : fatality

Phone through in 24 hours – major injury, accidents involving over 3 days lost.

Then complete form to follow.

Self-employed – report same.

Reporting: Fatal

- Telephone HSE/DMBC immediately
- Form F2508 within 10 days.

Major

- Written F2508 within 10 days.

People Not at Work – pupil or visitor.

Report if:

- Person killed or taken to hospital AND accident arises out of or in connection with work.
- Work organisation, e.g. supervision of school trip, plant or substance, e.g. machinery, equipment.

N.B. If faulty equipment P.E. – report

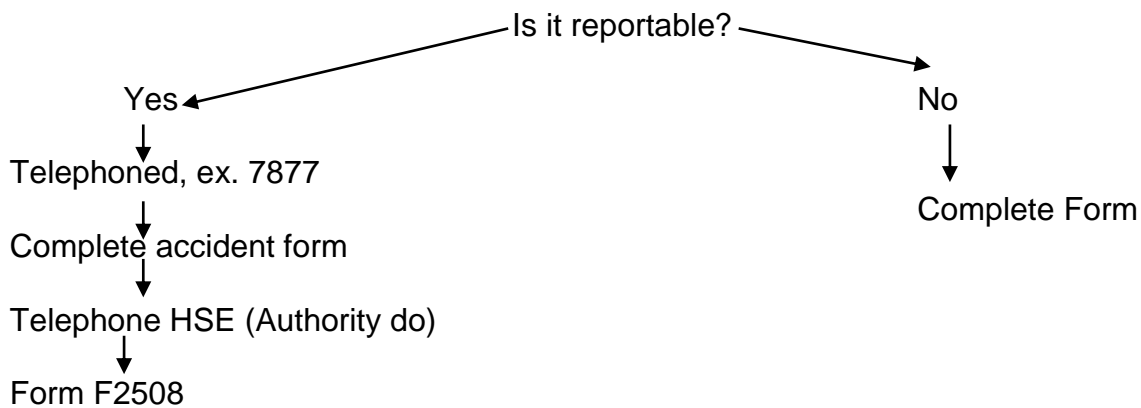
If teacher has direct contact with accident: e.g. cable trip report!

Other bumps NOT reported.

Includes – violence at work, pupil assaults teacher NOT reported unless a reportable injury.

Accidents to a member of staff (New Book)

Phone Local Authority.



N.B.

After filling in Accident form, REASSESS risk assessment

**SARS-CoV-2 SUPPLEMENT TO HEALTH AND SAFETY POLICY
FOR
AMBLECOTE PRIMARY SCHOOL**

	NAME	CONTACT DETAILS
HEADTEACHER:	Jane Cook	01384 818335
HEALTH & SAFETY CO-ORDINATOR(S):	Kerry Harris	01384 81835
DESIGNATED HEALTH & SAFETY GOVERNOR:	Tom Wade Claire Roberts	

SARS-CoV-2 SUPPLEMENT TO HEALTH & SAFETY POLICY

1. Introduction

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 September 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 action plan cover the following Health and Safety elements:

<ul style="list-style-type: none"> • Buildings & Facilities • Emergency Evacuation • Hygiene, Cleaning & Waste Disposal • Classrooms • Staffing • Group Sizes • Social Distancing • Medical care 	<ul style="list-style-type: none"> • Catering • PPE • Response to suspected/confirmed Covid-19 cases • Curriculum/learning environment • Communication • Governance • School events (including trips) • Out of hours use of school
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the 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 pupils 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 pupils 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 pupils 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
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. *(Amend / describe what has been done in your school to communicate)* E.g staff meetings, noticeboards, shared drive/folders

Signed Head Teacher

Signed Chair of Governors.