

## Covid19 Addendum to the Health and Safety Policy

### Planning and Preparation

**Premises** – before re-opening schools must ensure that the school environment is safe and that the building remains fit for purpose. The first tab of the risk assessment is a school building assessment, which should be completed by schools. It covers all the hazards associated with re-opening a building after a period of full or partial closure. Schools that remained open during the lockdown should still review their premises using the Schools Risk Assessment.

Schools that cancelled statutory equipment checks should if they have not already done so reinstate them. The Health and Safety Executive (HSE) have set out their position regarding statutory thorough examinations and tests (TE&T) of equipment, in particular lifting equipment and pressure systems in their most recent bulletin. In summary, there is to be no relaxation of statutory requirements relating to that equipment during the COVID-19 outbreak and the council is expected to keep this equipment in-date for its various TE&Ts. Equipment that has not been checked should be taken out of use and the implications of this risk assessed.

If the items of equipment are needed for continued use, the school should contact Sharon Andrews ([Sharon.andrews@westsussex.gov.uk](mailto:Sharon.andrews@westsussex.gov.uk)) immediately to arrange the HSB engineers visit. We could also assume from this bulletin that a similar position applies to other statutory equipment such as gas appliances.

**Staffing** – schools should ensure that staff required to return to work are well enough to do so, and that vulnerable staff are not put at risk. A risk assessment should be completed for every member of staff that may be required to return to work using the ‘staffing’ section of the Schools Risk Assessment. Only staff identified as able to return to work should be expected to do so.

**Other hazards** - once the premises and staffing part of the Schools Risk Assessment have been completed the school should also consider how the day to day running of the school is going to be managed. Schools should consult the Framework for Re-Opening West Sussex Schools and the government guidance links above. Once the Head Teacher and Chair of Governors is satisfied the school has complied with the government guidance the HSE poster ‘Staying COVID-19 Secure in 2020’ should be signed and dated and displayed in a prominent place within the school (see supporting documents).

### Getting back to work

**Induction** - Once procedures have been developed and before the pupils return to work the schools should consider providing staff with an induction to these temporary ‘the new ways of working’. Everyone should be clear on how lessons, breaks, lunchtimes, playtimes will be managed. Staff should also be made aware of the arrangements for visiting contractors, fire, emergencies, first aid, infection control, intimate care and when it may be appropriate to use PPE. If the school has any staff that are not familiar with the building and do not usually, work at the school i.e. temporary or newly qualified staff they will require a full induction as

the school would usually provide to any new staff. Records should be kept of the information communicated to staff at this induction.

**Emergencies** – schools should check that the arrangements they currently have in place are still workable. If for whatever reason the school is evacuated and staff and pupils must relocate is the building identified for that relocation still available? If not alternative temporary arrangements will need to be made, plans updated and communicated to staff.

**Fire** – schools should assess their evacuation procedures, is the assembly point large enough to accommodate all of the pupils and staff and allow social distancing? If not then schools should consider space permitting extending the size of the assembly point, moving the assembly point to a larger space or splitting the assembly point in order to accommodate social distancing. The Fire Emergency Plan will need to be updated with any change in arrangements. Schools should complete a fire drill soon after opening to test these new arrangements are workable, and make adjustments if needed. Personal emergency evacuation plans (PEEPS) and generic emergency evacuation plans (GEEP) will also need to be reviewed. The school must also ensure they have enough fire wardens, if there are not a sufficient number of trained fire wardens returning to work schools will need to provide staff with internal instruction as a temporary measure. Refer to Fire safety in new and existing school buildings

**First Aid**– Head Teachers should up date or complete a first aid needs risk assessment (see supporting checklist risk assessment form) to include any additional arrangements or changes to provision for first aid during the outbreak. It is possible that some first aid trained staff may no longer be available and/or working from home. Therefore arrangements must be reviewed and if needed additional controls put in place to manage incidents that require first aid these arrangements must then be communicated to all staff. When reviewing the first aid risk assessment the most recent Government guidance should be taken into consideration.

Any competent person can apply basic first aid i.e. plasters, cold compress etc.

The Health and Safety Executive has announced that if your First aid at work or Emergency first aid at work certificate expired on or after the 16th March and you were unable to access training to re-qualify due to the coronavirus outbreak, the validity of these certificates can be extended to 30th September in England. The extension applies so long as you are able to:

- Explain why you haven't been able to re-qualify.
- Demonstrate what steps you have taken to access the training, if asked to do so. You should book onto requalification training as soon as you are able to.

The NHS have updated their first aid guidance due to COVID 19 please see their website for more details. Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only on adults. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression. Training for the application of cardiopulmonary resuscitation CPR is specific to age group however, in an emergency any trained first aider can administer chest compressions at approx. 100-120 per min to an adult whilst the emergency services are called.

Children should still receive rescue breathes using a suitable barrier i.e. face shield. Children who have been displaying COVID-19 symptoms a mask with a valve or a pocket mask must be used . We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. Further guidance from the Resus Council is included in the supporting documents.

**Intimate Care** - Staff should follow their normal practice when changing nappies and caring for children more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend school and should be at home.

Cleaning – Schools should follow the government guidance COVID-19: cleaning in non-healthcare settings. The guidance sets out the requirements for cleaning after a suspected case of coronavirus. Schools employing external cleaning contractors should ensure the contractor is aware of and following the guidance.

**Hygiene in schools** - handwashing is one of the most important ways of controlling the spread of infections, including COVID-19 and respiratory disease.

Liquid soap, warm water and paper towels are recommended. All staff and pupils must wash their hands after using the toilet, before eating or handling food and after touching animals. Alcohol-based hand sanitisers have become increasingly popular in recent years. However, due to their alcohol content their use should be supervised, it is recommended that alcohol-based hand sanitising gels are only used where access to hand washing facilities is limited. A COSHH risk assessment will be required for any sanitizer used in school. Guidance is also being sought from WSCC on the frequent use of Anti Bac spray and hand sanitising gels in the classroom and access to these products. The government guidance also has a number of child friendly hygiene posters for schools to use see e-Bug resources

Personal Protective Equipment (PPE) – the current government guidance does not recommend the use of face masks or face coverings in schools and other educational settings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Therefore, the majority of staff in schools will not require PPE, beyond what they would normally need for work. PPE should be worn by staff caring for the child who is unwell and has symptoms of the virus while they await collection if a distance of 2 meters cannot be maintained.

**Waste** - To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE schools should:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste

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operatives. This waste does not require a dedicated clinical waste collection in the above circumstances. Waste produced during the normal operation of the school should be disposed of in the usual way.

**Contractors** – visiting site to complete statutory inspections should have a pre-arranged appointment. Schools should make the contractor aware of the arrangements to manage their visit prior to their arrival and contractors should provide the school with information on the controls they have in place to manage the spread of the virus. Upon arrival social distancing should be observed throughout the visit.

Building work that was stopped at the start of lockdown may now resume. Schools should communicate arrangements for preventing the spread of the virus with any contractors working on site and ensure their site is secure. Contractors should have also carried out a coronavirus risk assessment detailing how they will be managing the spread of the virus which should be shared with the school and the contractor's workforce.

Work on live sites where council employees, teaching staff or children may be present will need the arrangements discussed and agreed with the Head Teacher who is acting as the Site Responsible Person. To enable safe working on construction sites the following government guidance has been produced these guidelines must be followed for all construction related work and sites. Guidance on working safely for construction and other outdoor work

**Access and egress** – schools that are staggering the start and end of the school day will be extending the time that the entrance and/or exits to the school are busy. Schools should consider planning contractor visits and deliveries outside of these hours to avoid further congestion and the access and egress risk assessment should be reviewed. Where possible these visits kept to a minimum and scheduled for when pupils are not on site.