



# KING JAMES I ACADEMY

## Supplementary Health & Safety Policy for COVID-19

Date adopted by Governors: January 2021

Date of Next Review: July 2021

# Introduction

King James I Academy 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.

King James I Academy 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 has been identified appropriate actions have been 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
- Hand and respiratory hygiene
- Staffing
- Home working
- Vulnerable Staff/Pupil Groups
- New and expectant mums
- Face Coverings
- Emergency Evacuation
- Ventilation
- Catering
- Building & Facilities risks
- Office Areas
- Visitors and Deliveries
- Guidance and Communication
- Educational visits
- Transport
- ITT Students
- Alternative education provision
- Mass testing with Lateral flow antigen testing devices in schools

The risk assessment is dynamic and regularly reviewed to meet the school's needs. All appropriate documentation is shared with the whole school team.

- The school is complying with [Education and Childcare guidance](#) and all relevant guidance including NHS-Test and Trace, Tiers 1/2/3 and 4 and National Lockdown.

### Roles and Responsibilities

#### **The Head teacher will:**

- Have overall responsibility for the development and implementation of the policy, risk assessment and any 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 that 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 that there is appropriate support in place.

#### **All staff will;**

- Make their immediate manager aware if they become 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 Headteacher 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 is 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 by the school, or another appropriate body e.g. NHS-Track and Trace/GP.
- Adhere to drop-off 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 (ALP, Teams Briefing, Academy Website).

	Name	Signature	Date
Head Teacher	Mr Simon Whitehead		11 <sup>th</sup> January 2021
Chair of Governors	Mrs Elizabeth Varley	<i>Elizabeth M Varley</i>	11 <sup>th</sup> January 2021