

## COVID-19 SCHOOL HEALTH & SAFETY POLICY SUPPLEMENT

The purpose of this document is to provide overarching principles and guidance that should be applied by school leader when planning, assessing and implementing changes in the workplace in response to easing of the national Lockdown.

These principles are to support the School's Health and Safety Policy and the duty of employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff and learners on site. The principles also take into consideration the effect the council's undertakings on the health and safety of visitors to the school.

Further guidance will be developed to provide more detail on how to achieve compliance with these principles and this document will be updated and adjusted in accordance with new National guidance when published.

**The main aim of the school during the lockdown easing period is to protect the workforce and learners, whilst collaborating effectively to maintain and deliver education and learning on school premises during the COVID – 19 public health emergency.**

**In addition to the school's responsibilities, this will require all staff and, as far as possible, learners to contribute to the recovery process and consider their own health and safety and that of others.**

**This will be critical to enable everyone to be safe at school.**

**The guiding principles for easing of Lockdown will be:**

- The safety and wellbeing of learners and staff;
- Employees to continue to work from home where possible/required;
- It is essential that employees required to be present at school to undertake their duties are provided with a safe environment;
- It is safe for staff and learners to be at school;
- When staff cannot work from home, they should aim to minimise the number of days they work in school setting;
- All reasonable controls will be implemented by the school to protect the staff and learners;
- All reasonable controls will be implemented by school staff and, as far as possible, learners to protect themselves and others;
- Reasonable controls will be identified by undertaking risks assessments;
- Risk assessment will be agreed by school leaders before proceeding;
- Effective monitoring arrangements will be undertaken to inform adjustments and changes to protect the workforce;
- Complying with National Guidelines and Legislation whilst assess the risk from local infection rate:

<https://gov.wales/sites/default/files/publications/2020-05/unlocking-our-society-and-economy-continuing-the-conversation.pdf>

### **Risk Assessment**

The employer must protect people from harm. This includes taking reasonable steps to protect learners and staff and others from Covid19. This will be done by carrying out risk assessments for where and when will be work carried out, the control measures which can be implemented and the current situation locally.

The principles identified within this document should be used to guide the risk assessment process.

### **Infection Rate**

The infection rate locally may be different from that of other regions. This must be considered and in consultation with Education establish possible further controls for the continued function of the school

### **Routes of transmission**

The Infection control advice is based on the reasonable assumption that the transmission characteristics of COVID-19 are similar to those of the 2003 SARS-CoV outbreak.

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet, airborne and contact.

As such the principle control measures to be considered are:

### **Eliminate / Reduce exposure**

- Staff, due to their role or function, who are required to attend school do so but in limited numbers in order to ensure social distancing. Staff rotas could be a means of achieving this;
- Staff that can work from home continue to work from home, especially those members of staff identified as being at high risk. School leaders should monitor staff working from home in respect of their welfare, workload and productivity;
- Areas should be restricted to learners and relevant staff only;
- Use electronic means of communication as much as possible;
- Maintaining a social distance of 2m between people where possible. Limiting the number of people in a building, introducing one way systems and limiting some activities may help achieve this;
- Eliminate or reduce the need for shared equipment and resources including desks, chairs, phones etc. **Where relevant, this will mean No Hot Desking will take place in the first stage to reduce risk of cross contamination.** If equipment has to be shared it should be for the duration of the day and cleaned before and after use;
- Restricting public access where possible.

### **Infection controls**

- Areas identified as possibly contaminated must be isolated immediately;
- Where a staff member or learner is showing symptoms of COVID19 they must remain away from school for a minimum 7 days;
- If symptoms develop whilst at school they should inform the relevant member of the school's senior leadership team and remove themselves from school as soon as possible and isolate for a minimum of 7 days. The parents of any child showing symptoms must collect their child from the site as soon as possible, following agreed protocol;

- The provision of means for good hand hygiene will be required (hand washing facilities or hand sanitisers);
- Staff and learners will be encouraged and informed on the practise of maintaining good hygiene standards;
- Regular cleaning – identify a regular cleaning schedule for workplaces and work equipment. This will include providing staff with the required cleaning products and PPE;
- The expectation will be for staff to clean their workstation at the start and end of each shift. This is to help protect themselves and others.

### **Information, Instruction and Training**

- Information will be provided to staff to allow them to make informed decisions with regard to avoiding contamination;
- Instruction will be given to staff on what controls are in place and how these controls should be applied. This includes informing staff of the content of risk assessment and safe methods of work;
- Where specific training has been identified this will be made available;
- Provision of suitable signage to provide relevant information.

### **Travel**

- Limit travel where possible;
- Avoid the use of public transport unless absolutely necessary;
- Limit to one person per vehicle other than vehicles designed for passenger travel e.g. Buses;
- Maintain distance on multi-person vehicle use.

### **Personal Protective Equipment (PPE)**

- Where PPE has been identified in risk assessments and in line with Government guidance this will be provided by the council;
- Replacement PPE will be provided as required;
- PPE will be used and disposed of in accordance with guidelines.

### **General Health and Safety**

Ensure general Health and Safety precautions are not significantly compromised by the implementation of infection control techniques.