

# St Anne's Catholic Primary School

## Health and Safety policy Addendum

Head Teacher name	Liam Anderson	Chair of Governors name	David Moran
Head Teacher signature	LAnderson	Chair of Governors signature	DMoran
Date	15 <sup>th</sup> June 2020	Date	15 <sup>th</sup> June 2020

This addendum has been added to the Health and Safety policy on **15<sup>th</sup> June 2020** in recognition of the specific responsibilities and arrangements that have been put in place to manage the hazards and risks specifically in relation to Covid-19 and supports the general safety responsibilities and arrangements that already exist within the main body of the policy.

Statement of Commitment:-

The Governing Body understand and accept their duties under the Health and Safety at Work Act 1974, and associated legislation to ensure that **St Anne's Catholic Primary School** is deemed to be as safe as is reasonably practicable to minimise the risks of exposure to Covid-19.

It is recognised that health and safety responsibilities are integrated into everyday working practices and leadership responsibilities.

A risk assessment specifically related to the risks associated with Covid-19 has been completed.

The existing Health and Safety policy is current and was reviewed and approved on 16/12/20.

The following arrangements are in place with nominated leads responsible for each aspect and agreed review dates are in place.

Activity	Responsible Person	Review Date
School re-opening risk assessment completed for general activities	HT	May June 20
Where staff working in the school are not employed by the school, the risk assessment for this group of staff has been completed and approved	BM	June 20
Individual staff risk assessment completed where identified as necessary	HT	June20
Individual pupil risk assessment completed where identified as necessary	HT/SENCo	May 20
Fire Evacuation arrangements are in place	HT/PO	June20
Individual evacuation arrangements are in place where necessary		
Personal Protective Equipment arrangements are in place	HT	May 20
Consultation has taken place with the trade unions and staff	HT	June 20

## St. Anne's Catholic Primary School

Staff have been made aware of their duties and responsibilities during this time	HT	May/June 20
Adequate supervision arrangements for all staff are in place	HT/DHT	June 20

All staff within the school community recognise that they are responsible for ensuring their own and their colleagues' and pupils' health, safety and wellbeing and that they will comply with requests made to ensure their safety and well-being.

All members of the school community have been informed of the changes to school arrangements to ensure safety and well-being.

This addendum will be reviewed if there are any changes to the recorded arrangements.

# **Appendix 1**

## **Covid19 Building Cleaning Standard Service (SLA)**

The Building Cleaning Service routinely clean the following areas in accordance with the frequencies and standards set out in the 'Building Cleaning Service Specification' for schools

- Classrooms/Teaching bays outside classrooms;
- Entrance halls and foyers;
- Corridors and stairs;
- Cloakrooms;
- Library;
- Other rooms;
- Computer Suite;
- Toilets;
- Staff rooms and offices; and
- Hall/dining room

All building cleaning activities associated with contact surfaces will be carried out using general purpose type detergents, reusable cloths (colour coded as required e.g. cloakrooms/lavatories/medical rooms), hand sprays, vacuums and specialist floor cleaning equipment e.g. buffers, scrubber dryers.

Staff are required to deliver the service in accordance with agreed risk assessments and safe systems of work and to wear the following clothing/personal protective equipment depending on the tasks that they are carrying out:-

- Issued Uniform;
- Safety Shoes/footwear;
- Gloves; and
- Eye Protection;

## **Suspected Case of Covid 19**

The service will continue to be provided as per the 'Standard Service' outlined above, with the following exceptions:

Additional cleansing activities may be required in specified area(s), with all surfaces that the suspected case has come into contact with, being cleaned using disposable cloths and suitable detergents. This includes:-

- All surfaces and objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas (including but not limited to):
  - Door handles and door opening buttons
  - Light switches (carefully)
  - Floors in toilets
  - Toilet seats
  - Toilet flush handles

## St. Anne's Catholic Primary School

- Toilet roll holders
- Toilet door handles
- Toilet bowls
- Wash hand basin taps
- Hand contact surfaces i.e. handrails, door handles including undersides
- Wash hand basins
- Liquid soap dispensers
- Wash hand basin tiled splash-backs
- Floors in corridors
- Desks and tables in classrooms
- Computer keyboards / monitors
- Telephones
- Photocopier

Once a suspected case has been identified, the area(s) concerned should not be used. The door should remain shut, if possible with windows opened and any air conditioning switched off (this will not be on in school), until it has been cleaned with detergent and disinfectant. Once this process has been completed, the area can be put back into use immediately.

Staff are required to deliver the service in accordance with agreed risk assessments and safe system of work and wear the routine clothing/personal protective equipment provided:-

- Issued Uniform;
- Safety Shoes/footwear;
- Apron;
- Gloves;
- Eye Protection; and

The following key points should be noted:-

- Before entering the area, staff must perform hand hygiene then put on a disposable plastic apron and gloves.
- On entering the area to undertake cleaning and disinfection, staff are required to:-
  - Keep the door closed with windows open to improve airflow and ventilation whilst using detergent and disinfection products; and
  - Thoroughly clean the area concerned using disposable cloths, paper roll or disposable mop heads to clean and disinfect all horizontal surfaces, sanitary fittings, door handles, floors etc.
- On leaving the area, staff will be required to:-
  - Discard detergent or disinfectant solutions safely at the agreed disposal point;
  - Dispose of any waste collected during the cleaning process (including disposable cloths and tissues) in a plastic bin bag, tied when full and place in a second bin bag which should also be tied. It should be put in a suitable and secure place and marked for storage until test results as to whether COVID-19 was present are known;
  - If the individual tests negative, this can be put in the normal waste.
  - Should the individual test positive, you will be instructed what to do with the waste.
  - Disinfect, clean, dry and store re-usable parts of cleaning equipment, such as mop handles; and
  - Perform hand hygiene.

It should also be noted that public areas where a symptomatic individual has passed through and spent minimal time (e.g. corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. However, if a person becomes ill in a shared space, they should be cleaned as detailed above.

Until it has been determined whether the site has actually been affected by COVID-19, a log of all staff involved in the cleaning operations will be kept and maintained should employees need to be traced at a later date.

### **Confirmed Case of Covid 19**

**Where there is a confirmed case of Covid-19, Public Health England working with the Infection Prevention Control team will risk assess and provide advice accordingly on the cleaning operation. This would include if additional cleaning is required over and above standard procedures and specific guidance as to what needs cleaning and how.**

**Using the currently available published guidance it is expected that the method of cleaning, including relevant PPE will be the same as when the Building Cleaning Service responds to a case of Norovirus, however this will be confirmed prior to any cleaning activities being undertaken by building cleaning staff.**

## Appendix 2

### **GUIDANCE IN RESPECT OF SCHOOL PREMISES OFFICERS – COVID-19**

Some of that work in preparing for the wider opening of schools involves the cleaning of school in preparation for the partial reopening and Head Teachers are advised to ensure that any work undertaken by the school Premises Officer in respect of the cleaning of the school is in line with their Job Description. For ease of reference the standardised Job descriptions are included below.

It is advisable to contact your current cleaning provider to arrange for the cleaning of the school so that any risk is minimised and the appropriate PPE is used.

**METROPOLITAN BOROUGH OF KNOWSLEY**

**SCHOOL/SITES**

**POST TITLE** PREMISES OFFICER

**GRADE** LEVEL 3

**RESPONSIBLE TO**

**MAIN PURPOSE**

**Under the guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site or multi school (site) locations.**

**MAIN DUTIES**

**Security and Safety**

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the designated premises and carry out evacuation drills as required.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the designated multi school (site) premises (grounds, premises and contents) including vandalism/arson.

**Energy Management**

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

Ensure lights and other equipment are switched off as appropriate.

**Porterage**

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

Demonstrate and assist in the safe and effective use of specialist equipment and materials.

Undertake porterage of stock, furniture and equipment as required.

## **Maintenance**

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture, premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Undertake minor day-to-day repairs as required.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

**Supervise and monitor the cleanliness of the designated multi school (site\*) premises, liaising with the Cleaning Supervisor and the Department of Neighbourhood Delivery as appropriate. (\*Delete as appropriate)**

Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school (site) premises.

## **Support for the School/Organisation**

Complete all necessary administration, submitting information as required to Senior Management Team to aid decision making.

Responsible in conjunction with the relevant Administrator for the administration and control of appropriate areas of budget.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisations ethos, aims and development/improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

**Note** In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

## **Personal Attributes**

### **Communication & Influence**

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

### **Team working**

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

### **Organisational Awareness**

Demonstrates a broad knowledge of the organisations activities and how they contribute to the organisations performance as a whole. Is able to describe the current activities in their area together with organisational developments. Demonstrates how own job performance contributes to the organisations vision.

### **Adaptability**

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

### **Use of technology**

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

### **Professional values and Practice**

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

### **Experience & Knowledge**

Demonstrate experience of caretaking/site keeping in a multi school (site) or similar environment.

Demonstrate an understanding of inclusion.

Ability to relate well to children and adults.

Knowledge of health and safety procedures and precautions.

Awareness of COSHH regulations.

Awareness of health and hygiene procedures.

Knowledge of moving and handling procedures.

St. Anne's Catholic Primary School

Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

**Qualification & Training**

Level 2 qualification or equivalent in Maths/numeracy and English/literacy.

Relevant Level 3 qualification or equivalent experience.

Requirement to complete Support Staff Induction Programme.

Willingness to undertake appropriate first aid training (if appropriate).

**Date Issued:**

---

**Line Manager Signature:**

---

**Employee Signature:**

---

**Aspects to Consider for Individual Risk Assessments – Staff Returning to the Workplace (Covid-19)**

<b>Staff Member's Name</b>		<b>Assessment Completed With</b>	
<b>Date Completed</b>		<b>Agreed Review Date</b>	
		<b>Review Date</b>	

<b>Aspect to Consider</b>	<b>Does this apply?</b>	<b>Actions to Consider (not exhaustive)</b>	<b>Actions Taken (record all agreed actions)</b>
Staff member is in the Extremely Clinical Vulnerable group		Staff member must work from home	
Staff member is in the Clinical Vulnerable group		The staff member should work from home if possible. If not possible, what strict social distancing measures will be put in place? Can rota working be considered to reduce the likelihood of risks? Can the staff member be allocated to a bubble with older children, who are likely to understand social distancing better? Do you need to consider referring the staff member to their GP, for consideration of their vulnerability status?	
Are there others in the household that fall into either of the above categories?		What social distancing measures will be put in place?	

St. Anne's Catholic Primary School

How does the staff member get to and from work?		Face coverings are recommended for using public transport. Can working hours be amended to use public transport at quieter times?	
Does the staff member have any mobility issues?		Consider the plan for emergency evacuation	
Does this person's role require them to have contact with multiple people		Implement remote contact – phone, text, on line meetings. Physical barrier in work space to demark 2m distance Where applicable, separate workstations to ensure 2m distance from others Staff to have their own equipment, but where this is not possible, ensure equipment is cleaned between uses.	
Will the staff member have easy access to soap and water? If not soap and water, will hand sanitiser be made available?		Consider setting an alarm as a reminder to wash hands	
Will the staff member have access to wipes should they want to wipe something		Wipes should be easily accessible	
Does the staff member need to have individual arrangements for welfare facilities		Staff may need to share toilet facilities with as few people as possible Have an allocated toilet to use (if unisex, all toilets need to have a sanitary bin) Staff to have their own mug and cutlery Staff encouraged to bring in their own food Staff break and lunch times to be staggered from other staff members	
Consider what support is in place to support staff's well-being during the return to work		Consider if there is someone who can act as a support officer Access to counselling or more formal mental health support	
<b>Any further comments / notes:</b>			

St. Anne's Catholic Primary School

Living and working as Jesus taught us.