



Adopted: January 2022

Review: January 2023

Health and Safety Policy: COVID-19 Addendum

This Health and Safety Addendum should be read alongside our main Health and Safety Policy, as well as the main school risk assessment and government guidance documents as they are updated for schools in light of the COVID-19 pandemic.

Aim

Our aim is to ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

Objectives

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

Unique Academy accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Procedure

Unique Academy will:

- Apply and communicate sensible risk management and safe working practices. This will involve:
 - o Regular assessment of hazards and associated risks (See **COVID-19 Risk assessment**).
 - o Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level (See **COVID-19 Risk assessment**).
 - o Monitoring the effectiveness of those measures by senior leaders (See **COVID-19 Risk assessment**).
 - o Provision of information, instruction, training and protective equipment to staff (and pupils where required), as outlined in our **Infection Control Policy**.
 - o Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.

- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19, (See *Appendix 1*)
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all staff and pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19 See example in *Appendix 2*)
- Put in place the support required for pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including hybrid learning
- Put in place measures to check on staff wellbeing (including for leaders), See **Staff Well Being Survey**.
- Draw up contingency plans for:
 - o Someone falling ill or demonstrating symptoms on site
 - o Deep cleaning in the event of an outbreak of COVID-19 on site (See Appendix 1, '**Deep Cleaning Checklist**')
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Put in place arrangements for remote/hybrid learning – See **Remote Learning** policy.

Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:

- The most up to date copy of the Whole School Risk assessment - this will be emailed to staff with any updates.



Deep Clean Checklist

Equipment

Personal protective equipment (PPE)

- To carry out all of the tasks below, you'll need to wear disposable gloves and an apron (and wash your hands with soap and water for 20 seconds once you remove these)
- If there's a higher level of contamination (e.g. if the symptomatic individual has slept somewhere) or there's visible contamination with body fluids, you might need to wear a surgical mask or full-face visor to protect your eyes, nose and mouth. Speak to Headteacher to find out if you need this equipment.

Cleaning equipment

To clean hard surfaces, you'll need the following disposable equipment:

- Cloths/paper roll
- Mop heads

Cleaning requirements

SURFACES TO CLEAN	MEASURES TO TAKE	CLEANING PRODUCTS	✓
All objects and surfaces that are visibly contaminated with bodily fluids	<ul style="list-style-type: none"> • Clean and disinfect • One site, one wipe, in one direction • Avoid creating splashes and spray when cleaning 	Use: <ul style="list-style-type: none"> • A household detergent, followed by a disinfectant, with a solution at a dilution of 1,000 parts per million available chlorine • Avoid mixing cleaning products together as this can create toxic fumes. 	
All potentially contaminated high-contact areas, including: <ul style="list-style-type: none"> • Bathrooms • Door handles • Telephones • Grab-rails in corridors and stairwells • Floors • Chairs 	<ul style="list-style-type: none"> • Clean and disinfect • One site, one wipe, in one direction • Avoid creating splashes and spray when cleaning 	As above: A household detergent followed by a disinfectant with solution at a dilution of 1,000 parts per million available chlorine	
Public areas where a symptomatic person has passed through and spent minimal time and which are not visibly contaminated with body fluids, e.g. corridors	Cleaned thoroughly as normal, in regular cleaning	Standard cleaning products (such as detergents and bleach)	

SURFACES TO CLEAN	MEASURES TO TAKE	CLEANING PRODUCTS	✓
<p>All potentially contaminated fabric items, including:</p> <ul style="list-style-type: none"> • Cushion covers <p>Plus anything used for transporting the fabric items</p>	<ul style="list-style-type: none"> • Wash fabric items in accordance with the manufacturer's instructions • Use the hottest setting you can • Dry fabric items completely • Don't shake laundry before washing • Clean anything used for transporting laundry 	<ul style="list-style-type: none"> • Standard detergent for fabric items • Clean and disinfect anything used to transport the items using as above: household detergent followed by a disinfectant with a solution at a dilution of 1,000 parts per million available chlorine 	
Items that can't be cleaned using detergents or laundered, e.g. upholstered furniture and mattresses	Steam clean	Steam cleaner	
Items that are heavily soiled or contaminated with body fluids	Dispose of these items (see waste disposal instructions below)	N/A	

Waste disposal requirements

MEASURES TO TAKE	✓
Put any personal waste from the symptomatic individual (e.g. used tissues) and any waste from the cleaning of potentially contaminated areas (e.g. PPE, disposable cloths and mop heads) in a plastic rubbish bag and tie when full	
Place each plastic bag in a second bin bag and tie	
Place these bags in the bin outside the premises and mark them for storage. Wait until you know the symptomatic individual's coronavirus test results	
<ul style="list-style-type: none"> • If the individual tests negative for COVID-19, put the bags in with the normal waste • If the individual tests positive for COVID-19: <ul style="list-style-type: none"> • Arrange for the bags to be collected and disposed of by a specialist contractor as Category B infectious waste 	