

**SUPPLEMENTARY HEALTH & SAFETY POLICY  
FOR  
The Federation of Boldmere Schools 2020**

***APPROVED BY GOVERNORS 17<sup>th</sup> November 2020***

	<b>NAME</b>	<b>CONTACT DETAILS</b>
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<b>HEALTH &amp; SAFETY CO-ORDINATOR(S):</b>	Carl Glasgow  Sam Kenny  Karen Welch	As above
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**The Federation of Boldmere Schools will do their utmost to ensure that the health and safety of all members of our school community are taken in to consideration and measures/actions put in place, will help to mitigate risks that have been identified.**

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# SUPPLEMENTARY TO HEALTH & SAFETY POLICY FOR The Federation of Boldmere Schools 2020

## 1. Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority (or other employer eg supply agencies) in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

## 2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and associated actions have been put in place to make necessary adjustments to mitigate any risks/concerns that have been identified. The risk assessment and accompanying actions that have been put in place, cover the following Health and Safety elements:

<ul style="list-style-type: none"><li>• Buildings &amp; Facilities</li><li>• Emergency Evacuation</li><li>• Cleaning &amp; Waste Disposal</li><li>• Classrooms</li><li>• Staffing</li><li>• Group Sizes</li><li>• Social Distancing</li></ul>	<ul style="list-style-type: none"><li>• Catering</li><li>• PPE</li><li>• Response to suspected/confirmed Covid-19 cases</li><li>• Curriculum/learning environment</li><li>• Communication</li><li>• Governance</li><li>• School events (including trips)</li></ul>
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The risk assessment and associated actions taken are dynamic and are regularly reviewed to ensure they meet current needs. All appropriate documentation is shared with staff and any necessary training to support implementation of the Covid-19 management strategy is provided and when appropriate.

## 3. Roles and responsibilities

### a. The Governing Board will:

- Regularly assess the effectiveness of the policy, risk assessment and associated actions in place
  - Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
  - Ensure staff have access to any training or instruction required to implement actions required
  - Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
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**b. The Executive Head Teacher in collaboration with each Head of School will:**

- Have overall responsibility for the development and implementation of the policy, risk assessment and actions in place
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
- Communicate changes/updates with staff, children and parents/carers regularly.

**c. All staff will:**

- Carry out all work in accordance with the policy, risk assessment and required actions, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Executive Head Teacher, each Head of School and the SLT
- Undertake any training to support implementation of the actions and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

**d. Parents will:**

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance
- Keep their child at home and isolate with all members of their household, if they or anyone in their household are awaiting test results
- Inform/update school as soon as test result notification is received from the NHS

**e. Pupils will:**

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Remain in their identified 'bubbles' and zoned areas in the playground
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community, through a range of different platforms such as staff meeting for staff in school, social media, school emails and the school website (however these are not an exhaustive list of the different methods that are used to effectively communicate the schools' Covid-19 management strategy to all stakeholders)

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