



The Tiffin Girls' School

Addendum to Health and Safety Policy

COVID-19 Pandemic September 2020

1. Introduction

The Tiffin Girls' School (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 students, staff and the wider school community during this time.

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 students, staff and the wider community are implemented.

This policy addendum should be read in conjunction with the following documents:

- First Aid Policy and COVID-19 Addendum
- Students with Medical Conditions Policy
- Addendum to Parent and Student Privacy Notice
- Addendum to Staff and Volunteers Privacy Notice
- Addendum to Behaviour for Learning Policy

2. Risk assessment

As part of the preparation for fully reopening of the school from September 2020, a detailed risk assessment has been undertaken and steps to be taken to mitigate risk has been produced. The risk assessment and mitigating steps cover the following Health and Safety elements:

- Buildings & Facilities including all services are compliant (eg water treatments, fire alarm testing, building works)
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases
- Curriculum / learning provision
- Communication including signage on site
- Governance

The risk assessment and mitigating steps are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Board will:

- Regularly assess the effectiveness of the policy, risk assessment and mitigating steps
- Ensure all documentation is regularly reviewed to meet current needs and any updated guidance from the Government or Local Authority (Health & Safety)
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all students and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current needs and any updated guidance from the Government or Local Authority (Health & Safety)
- Prioritise the wellbeing of all students and staff and ensure there is appropriate support in place
- In the event of a staff member or student testing positive for COVID-19:
 - contact the London Coronavirus Response Cell (LCRC) for support with risk assessment and alert the Director of Public Health asking for the information to be passed to the Public Health Single Point of Contact (SPoC)
 - Communicate with staff and parents as necessary and in accordance with the addenda to the relevant privacy notices
- Delegate responsibility where necessary. The majority of Health and Safety daily management of the School is delegated to the Deputy Headteacher

c. The Deputy Headteacher and Operations Director (The Health and Safety Working Party) will:

- Ensure that the school responds to any requirements put in place by the government for safe working in the event of a partial or full return to school following a pandemic. In particular:
 - Purchase equipment to enable key functions of the school to be undertaken in a safe way
 - Organise classrooms and public spaces in line with guidance
 - Make adjustments to the school day to ensure that the school can function in a safe way, and to ensure social distancing requirements can be complied with, where required.
 - Communicate clear guidance on expectations for staff and students
 - Ensure that parents are clear on how the school will ensure safe working
 - Ensure that requisite premises checks have been completed in the event of an extended school closure, in particular legionella testing

- Comply with The Health and Safety Executive (HSE) requirements regarding RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work when one of the following circumstances applies:
 - A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
 - A person at work dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

d. Line Managers / Heads of Departments will:

- Ensure that staff and students in their department are clear on requirements for safe working on a return to school, and will raise any concerns with the Health and Safety Working Party.

e. All staff will:

- Carry out all work in accordance with the policy, risk assessment and steps to be taken in mitigating risks, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and risk mitigation process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Health and Safety Working Party
- Ensure that they and their students are clear on requirements for safe working and raise any concerns with their line manager / Head of Department and the Health and Safety Working Party
- Undertake any training to support implementation of the mitigating risks and to identify any individual needs which may impact on these
- Familiarise themselves with arrangements for First Aid for students
- Prioritise the wellbeing of all students and other staff
- Follow all instructions regarding their own safety on site. This will be regularly updated eg through notices on site, by email and in staff briefing. It may include, but is not limited to, following instructions regarding:
 - notifying the school when attending site if outside of planned reopening dates/times
 - if taken unwell at school, notifying a First Aider and follow arrangements set out in the addendum to the First Aid Policy relating to the Coronavirus.
 - undertaking good hand hygiene (washing hands on arrival and before departure, and regularly when on site) and encouraging students to do the same
 - utilising hand sanitisers when entering / exiting teaching spaces and / or offices
 - wiping any surfaces that may have been touched in department / office / classroom using the cleaning products provided. This will include any keypads on doors and printers, desks, keyboards, armrests etc. keeping at a safe 2m distance from anyone else working in school where possible
 - only accessing designated toilets
 - only accessing kitchens / communal areas cleared for use by the school, and following relevant instructions for safe access to these.

- Follow any government guidance or school instruction regarding communication and self-isolation if the staff member themselves or another member of staff or student tests positive
- Stay alert on site and take responsibility for their own safety and wellbeing

f. 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 or behaviour management 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
- Agree to collect their child or to make arrangements for their child to be collected if they report feeling unwell at school and are showing symptoms of COVID-19, and
- Follow any government guidance or school instruction regarding communication and self-isolation if their child tests positive

g. Students 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 for Policy Learning and as advised by the school
- Make First aid staff aware if feeling unwell for any reason whether related to COVID-19 or not
- Report any Health and Safety concerns to a member of staff