



**COVID 19 HEALTH AND SAFETY POLICY STATEMENT
FOR
ASHMORE PARK AND PHOENIX NURSERY SCHOOLS FEDERATION
ISSUED: NOVEMBER 2020**

APPROVED BY GOVERNORS UNDER CHAIRS ACTION ON 18.11.2020

	NAME	CONTACT DETAILS
HEADTEACHER:	Mrs Susan Lacey	01902 558116 01902 558126
HEALTH & SAFETY CO-ORDINATOR(S):	Mr P Davies – Site Manager Ashmore Park Nursery School Mr C Bissell – Site Manager Phoenix Nursery School	01902 558116 01902 558126
DESIGNATED HEALTH & SAFETY GOVERNOR:	Governors Appointed to: Finance & General Purposes Committee	01902 558116

**COVID 19 HEALTH AND SAFETY POLICY STATEMENT
FOR
ASHMORE PARK AND PHOENIX NURSERY SCHOOLS FEDERATION**

1. Introduction

The Federation recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health and Safety Policy, which sets out how we do this. In recognition, however, 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 communities during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk(s) associated with COVID-19.

In order to ensure both schools 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 Federation 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 schools (from June 2020), a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

<ul style="list-style-type: none">• Buildings & Facilities• Cleaning & Waste Disposal• The Learning Environment• Staffing• Group Sizes• Social Distancing• School Events (including trips)• Use of PPE	<ul style="list-style-type: none">• Response to suspected/confirmed Covid-19 cases• Curriculum/Learning Environment• Communication• Governance• Visitors to the Site• Clinically and extremely clinically vulnerable staff and children
---	--

The risk assessment and action plan 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 action plan
- 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 the action plan
- Prioritise the wellbeing of all children 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 need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all children and staff and ensure there is appropriate support in place.

c. All Staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, 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 Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all children and staff.

d. Parents/Carers will:

- Adhere to any recommendations from their 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 their school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by their school
- Ensure their child is aware of any protective measures put in place by their school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission.

e. Children will:

- Observe the Health and Safety rules of their school, including new arrangements in response to COVID-19 set out in the current school's Covid-19 Return to School risk assessment
- Make staff aware if feeling unwell

Relevant Health and Safety information has been communicated to all staff and the wider school community:

- Staff
 - Staff Shared Drive
 - Staff Notice Boards/Staff Room
 - Staff Weekly Meetings
 - Staff 'Microsoft Teams App'.
- Governing Board
 - Full Governing Board/Committee Meetings
 - Governor 'Microsoft Teams App'
 - Email.
- Parents/Carers
 - 'Teacher2Parents' Text Messaging Service
 - Microsoft Sway Newsletters/Microsoft Forms
 - Facebook
 - School Website(s) etc.