

## Esher Learning Trust

### COVID 19 HEALTH SAFETY POLICY

Status:	<b>Approved</b>
Date of Next Review:	Summer 2021
Responsibility:	Trust
Date of Approval:	Esher Learning Trust 4 June 2020

This policy is based on the Surrey County Council (SCC) Model Policy **and has been adapted to reflect our academy status.**

**POLICY AIM:** To ensure that the risks of Covid presented to pupils, staff and visitors are reduced to an acceptable level.

**POLICY 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

**POLICY STATEMENT:** Esher Learning Trust recognises and 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 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.

**SIGNED:**



Executive Headteacher ...4 June 2020..... Date



Chair of Trustees ...4 June 2020 ..... Date

## THE TRUST WILL:

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks
    - The ELT SLT and Chair of Trustees will review the reopening RA on a weekly basis until all planned year groups back on site, at which point the Risk Assessment will become a COVID Ready Risk Assessment to support further reopening
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - Monitoring the effectiveness of those measures by senior leaders
    - The ELT SLT and Chair of Trustees reviewing feedback from parents and staff, including detail of queries received by the Academy Business Leader on a weekly basis.
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required)
  - 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.
    - The ELT SLT and Chair of Trustees will review all of the above documentation every two weeks, and/or where additional information is gained through changes in government guidance, monitoring or following an incident.
    - The HT of the schools will ensure that the RIDDOR reporting requirements for COVID-19 are adhered to <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
- Implement measures to ensure where possible that social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
- Operate an enhanced cleaning regime for the duration of Covid
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid
- Educate pupils about Covid and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all 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

HTs will:

- Communicate with parents on a weekly or bi-weekly basis as appropriate, or as additional information is gained through changes in government guidance

The Academy Business Leader will:

- Respond to enquiries regarding the Trusts response to COVID within 2 working days.
- Enquiries should be sent by email to [jhawkins@esherlearningtrust.co.uk](mailto:jhawkins@esherlearningtrust.co.uk)
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies
- Put in place any flexible working arrangements needed to support delivery of education during Covid including where necessary staggered start/end times
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
  - Someone falling ill or demonstrating symptoms on site
  - Deep cleaning in the event of an outbreak of Covid on site
- Provide appropriate personal protective equipment (PPE) as required by staff.
- Put in place arrangements for the continuing education of those children who have not yet returned to school.

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