



## THE VALLEY SCHOOL

### HEALTH AND SAFETY – COVID-19 APPENDIX

MAY 2020 (FULL BOARD)

#### RISK ASSESSMENTS

Comprehensive risk assessments have been completed in line with government and LA guidance. These will be continuously reviewed alongside evolving information being made available to the school.

#### HEALTH AND SAFETY MONITORING AND INSPECTIONS

All monitoring and inspections are continuing across the whole site, including areas not needed for provision.

#### HEALTH AND SAFETY INFORMATION AND TRAINING

Staff briefings are being delivered via email and reinforced via year teams to ensure compliance e.g. social distancing.

#### FIRST AID AND MEDICATION

All staff and pupils have their temperature taken on arrival at school.

Caroline Mahoney, Transition and Family Well-Being Leader ensures the medical needs of pupils in school are known and being communicated to all staff, and that first aiders are confident in identifying the symptoms of Covid-19 and how to keep themselves and pupils safe whilst dealing with first aid in school.

PPE is available for any staff that require it, and is stored in Reception.

The Family Room is used as a holding area for anyone who displays symptoms whilst they await collection.

Medication is administered from Reception by Maxine Dale, Receptionist, who is responsible for recording administered medication.

All Parents / Carers and staff are required to notify the school of any Covid-19-related symptoms. The school follows current and updated guidance to support the track and trace notification system and self-isolation.

## CLEANING

Additional cleaning resources are provided in rooms to facilitate regular cleaning of hard surfaces.

Additional robust cleaning measures are in place to ensure all areas are thoroughly cleaned daily in line with guidance.

## PUPILS ARRIVING TO AND LEAVING SCHOOL

Start and finish times of the day are staggered to reduce the numbers accessing the site at one time.

Vehicles continue to follow the one-way system, with pupil transport being unloaded one vehicle at a time to allow for social distancing of pupils. Pupils are loaded on to transport by their class teacher one group at a time.

The pedestrian gate is opened and supervised from a safe distance. Parents / Carers and pupils are advised of the times the gate is open and asked to only arrive during these times. Should they arrive outside of these times they are required to queue safely outside whilst waiting for the gate to be opened.

Each year group has a separate entrance to the building which is supervised by staff members.

## FACILITIES

Each year group has been allocated a set of toilets to keep year groups separate.

Each year group has been allocated an outside area and internal space for dining to keep year groups separate.

All internal doors are opened by the site team in the morning to allow for flow around the building without the need for touching handles. Fire doors are held open on fire safe door openings which automatically shut on activation of the fire alarm.

Staff and pupils move around the outside of the building wherever possible to reduce numbers needing to be in internal corridors. They are met by the receiving teacher at the nearest external door. All external doors remain closed for security.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

A revised evacuation plan has been put in place to ensure social distancing in the assembly area. This has been communicated to staff via email and available on the staff shared drive.

## FIRE PREVENTION, TESTING OF EQUIPMENT

All inspections and testing continue across the whole site, including areas not needed for provision.

## MINIBUSES

School vehicles are only used if absolutely necessary and the driver is responsible for ensuring that all surfaces are wiped before and after use.

The vehicle only carries as many passengers as can be safely done whilst still maintaining safe distancing.

## COLLEGE AND WORK EXPERIENCE

College and work experience placements are not taking place whilst current Covid-19 regulations are in place. Once lockdown is lifted this will be reviewed and risk assessed in line with guidance at this time.

## OFFSITE VISITS

Offsite visits are not taking place whilst current Covid-19 regulations are in place. Once lockdown is lifted this will be reviewed and risk assessed in line with guidance at this time.

## PREMISES WORK EQUIPMENT

Staff are required to notify the Headteacher or School Business Manager urgently of any issues with the site, particularly relating to the ability to access hand washing.

## CONTRACTORS

Contractors are only allowed on site when absolutely necessary. Wherever possible, work is scheduled to take place outside of school hours to limit contact. They sign in remotely with a member of the site team or School Business Manager and have designated working areas that do not overlap with staff or pupils.

All deliveries are met outside by a member of the site team, who arranges to bring the delivery inside the building.

## STAFF TRAINING

Staff training is not taking place on Monday evenings whilst the current social distancing measures are in place.

## STAFF WELL-BEING

Staff continue to have line management meetings to ensure they are supported through this unprecedented situation. These are conducted either virtually or with appropriate safe social distancing.

External support available to staff is signposted on the staff shared drive in the virtual noticeboard folder.