



# Supplementary

## Health and Safety Policy

*This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.*

**Approved by:** Board of Trustees

**Last reviewed on:** June 2020

**Date of next review due:** June 2021

	NAME	CONTACT DETAILS
<b>PRINCIPAL:</b>	Mr Carl Wakefield	<a href="mailto:C.Wakefield@plume.essex.sch.uk">C.Wakefield@plume.essex.sch.uk</a>
<b>HEALTH &amp; SAFETY CO-ORDINATOR(S):</b>	Mr Richard Scott, Director of Finance and Estates Mr Terry Cleaver, Estates Manager	<a href="mailto:R.Scott@plume.essex.sch.uk">R.Scott@plume.essex.sch.uk</a> <a href="mailto:T.Cleaver@plume.essex.sch.uk">T.Cleaver@plume.essex.sch.uk</a>
<b>DESIGNATED HEALTH &amp; SAFETY GOVERNOR:</b>	Mr Mark Howell	<a href="mailto:M.Howell@plume.essex.sch.uk">M.Howell@plume.essex.sch.uk</a>

## **1. Introduction**

The academy 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 academy community during this time. This document has been written in accordance with guidance from the Department for Education (DfE) and the Local Authority in relation to managing risk associated with COVID-19.

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

- Buildings & facilities
- Emergency Evacuation
- Cleaning & waste disposal
- Classrooms
- Staffing
- Class sizes
- Social distancing
- Catering
- Personal Protective Equipment (PPE)
- Response to suspected/confirmed COVID-19 cases
- Curriculum/learning environment
- Communication
- Governance
- Academy events (including trips and visits)

The risk assessment and supporting 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 Board of Trustees 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 students and staff and ensure there is appropriate support in place.

**b. The Executive Principal 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 students 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 Executive Principal or SLT
- 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 students and other staff.

**d. Parents and Carers will:**

- adhere to any recommendations from the academy 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 academy or another appropriate Body (GP or NHS Track and Trace, for example)
- adhere to drop-off and collection arrangements set by the academy
- ensure their child is aware of any protective measures put in place by the academy 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 academy, other than as permitted by current Government guidance.

**e. Students will:**

- observe the Health and Safety rules of the academy, including new arrangements in response to COVID-19 set out in the current academy Behaviour Policy and supporting Addendum
- make staff aware if they start 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 academy community on a very regular basis prior to as well as throughout the entire lockdown period.