



Diocese of Chelmsford Vine Schools Trust

# Supplementary Health & Safety Policy (Summer 2020)

This policy is a mandatory policy for all Vine schools and must be implemented with no amendments.

**"I am the vine; you are the branches.  
If you remain in me and I in you, you will bear much fruit"  
(John 15:5)**

The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Tim Rose Chairman
Date:	1 <sup>st</sup> June 2020

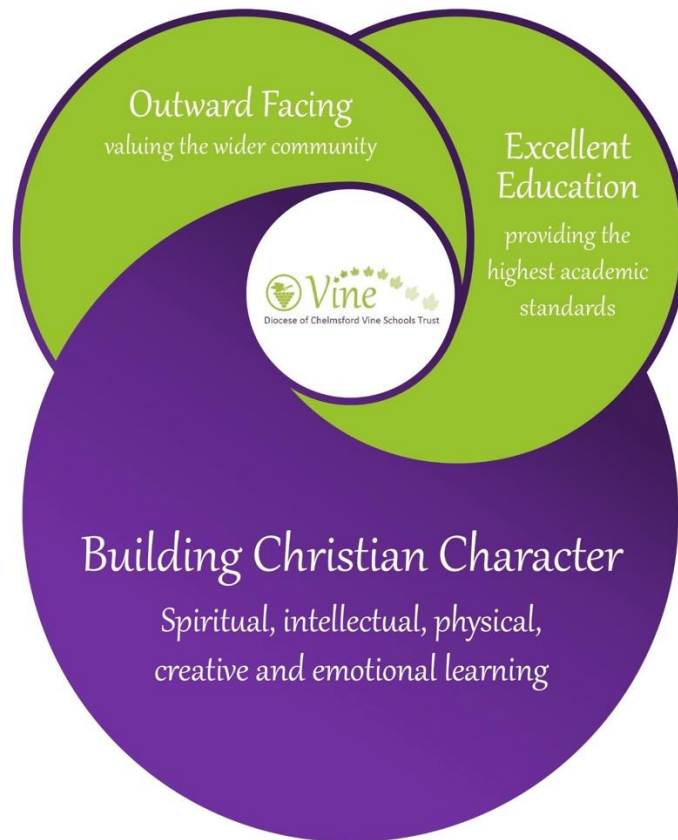
Policy Reference:	P002 B
Version No:	June 2020
Next review date:	Autumn 2020



Diocese of Chelmsford Vine Schools Trust

## Vision & Values

- V** **Valuing every person**
- I** **Inspiring great teaching**
- N** **Nurturing academic excellence and Christian Character**
- E** **Excelling, unlocking great potential**



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## 1. Introduction

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 in each of the Vine Schools Trust schools of our children, staff and each wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the schools, continue 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

All Vine School Trust schools have undertaken risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of schools (from June 2020) each headteacher has carried out a detailed risk assessment and prepared an action plan to make any necessary adjustments to mitigate risk. The risk assessment and accompanying action plan cover the following Health and Safety elements:

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases
- Curriculum / learning environment
- Communication
- Governance
- School events (including trips)

The risk assessment and action plan are dynamic and will be regularly reviewed by the headteacher 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

The names and contact details of the Headteacher, Health & Safety Coordinator, and Designated Health & Safety Governor will be displayed in each school and on their website.

### a. The Vine Schools Trust Board of Directors and Chief Executive Officer will:

- Regularly assess the effectiveness of the policy, risk assessments and action plans

- 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 pupils and staff and ensure there is appropriate support in place

**b. The Local Governance Board will:**

- Support the headteacher in the implementation and review of the risk assessment and action plan
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

**c. 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 pupils and staff and ensure there is appropriate support in place

**d. 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 pupils and other staff

**e. Parents will be expected to:**

- 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 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

**f. Pupils will be expected to:**

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if 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 school community.