

LEADING EDGE ACADEMIES PARTNERSHIP  
SUPPLEMENTARY HEALTH & SAFETY POLICY  
APPROVED BY GOVERNORS 15/07/2020  
LUDGVAN SCHOOL

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## SUPPLEMENTARY HEALTH & SAFETY POLICY FOR LUDGVAN SCHOOL

### 1. Introduction

The Health & Safety at Work Act 1974 (and associated Regulations) requires a Health, Safety and Wellbeing Policy that sets out the arrangements in order to meet the requirements of legislation in full.

In the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our pupils, staff and the wider school community. These arrangements follow current government guidance in relation to managing risk associated with COVID-19.

To ensure the academy continues to operate in a safe way up to and including the full reopening in September 2020, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented. These risk assessments are regularly reviewed against new and updated guidance.

### 2. Risk assessment

The academy has continued to undertake risk assessments during the period of partial closure due to COVID-19 and for the wider opening of our academy for specific groups from June 2020. In preparation for full reopening in September a detailed risk assessment will be undertaken and Safe Working Practices established to mitigate risk. The risk assessment framework will be as provided by European Education Consultants Ltd accessed under licence as part of the Health, Safety & Wellbeing Services provided by the local authority.

The risk assessment and safe working practices document will include but not be limited to the following:

- Buildings and outdoor spaces
- Emergency evacuation and assembly points
- Enhanced cleaning and handling of waste
- Classrooms in use
- Staffing and supervision

- Transport and travel
- Groupings of pupils and group sizes
- Social distancing
- Catering
- PPE
- Response to suspected or confirmed Covid-19 cases
- Arrangements for full or partial lockdown or temporary quarantine
- Curriculum
- Communication
- Governance
- School calendar, planned events (including trips)
- Visitors
- Contractors

The risk assessment and associated documents will be regularly reviewed to ensure they meet current need. Staff will receive regular briefings, access to necessary documents and any additional training to support the implementation of the new arrangements.

### 3. Roles and responsibilities

#### a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and safe working practices
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance
- 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 Principal will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and associated procedures
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

#### c. All staff will:

- Carry out their work in accordance with the policy, risk assessment and safe working practices, including additional tasks as part of the response to COVID-19

- Take the opportunity to contribute to the risk assessment and safe working practices
- Be alert and report any potential or actual Health and Safety risks related to COVID-19 to the Principal
- Participate in any training to support the arrangements and to identify any individual needs which may impact on the implementation
- Prioritise the wellbeing of all pupils and other staff

d. Parents 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 behaves outside of the academy within the current Government guidance

e. Pupils will:

- Observe the general safety and conduct rules of the academy as set out in the current academy Behaviour Policy, including new arrangements in response to COVID-19
- Immediately make staff aware if feeling unwell
- Report any safety concerns to a member of staff

List here what the named academy is doing to communicate necessary Health & Safety information to staff, pupils and the wider community:

- Regular updates from the Principal by Newsletter, email and text messages
- Information included on the academy website
- Staff briefings