

**SUPPLEMENTARY HEALTH & SAFETY POLICY  
FOR  
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL 2021**

**APPROVED BY GOVERNORS THURSDAY 04<sup>TH</sup> MARCH 2021**  
*(This may be done as a Chair action)*

|   | <b>NAME</b>                         | <b>CONTACT DETAILS</b>  |
|---|-------------------------------------|---|
| <b>HEADTEACHER:</b>                             | Michelle Ashley                     | <a href="mailto:m.ashley@stjosb7.bham.sch.uk">m.ashley@stjosb7.bham.sch.uk</a><br>01214648140   |
| <b>HEALTH &amp; SAFETY CO-ORDINATOR(S):</b>     | <i>Michael Tooth<br/>Paul Smith</i> | <a href="mailto:m.tooth@stjosb7.bham.sch.uk">m.tooth@stjosb7.bham.sch.uk</a><br><a href="mailto:p.smith@stjosb7.bham.sch.uk">p.smith@stjosb7.bham.sch.uk</a><br>01214648140 |
| <b>DESIGNATED HEALTH &amp; SAFETY GOVERNOR:</b> | Geoff Thompson                      | <a href="mailto:g.thompson@stjosb7.bham.sch.uk">g.thompson@stjosb7.bham.sch.uk</a>  |



**Mission Statement**

*“Jesus light our way on our faith journey.  
Be our guide, our joy and our hope, as we learn, live, love and pray together.”*

---

# SUPPLEMENT TO HEALTH & SAFETY POLICY FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## 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 Welfare 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 children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority (or other employer) in relation to managing risk associated with COVID-19.

In order to ensure the school 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 school 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 school (from March 2021) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Buildings &amp; Facilities</li><li>• Emergency Evacuation</li><li>• Cleaning &amp; Waste Disposal</li><li>• Classrooms</li><li>• Staffing</li><li>• Group Sizes</li><li>• Social Distancing</li></ul> | <ul style="list-style-type: none"><li>• Catering</li><li>• PPE</li><li>• Response to suspected/confirmed Covid-19 cases</li><li>• Curriculum/learning environment</li><li>• Communication</li><li>• Governance</li><li>• School events (including trips)</li></ul> |
|---|--|

The risk assessment and 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 Governing Body 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 pupils and staff and ensure there is appropriate support in place
-

**b. 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
- Consult with the site manager and Health and Safety Lead to ensure that Safety walks take place regularly
- Consult and update regularly with governors any health and safety matters and notify the Chair with any urgent matters

**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 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

**d. Parents will:**

- 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

**e. Pupils will:**

- 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, through the weekly newsletters, the school's website and staff emails.

---