

COVID-19 Health & Safety Policy

Ricards Lodge High School

Introduction

Ricards Lodge High School are committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect our employees and others not in our employment from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all employees of **Ricards Lodge High School**

COVID-19 Health & Safety Policy Statement

Ricards Lodge High School recognise that they have a legal duty of care towards protecting the health and safety of their employees and others who may be affected by the school's activities during the COVID-19 pandemic. In order to discharge its responsibilities, the school will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our employees on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction and supervision for employees; and
- Regularly monitor and revise policies and procedures.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

Signed by Head teacher:
November 2020

Dated: 6th

Print Name: *Alison Jerrard*

Governing Body Covid-19 responsibilities

The overall responsibility for management of the risks presented by COVID-19 rests at the highest management level; however, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Governing Body shall ensure that:

- This policy is communicated across the school and the control measures identified are implemented and adhered to;
- Everyone is aware of their responsibilities and has a clear understanding of their areas of accountability;
- The necessary resources are provided to introduce and maintain COVID-19 control measures;
- They lead by example and are actively committed to the successful implementation of this policy; and
- This policy is regularly reviewed and reflects current government guidance and legislation.

The school has identified the following as having key responsibilities for the implementation of the COVID-19 control measures:

Head teacher COVID-19 responsibilities

The Head teacher shall ensure that:

- A COVID-19 Risk Assessment is conducted and is suitable and sufficient;
- The principles of social distancing and all risk control measures are effectively communicated to all staff;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is available as required;
- Staff are encouraged to report hazards and raise concerns;
- A programme of regular and effective cleaning takes place;
- A procedure to deal with any diagnosed cases or instances of staff displaying symptoms of COVID-19 is implemented;
- Sufficient stocks of all materials, including soaps and hand sanitisers, are maintained; and
- Any staff who are vulnerable will be supported as required.

School Leaders and Managers

All managers shall ensure that:

- Staff adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- Employees are fully trained in COVID-19 risk control measures;
- Safe systems of work are developed and implemented as necessary;
- Appropriate monitoring and supervision is carried out to ensure adherence to COVID-19 risk control measures;
- Staff are encouraged to report hazards and raise concerns;
- Good communication is in place between management and employees, particularly where there are organisational and procedural changes; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

Employees

All employees shall ensure that:

- They take reasonable care of their own safety and the safety of others affected by their actions;
- They adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- They follow any information, training and instruction provided for their health, safety and welfare during the COVID-19 outbreak;
- They use all equipment, safety equipment, devices and protective clothing as directed;
- They remain at home and notify their line manager without delay if they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- They raise any issues or concerns with their line manager or safety representative; and
- They comply with and accept the arrangements contained in our COVID-19 Health & Safety Policy.

COVID-19 health and safety rules

The school shall make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people two metres apart wherever possible). To support this working practice, all staff must:

- Adhere to the control measures identified in the COVID-19 Risk Assessment;
- Maintain high standards of personal hygiene in the workplace, including increasing the frequency of handwashing in line with company guidelines and instruction;
- Report any diagnosis of COVID-19 or symptoms (including that of members of their household) to their line manager and refrain from attending work until further instruction; and
- Make use of any PPE deemed necessary for their protection from COVID-19 in line with DfE guidance.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the organisation will consider whether that activity needs to continue for the school

to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between employees and other staff in accordance with the measures prescribed in the organisation's COVID-19 Risk Assessment.

Operational status

The school's current operational status will determine the measures that need to be put in place to manage the risks presented by COVID-19. The school will complete the COVID-19 School Risk Assessment Form to determine the actions and control measures required.

Arrangements

The following sections sets out the arrangements the school has put in place to fulfil its commitment to controlling the risks presented by COVID-19 at work.

COVID-19 Risk Assessment

The school shall make a suitable and sufficient assessment of the risks presented by COVID-19 in the workplace. The assessment will be documented, and a record made of all significant findings. Results of the risk assessment will be shared with all staff. The assessment will be reviewed periodically and/or when circumstances change to ensure it remains suitable and sufficient.

Vulnerable Persons Risk Assessment

The school recognises that certain people may be at increased risk of severe illness from COVID-19.

The school will undertake an individual risk assessment as necessary to identify any additional appropriate controls to ensure their health and safety.

Social distancing

The school will assess all work activities to ensure that they meet social distancing measures. To achieve this, the organisation will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible.

The school will ensure that:

- Floor markings are used to indicate appropriate distancing in classrooms and at various points in the school
- Entry and exit into and out of the building is controlled so that the premises do not become overcrowded;
- Additional signage is used to ask visitors not to enter the premises if they have symptoms;
- Plexiglass barriers are placed at points of regular interaction eg reception area
- The use of digital and remote transfers of material is encouraged where possible (rather than paper format);

- Regular reminders are conducted to remind staff/customers to follow social distancing advice and to wash their hands regularly.
- Meetings may be held virtually when appropriate

Infection control and effective hygiene

There are important actions that employees can take to help prevent the spread of COVID-19. The school will promote:

- Regular and thorough handwashing by employees and cleaning hands more often than usual;
- Good respiratory hygiene (the 'catch it, bin it, kill it' approach); and
- No handshaking or physical contact.

The school will also:

- Place sanitising hand rub dispensers in prominent places around the workplace and make sure that they are refilled regularly;
- Make tissues available in the workplace for those who develop a runny nose or cough at work;
- Minimise contact with individuals who are unwell by ensuring that those who are diagnosed with or displaying symptoms of COVID-19 do not attend the workplace; and
- Minimise contact with other employees by identifying specific entry and exit points into and out of school and arranging virtual meetings as required

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

IMPORTANT NOTE

Wash hands thoroughly and in particular:

- After coughing or sneezing;
- After going to the toilet; and
- Before eating and drinking.

Cleaning regime

It is possible that COVID-19 can be spread by touching contaminated surfaces and then touching your eyes, nose and mouth. Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people. The school recognises the importance of a thorough and effective cleaning regime and will introduce cleaning of regularly-used hand contact points throughout the working day. These include:

- Door handles;
- Handrails / Banisters;
- Window handles; and
- Regularly-touched items.

Food

Staff are encouraged to bring in their own food and refreshment to work each day:

- Staff wash their hands using soap and water for 20 seconds before and after eating;
- Areas are kept clean and tidy and dirty dishes are cleaned;
- A frequent clean and disinfect regime of regularly-touched surfaces is in place, using standard cleaning products.

Personal protective equipment (PPE)

All staff are provided with a personal care pack and PPE equipment will be provided as required.

Site visitors and contractors

The school will take the necessary measures to protect staff from the risks of COVID-19 through visitors, contractors and others coming to site. Unless absolutely essential, the school will aim to limit visitors and contractors to the workplace in order to reduce the risk of transmission.

Any accidents/incidents involving visitors are reported through the accident reporting arrangements.

Getting to work

The school encourages employees to use their own car, cycle or walk to work and to maintain good social distancing and follow the hand hygiene guidance on arrival at and as leaving the site.

Public transport

When using public transport, employees should attempt to avoid rush hour times and aim to social distance (where possible). If there is a need to sneeze, they should sneeze into tissues or the upper part of the sleeve. Staff should wash their hands for 20 seconds after to using public transport or at least use alcohol hand rub.

First aid

The school will undertake a first aid risk determine the level of first aid provision required on site. The assessment will take into account:

- The status of the operation (open or partially open);
- The activities that continue and the level of risk they present; and
- The number of staff on site and the availability of trained first aiders and training of other persons who can respond to an incident.

The risk assessment will be reviewed regularly to ensure such arrangements are adequate.

Accidents and incidents

Certain COVID-19 incidents are RIDDOR reportable. The school shall ensure that a report is made under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in relation to COVID-19 when:

- An unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence.
- A member of staff has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A member of staff dies as a result of occupational exposure to COVID-19.

Statutory checks

The school will ensure that statutory inspections as required under health and safety legislation continue to be undertaken. Checks on such items as lifting equipment and pressure systems will be undertaken in accordance with the inspection schedule for as long as they continue to be used. If difficulty is encountered trying to arrange for the inspection and the due date expires, the organisation will undertake and document a separate risk assessment if it wishes to continue using the equipment. The assessment will demonstrate whether it is safe to continue to use the equipment and reasons for arriving at that decision.

Dealing with Covid-19

The school has clear procedures in place for dealing with a positive or suspected Covid case of which all staff are aware. The school follows the guidance laid down by the DfE.

Staff information and training

The school will provide clear instructions and information and adequate training to its employees on COVID-19. We will ensure that everyone has the right level of information and training on:

- The hazards and risks they may face, if any;
- The measures in place to deal with those hazards and risks, if necessary; and
- How to follow any Covid -19 procedures.

Employees will also be reminded that they also have responsibilities under health and safety law to:

- Take care of their own health and safety and that of others;
- Co-operate with their employer to help us comply with health and safety legislation;
- Follow any instructions or health and safety training provided;
- Tell us about any work situations that present a serious and imminent risk; and
- Let us know about any other failings they identify in our health and safety arrangements.

Monitoring

The school recognises the importance of checking that we are managing COVID-19 risks in the workplace through regular review meetings including at SLT, Governing Board, Premises including PFI liaison and line management. Such checks provide the confidence that the

control measures and other arrangements we have implemented are working properly or, if not, how we could do things better in the future.

Review

The school will review this policy on a regular basis to ensure it remains effective and aligns with current government guidance and legislation. The school will work with staff through the review meetings to assess what is and isn't working and continually refine our controls so that they offer the best possible protection against COVID-19.