

CORONAVIRUS HEALTH AND SAFETY POLICY

1. General Statement

New Hall School (hereafter referred to as 'the School') regards the health, safety and welfare of its staff, students, parents and other interested parties as being of the utmost importance.

The School will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this Policy is to provide clear guidance during, and after, the coronavirus pandemic and the steps the School will take to limit the spread of the outbreak.

This Policy applies from 23 March 2020 for such time as the governors require it to be in place. This policy was last revised on 16 August 2023.

2. Legal Position

The School has specific responsibilities under the **Health and Safety at Work etc. Act 1974** and the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**.

3. Management Arrangements

The School recognises the risks associated with coronavirus and will take reasonable steps to ensure that it does not put the health, safety and welfare of its staff, students, parents, contractors or visitors at an unacceptable risk. To achieve this:

- the School will monitor and act upon the latest official guidance produced by the UK Government, Essex County Council, DfE, ISBA, ASCL, AGBIS, BSA, HMC and HSE. Stuart Hall (Project Manager and Health & Safety Officer), and Elizabeth Murphy (Executive Assistant to the Principal) will review and publish all relevant sources of guidance to the rest of the School on a regular basis
- the School will work with its suppliers and industry partners to ensure its actions are in line with others in order to promote best practice
- all management must follow the instruction of the Governing Body and other nominated members of the SLMT. Failure to do so will be treated as misconduct and School disciplinary procedures will be implemented
- all Heads of Department will ensure that their staff, students, parents and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected
- the Operations Manager, overseeing the cleaning of the premises, will liaise with staff and/or contractors, as applicable, to ensure that appropriate routine cleaning, and where needed deep cleaning, arrangements are in place. A written schedule of cleaning has been issued for each area, with checklists, which the Operations management team check to ensure these are being completed.
- class teachers and Heads of Divisions aware of student needs and emotional welfare. Counsellor and Chaplaincy available to staff and students if required

Universal measures:

- the SLMT will plan to ensure that health, safety and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g. short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up, e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place
- where statutory examinations of premises or vehicles are due in a period when such services are scarce or unavailable, the Estate Team will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant
- where all or part of a premises must be temporarily decommissioned, the Estate Team will put in place a plan for safely shutting down and subsequent recommissioning
- the SLMT will review and amend other policies as required in line with government guidance and temporary legislation during the pandemic. These policies include but are not limited to: working from home policy and lone working policy.

4. Employee Responsibilities

All staff and contractors are to follow the UK Government's published guidance on hygiene

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water
- when employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue.
- where possible, employees may be asked to work from home, and they are expected to co-operate to make this work. If for any reason this is not possible, employees should discuss this with their employer to reach a sensible compromise