



Health & Safety Policy **AMENDMENT**

Date of issue: 26 August 2020
Date of next review: July 2021
Responsible person: Estates Director
Policy number: 11A

This amendment applies to the full re-opening of School from 1 September 2020; it updates and amends certain sections of the School's Health and Safety policy with respect to the new procedures and controls in operation to control the spread of Covid-19 infection.

The Governing Council of St John's School recognises that it has a legal duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all School employees and pupils, as well as members of the public and people who use the School premises from time to time. A sub-committee of Governing Council will approve this policy amendment and the Full Reopening Risk Assessment.

Sections of the Health and Safety Policy that have been updated and amended:

- 3.12 Personal Protective Equipment
- 3.16 Display Screen Equipment (DSE)
- 3.17 Catering and Food Hygiene
- 3.21 Service Contractors
- 3.22 Building Contractors
- 3.25 Cleaning
- 3.32 Dealing with Medical Conditions and Infectious Diseases
- 3.33 Health and Wellbeing including Absence Management

AMENDMENTS (in red)

3.12 Personal Protective Equipment

It is the policy of the School to comply with Personal Protective Equipment Regulations 2002.

The School recognises that Personal Protective Equipment (PPE) is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk then suitable PPE will be provided.

Relevant employees will receive the necessary training and instructions on the proper use of PPE, including maintenance, **disposal** and storage when not in use.

Detailed arrangements for the distribution and use of PPE in School are provided in the new Infection Control Policy (annex to the Medical and First Aid Policy and Procedures).

3.16 Display Screen Equipment (DSE)

All staff working from home have been provided with DSE workplace assessment forms and advice from the HR Manager.

3.17 Catering and Food Hygiene

The School endeavours to provide a high quality catering service to pupils and staff. It is registered with the Local Authority as a 'food business' and complies with appropriate health and safety regulations for the preparation, service and disposal of food. A separate

Catering and Food Hygiene policy is in place, updated for new operating procedures to take account of the risk of Covid-19 infection and operation with social distancing.

PREMISES

3.21 Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the School. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, pupils and other visitors on site. The School provides details of its safe systems of work to the contractors where relevant and all contractors will be briefed on the new ways of working, infection control and emergency arrangements. A copy of the Health and Safety policy and this Amendment are provided to them.

3.22 Building Contractors

The School operates a permit to work system with which all contractors must comply. All contractors will be briefed on the new ways of working, infection control and emergency arrangements.

3.25 Cleaning

An enhanced cleaning schedule is in place which is monitored by the Operations Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The School ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and pupils are required to adopt enhanced hygiene practices to assist in the maintenance of a safe and healthy workplace.

MEDICAL, FIRE & EMERGENCY PROCEDURES

3.32 Dealing with Medical Conditions and Infectious Diseases

The School has updated its Medical and First Aid Policy and Procedures to take account of the current environment and provided a new, detailed Infection Control Policy as an annex. The Nurse Manager is responsible for this policy.

3.33 Health and Wellbeing including Absence Management

The School has particular regard for staff wellbeing at this time and aims to ensure so far as is reasonably practicable that areas of work related stress are identified and assessed as appropriate and relevant measures and resources are available to control the risk. A separate Management of Work Related Stress Policy is in place and is the responsibility of the HR Manager.