



SAFE SYSTEM OF WORK





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Health & safety procedures during Covid-19 emergency

Newcastle upon Tyne Royal Grammar School

This document sets out the measure that RGS has put into place to deal with the return of pupils into school. It is based on the Government's document Schools COVID-19 operational guidance (27th August 2021).

The school will implement all reasonable measure to ensure the safety of staff and pupils. Staff should ensure that they are familiar with this document and the procedures set out herein. If you have any questions, please contact your line manager in the first instance.

The procedures set out in this system of work will, along with Government guidance, be kept under review and may be changed in light of new information/guidance.

A key part of the measures to prevent infection is personal hygiene. Staff and pupils should wash their hands frequently for 20 seconds using soap and water. Hands should be dried using disposable paper towels. Respiratory hygiene continues to also be very important and the 'catch it, bin it, kill it' approach should continue.

Infection Protection & Control

Infection is spread when in close contact with someone who is coughing or sneezing and/or by contact with contaminated surfaces. Measures we are implementing include:

- Minimising contact with people who are unwell or who have someone who is unwell in their household;
- Increased personal hygiene, washing hand more frequently than usual. Use hand sanitizer where possible. Help should be available for children who are not able to clean their hands independently;
- Use the 'catch it, bin it, kill it' approach to respiratory hygiene;
- Cleaning frequently touched surfaces with anti-bac wipes, bleach or other detergents;

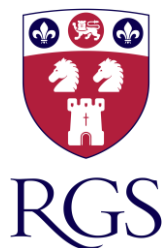
Social Distancing

Social distancing is no longer required although we will continue to ask that all visitors wear face coverings indoors following the recommendation that "they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet."

PPE

The use of PPE, over and above what would normally be used at work, in educational settings is not currently recommended.

While face coverings are no longer advised by government guidance, they could still be required in the event of a rise in cases, subject to normal exemptions, as one of a range of



potential measures envisaged by our outbreak management plan in the event of an escalation of cases. Those who wish are encouraged to continue to wear face coverings in the meantime.

Should people choose to wear them, it will be the responsibility of the individual to name and look after their own face coverings, as well as washing them prior to the start of each new day.

Further guidance may be issued on this if Government advice changes.

Cleaning

Cleaning has a major role in infection control.

Janitorial support will be present in school all day. Their role during the day will be to continually clean high contact surfaces such as door handles, toilets, light switches, etc.) whilst classes are in progress. At lunchtime cleaning products will be readily available in the immediate area of the classroom/toilet areas for spot cleaning

The main 'clean' will take place in the evening when all staff and pupils have left the premises to prepare of the following day.

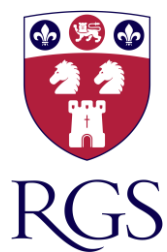
All bins containing tissues, paper towels, etc. should be emptied regularly throughout the day.

Ventilation

When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. A Ventilation assessment has been completed and actions followed up:

- systems adjusted to increase the ventilation rate & to increase the percentage of fresh air wherever possible

CO2 monitoring is carried out routinely focusing on high priority areas that do not have mechanical ventilation systems. Where windows and doors are openable staff should open them to allow increased natural ventilation during the school day



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