

The High Weald Academy - Safe Ways of Working

- Updated for 17 May 2021

In response to the easing of restrictions from 17 May 2021, we have reviewed our systems of control to ensure the ongoing safety of our staff and students. We will continue to review guidance from government and the Health & Safety Executive as it is issued and respond to new challenges as they emerge.

It is key to keeping our learning community safe that every member of staff reads and adheres to the instructions below, and any future updates we may issue, designed to keep each other safe.

Instructions for remaining COVID safe in the workplace

When in school you must follow these instructions at all times:

- All staff must sign in on arrival.
- Wash or sanitise your hands on arrival in the washroom closest to your entry point.
- A face covering must be worn in corridors and communal areas of the school. All staff and students must adhere to the instructions set out in the 'The Use of Face Coverings' document. Face coverings are not required when outdoors on the premises or in classrooms.
- Face visors or shields should not be worn as an alternative to face coverings.
- Remain within the designated areas at all times, adhering to all academy instructions and signage. The cleaning regime is tightly managed to ensure designated areas are cleaned and sanitised at key times during the day. Any departure from the designated areas, however small, introduces a greater risk of transmission.
- Adhere to all academy instructions and signage regarding one way systems, transition routes and out of bounds areas.
- Keep a 2 metre distance away from other staff and students at all times, observing floor markings where present.
- Meetings must be conducted with due regard to social distancing. All persons must be seated at least 2m apart. If necessary, use internet based platforms such as WebEx or Google Meet to conduct meetings remotely.
- Where meetings involve more than 6 attendees, they should not take place face to face, and instead should be held virtually (unless there is a significant requirement for meeting face to face and the meeting space is sufficient to adhere to social distancing measures. Face coverings should be worn).
- Do not touch the personal equipment assigned to another user and ensure you wipe down the teacher desk and computer before leaving a teaching space or work room.
- Pens, telephones and other desktop items should be treated as personal items and not used by other members of staff. Do not pick up or touch the equipment belonging to another member of staff or student.
- If you are sharing a workstation in an office with another member of staff on a rota basis, wipe down your keyboard, mouse, desk, telephone handset, arms of chair and any other frequently touched surface at the beginning and end of the day. This may apply particularly to staff using the reception area.
- When using communal equipment such as photocopiers, printers, cupboards, filing cabinets, kettles, toasters and any shared tea and coffee items, use the cleaning equipment provided to sanitise items touched.
- When using communal areas such as staff rooms or kitchen areas, maintain the 2m social distance with a maximum of 6 members of staff at any one time. If the area is too small, please wait until other users have left the room before you enter. Be considerate and do not linger in these areas if other staff need to access them.
- Wash up and put away kitchen items immediately after use.
- Access to stationery stores will be restricted to admin staff only.
- Do not travel between academies unless this is unavoidable, in which case a specific risk assessment will be carried out for your needs. Please discuss with your Principal.
- Report any shortages of hand soap or cleaning products to the Estates Team, who will ensure these items are promptly replenished.
- Familiarise yourself with the procedure to follow should a staff member or student develop symptoms on site.
- Familiarise yourself with the student routines and habits, including when student should sanitise their hands, the designated areas for lunch and break times and transmission routes for each group.
- Understand that safe fire evacuation and student safety supersede the need for social distancing.
- Minimise the number for visitors on site, and adhere to updated visitor procedures should this be necessary.

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- All staff will be offered two Covid-19 home testing kits per week, this testing is voluntary. For staff who travel between sites, twice-weekly testing is requested, if you consent to this.
- In addition to these core expectations, staff must familiarise themselves with academy specific guidance issued by the Head of School.

Should you have any concerns or become aware of any breaches of these safe practices, then please report these to the Head of School immediately to ensure that appropriate action can be taken. All staff have a responsibility to keep themselves, their colleagues and our students as safe as possible and any non-compliance of these rules will be taken seriously and may result in disciplinary action being taken.

Please remain vigilant at all times whilst on site and support each other to adapt to these new ways of working.