

# Brook Learning Trust

## Safe Ways of Working for Visitors and Contractors

### - Updated for 17<sup>th</sup> May 2021

To ensure the ongoing safety of our staff, students and visitors, we review guidance from the government and the Health & Safety Executive as it is issued, respond to new challenges as they emerge, and continue to review our systems of control.

It is key to keeping our learning community safe that every visitor to site reads and adheres to the instructions below.

#### Instructions for remaining COVID safe on our site

When on site you must follow these instructions at all times:

- Do not enter the site if you have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.
- Follow our signing in procedures, including providing additional information for the NHS Test and Trace system.
- Wash your hands on arrival in the washroom closest to your entry point or by using the hand sanitiser provided.
- A face covering must be worn in corridors and communal areas of the school. All visitors 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.
- Face visors or shields should not be worn as an alternative to face coverings.
- 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 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).
- Limit your movement around the site, remaining within the appropriate area/s required for the purpose of your visit. Do not enter other parts of the site unless absolutely necessary and if so, ensure that the member of staff responsible for your visit is aware.
- Do not sit at workstations designated for others, or touch the personal equipment assigned to another user. Pens, telephones and other desktop items should be treated as personal items and not used.
- 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.
- If using communal areas such as staff rooms or kitchen areas, maintain the 2 metre social distance. 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.
- Report any shortages of hand soap or cleaning products to the person responsible for your visit, or to reception.
- If relevant to your role, familiarise yourself with the student routines and habits, including when students 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.
- In addition to these core expectations, visitors must follow any additional guidance or instruction issued by the Principal or the member of staff responsible for your visit, including adhering to safeguarding procedures.
- If you develop coronavirus symptoms whilst on site, or within 14 days of your visit, you must inform the staff member responsible for your visit, or if this is not possible, another member of our staff immediately. You will be asked to leave the site immediately, unless you are too unwell to do so.

Should you have any concerns or become aware of any breaches of these safe practices, then please

report these to the Interim CEO, Principal, Head of School or the staff member responsible for your visit, immediately to ensure that appropriate action can be taken. All staff and visitors 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.

It is vitally important that we all adhere to these instructions. Please remain vigilant at all times whilst on site.