

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer 

Employer Cranleigh School Date August 2020

Who to contact: **Paul Dunn - Deputy Bursar**

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



WE CONTINUE TO ASK FOR THE SUPPORT OF OUR COMMUNITY AND ALL VISITORS TO OUR SCHOOL SITE TO HELP US MINIMISE THE RISK OF COVID-19. WE KNOW THIS IS AN ANXIOUS TIME AND WE ARE VERY GRATEFUL, AS ALWAYS, FOR THE SUPPORT AND KINDNESS THAT EXIST WITHIN OUR IMMEDIATE COMMUNITY.

THANK YOU FOR READING THIS INFORMATION LEAFLET AND HELPING TO KEEP OUR COMMUNITY SAFE.



EVERYONE WORKING AT OR VISITING CRANLEIGH CAN HELP US TO MAINTAIN THE SAFETY OF OUR SCHOOL SITE. THE NATIONAL CONTROLS IN PLACE AT ANY ONE TIME WILL REQUIRE US TO REMAIN ADAPTABLE AND THIS MEANS THAT REMAINING COVID-19 -SECURE IS THE RESPONSIBILITY OF THE WHOLE COMMUNITY.

New procedures and instructions are in place to:

- Keep people safe
- Minimise the risk of infection so the School can remain open

This may mean that we need to be stricter on our site than other areas have been in recent months.

CORONAVIRUS SYMPTOMS

Staff and visitors **must not** attend the school site if showing relevant symptoms of a new, continuous cough, a fever or a loss of their normal senses of taste or smell.

If staff or visitors develop symptoms, they must leave the site immediately, informing their contact or line manager as soon as

possible and engaging in the recommended test and trace protocols. We expect to be informed of the results of any COVID-19 tests without delay.

GOOD HAND AND RESPIRATORY HYGIENE

Wash your hands thoroughly, more often than usual and especially when you arrive on site, before you leave, before eating or drinking and after using the toilet.

Adopt the government's catch it, bin it, kill it approach.

If handwashing is not readily available in some locations, ensure that you use hand sanitiser from the hand sanitiser stations around site.

REDUCING CONTACTS AND INCREASING SOCIAL DISTANCING

Staff and visitors to site must be grouped together or in fixed patterns so that their number of contacts is as low as possible.

Staff and visitors must keep two metres away from others at all times.

Where two metres is not possible, the activity must be approved in advance (unless an emergency situation), be kept to as short a time as possible, and other control measures must also be implemented to keep people safe.

ENHANCED CLEANING

We are undertaking enhanced cleaning on site, but staff should also expect to do an increased amount of cleaning within their own role, whether this was part of their role pre-COVID-19 or not. Cleaning caddies, which will be regularly topped up, will be available for an increased amount of self-cleaning of any contact points and shared areas.

FLEXIBILITY

As advice changes and the national and local pictures become increasingly defined, we will all need to remain adaptable and agile in our approach. This will help to keep things safe and running as smoothly as possible. Please ask your line manager or contact if you are unsure of anything.

FOLLOW SIGNAGE

We are implementing a number of one-way systems on site. While the guidance does allow for transitory passing in corridors, one-way controls in some buildings will ease the flow around site to make it easier for people to socially distance – please abide by directional signage.

MONITORING AND REVIEW

We are constantly looking to improve and enhance our safety measures – please do tell your line manager or contact if a procedure doesn't seem to be working, or you have any concerns.