



Rugby School

## Health and Safety Policy

---

September 2020

**Responsibility for updating this policy: Health and Safety Officer**

1. Rugby School, through levels of management (Governing Body, Senior Management Team, Senior Leadership Team, Operations and Administrative Group, Compliance Committee, Heads of Departments and Housemasters/Housemistresses) will conduct its activities in a manner which seeks to achieve the highest health & safety standards and safeguards and promotes the welfare of students; Rugby School also accepts responsibility for the health and safety of others who may be affected by our activities or omissions. Rugby School is committed to ensure so far as reasonably practicable, that:
  - Students' welfare is safeguarded and promoted by means of risks to them being identified and appropriately managed;
  - Employees are not exposed to undue risk in respect to their health, safety and welfare whilst at work;
  - All students, employees and members of the public (including parents, visitors, contractors and their employees) are protected from health & safety risks while on School premises or engaged in School sponsored activities;
  - No employee or contractor is authorised to initiate or continue any activity, operation or process that will endanger or expose employees, students, fellow contractors or members of the public to hazards to health. Suitable and sufficient risk assessments will be completed and the necessary agreed control measures to prevent incident shall be introduced;
  - All contractors are able to demonstrate competence and the ability to put into place suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.
2. The Governing Body has ultimate responsibility for Health & Safety at the School and will ensure compliance with the requirements of all health and safety legislation. The Head Master and Chief Operating Officer through the Chair of the Compliance Committee share equal responsibility for implementation of this policy within the School. Depending on the severity of the risk, matters which cannot be resolved by the Health & Safety Officer (HSO) will be referred, first to the School Compliance Committee, and if still unresolved, to the Governing Body.
3. Resources HSO and Compliance Committee will be provided to ensure that adequate provision can be made for health & safety, so that when necessary, appropriate action can be taken without delay.
4. **The School's specific objectives are:**
  - a) To provide conditions and safe systems of work for all employees and a safe environment which prevents danger to the health, safety and welfare of students. This requires risk assessments to be undertaken to enable hazards and risks to be identified and for these risks to be reduced where possible, to enable the standards of safety to be adapted and enforced. See para 7 below.
  - b) To ensure that all plant and equipment is maintained properly and any defect recorded and that none will be used knowingly when it presents any risk to the safety of staff or the public.

- c) To provide adequate means of access and egress which are safe and without risks to health.
  - d) To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health, safety and welfare of all students and employees.
  - e) To ensure that the health, safety and welfare of students, employees and members of the public are under continuous review by management at all levels.
  - f) To ensure safe arrangements are made for the transport, handling and storage and use of articles and substances.
  - g) To ensure the School will have and maintain, up to date fire procedures and record documents; and ensure that all employees, contractors and students are familiar with them.
5. **This policy and the achievement of the objectives** are largely dependent upon the total cooperation of every person who works at the School and indeed all employees have a legal duty of care to:
- a) Take reasonable precautions in safeguarding the health and safety of themselves and others.
  - b) Observe all health & safety rules and procedures as laid down by the School and use all health & safety equipment provided.
  - c) Alert management to any potential hazard that they may have either noticed or caused and report all accidents, incidents or near miss/hits that have led, or may lead to, injury, illness or damage.
  - d) Ensure that no person uses potentially dangerous equipment unless they have been fully instructed as to the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by a competent person with a working knowledge and suitable experience of the equipment.

No person under the age of 18 years will be allowed to operate, dismantle or clean potentially dangerous machinery or equipment.

#### 6. **Overall and day to day responsibility of Health & Safety**

The Governing Body has overall responsibility for health & safety matters for the School as a whole and will nominate a governor with specific interest in health & safety.

The Chief Operating Officer and the Headmaster through the Chair of the Compliance Committee share responsibility for policy implementation and the day to day responsibility for compliance with health and safety matters is that of the HSO and student welfare is that of the Deputy Head (Pastoral).

#### 7. **Risk Assessment**

The overall purpose of the School's risk assessment process is to identify any risks to staff or students, to eradicate or reduce these risks where practicable and to promote staff and students' welfare through the safe management of buildings, activities and behaviour. Overall responsibility for the implementation of appropriate risk assessment procedures for the safety and well-being of staff, students and visitors rests with the Governing Body.

This responsibility is delegated to the Head Master and/or the Chief Operating Officer who will in turn delegate responsibility for risk assessment to appropriate members of staff, as set out in this policy and in the risk assessment policy for student welfare.

The HSO provides advice and risk assessment training for all staff required to carry out risk assessments of School buildings and activities in relation to health and safety risks. All risk assessments will be carried out by the person responsible for the building, activity or individual concerned in accordance with the advice and in the format contained on the Firefly Health & Safety site, specific advice in relation to planned visits and supervision ratios can be found on the Firefly Educational Visits Coordinator site and in the School’s Supervision policy. The completed health and safety risk assessments will be forwarded to the HSO for review and recording.

Those assessments connected with the welfare of students will be forwarded to the Deputy Head (Pastoral) for review and recording.

**8. Staff Consultation**

Health & Safety Policy matters are a standing agenda item at the termly Compliance Committee meetings. The HSO presents a report on Health and Safety matters, including a report on issues raised at the monthly H&S and Security Committee meetings. An agenda for the H&S and Security Committee will be sent on an ‘all staff email’ in advance of each meeting. Any member of staff wishing to raise items for discussion should notify the HSO or H&S and Security Committee member in advance. Health and Safety issues of an urgent nature must immediately be notified to the HSO.

Authorised Compliance and Risk Committee:	
Date:	23 September 2020

# Rugby and Bilton Grange School COVID-19 Policy

## 1 Introduction

1.1 In response to the COVID-19 Pandemic, Rugby and Bilton Grange School has conducted a full Risk Assessment for the safe reopening in September 2020. The Risk Assessment outlines the potential hazards and control measures to provide a framework ensuring that School staff, pupils, visitors, and contractors are as safe as reasonably practicable from the risks of contracting the COVID-19 virus. Due to the extent of the Risk Assessment, this policy has been devised in order to try and give clear and concise information for those that work, learn, and visit Rugby and Bilton Grange School.

1.2 The information contained in both the Risk Assessment and this Policy has been collated from a variety of sources including government websites and has been undertaken in compliance with the Management of Health and Safety at Work Regulations 1999. The Risk Assessment will be regularly updated and communicated in line with the most up to date Government guidance. The School will where possible accept advice from the Local Authority, the Health and Safety Executive (HSE), the Independent Schools' Bursars Association (ISBA), and the Boarding Schools Association (BSA) amongst others.

1.3 The full School COVID-19 Risk Assessment and has been broken down into functional areas in order to allow staff to focus on information that is pertinent to them. Broadly the areas are focussed around general information and communication, staff and pupils, hygiene and protective equipment, medical provision, catering, boarding and transport with overarching guidance for some academic areas.

## 2 Communication and Decision making

2.1 All decisions relating to COVID-19 are discussed in a variety of staff groups with multiple courses of action offered before being passed to the other members of the Senior Leadership Team and finally the Governing Body to be signed off.

## 3 Budgets

3.1 The School has created an emergency COVID-19 Budget code for all additional costs that have been accrued due to the pandemic and show due diligence that all reasonably practicable solutions have been procured.

3.2 Each financial decision will be scrutinised to ensure there is a clear requirement for any additional equipment or staff to assist in control measures designed to stop or slow the spread of any further infection from the COVID-19 virus.

#### 4 Returning to Rugby and Bilton Grange School (pupils and staff)

4.1 The Risk Assessments covering how best to get all Staff and Parents/Pupils to return to the School is an extremely complex process, the key details from the Risk Assessments and planning are as follows:

**a. Identify those that are vulnerable.** The first step taken was to not only identify those staff or pupils that could be within the government definitions of clinically extremely vulnerable or clinically vulnerable, but also to identify if there were any persons within family households that were shielding and could be affected through contact with those at the School.

**b. Updating and implementing new documentation.** The pandemic has forced the production of additional documentation to support a variety of changes that both staff and pupils will need to adhere to when School restarts. These documents range from changes in pupil behaviour policies and safeguarding to emergency evacuation procedures in the event of a fire. All COVID19 documentation will be placed on the School website or released via email for staff to read.

**c. Social Distancing and good hygiene measures.** The government guidance is to currently maintain a social distance of at least 2 meters where possible or 1 meter plus with precautions to reduce the risk of COVID-19 transmission. All staff are reminded to observe social distancing rules, adopt good hygiene measures (washing and sanitising of hands) and wear face coverings when appropriate.

**d. Supporting mental health.** A variety of people will have had their daily routines adversely affected by the COVID-19 pandemic. The School is conscious that staff and pupils may want to talk to someone about not only how changes have negatively impacted their mental health and wellbeing, but also where there have been improvements in terms of a family/work life balance that could negatively impact them on the return to School.

**e. Self-Declaration.** All members of the School community have been asked to complete a Health Questionnaire form before attending school to ensure government guide lines are being followed and the School can assist where necessary.

#### 5 Cleaning regimes and Personal Protective Equipment (PPE)

5.1 The effective cleaning of areas across the School is not something that the domestic operations team will be able to manage on their own. There will need to be a reasonable amount of self-reliance required in order to make sure that frequent touch points within some areas are cleaned before and after use by staff and in some settings the pupils.

5.2 The School conducted a site wide survey and strategically placed sanitisation points that will reduce the risk of transmission between buildings. These must be used by all staff, pupils and visitors on entry and exit of buildings.

5.3 All Personal Protective Equipment (PPE) should be ordered through the Cleaning Manager or cleaning supervisors. This will allow the School to accurately track how much is being spent on

COVID-19 related PPE and give the School a clearer view of the PPE that each area has requested. Visors are available on request but these should not replace the requirement for a face covering. If staff members feel they require PPE they must discuss this with their line manager and the line manager should then create a consolidated departmental request. This will improve delivery time and control the amount of emails that the Cleaning team receives.

## **6 Medical Provision (Test, Track and Trace)**

6.1 The School medical provision for staff and pupils will remain a full service, but entry to the San will have tighter control in order to reduce the risk of infection. The San team will all wear suitable PPE to limit the risk of infection between patients and fellow staff members.

6.2 The government is releasing a limited number of COVID19 testing kits for schools. The San will manage the COVID-19 testing kits to enable the rapid testing of any staff member or pupil that displays symptoms of COVID-19. The full test, track and trace plan details are held by the san in line with the Governments advice.

6.3 There may be a requirement for some staff or pupils to be placed in isolation if they display symptoms of COVID-19 or have been in contact with anyone who is COVID19 positive. Each situation will be different and the School will assess what action needs to be taken on a case by case basis. The School has created designated areas where those pupils or staff displaying COVID-19 symptoms may be temporarily quarantined whilst the best course of action is established.

6.4 It is essential that any staff positive COVID-19 cases are reported. This will in turn be passed onto the HSO confidentially who will conduct a short investigation and discuss with the School if the case could have been contracted within the working environment and notify the HSE. HR will give further guidance in relation to arrangements for pay during enforced isolation.

## **7 Catering**

7.1 The catering contractor will reopen as scheduled in order to provide meal services for pupils and entitled staff. The catering service is likely to be reduced in terms of choice for the first few weeks in order to allow the catering staff to adjust their working practices in terms of process and get used to wearing additional PPE.

7.2 Due to social distancing requirements, space within the dining rooms will be limited. In order to get all pupils and entitled staff through the dining facility, there will be a requirement for strict group timings to ensure dining rooms do not become overwhelmed at any point.

7.3 Although additional cleaning of the dining rooms will be in force, it is imperative that sanitisation points are used and movement is controlled throughout meal times.

## **8 Buildings and building custodians**

8.1 The Estates Manager will complete all mandatory compliance based testing prior to buildings reopening. This will include a spot check of Legionella testing records, fixed electrical wiring

certificates, PAT testing, quarterly Fire Alarm maintenance, and fire extinguishers.

8.2 The Health and Safety Officer (HSO) will conduct checks of buildings to identify any H&S issues and potential fire risks. The HSO will also ensure that there are appropriately trained First Aid Staff and Fire Wardens for each building / area.

8.3 Due to some members of support staff needing to be furloughed over the five month period prior to the School reopening, there is likely to be an initial backlog of minor maintenance jobs that require attention. The ticketing system will operate as normal but some tasks may take slightly longer to complete.

8.4 Some buildings may have floor markings and one way system signage in place. These routes must be adhered to with staff setting the example for the pupils to follow.

## **9 Student Boarding**

9.1 The School has a boarding contingent from all over the world. All boarding students who do not live in countries on the UK government travel corridor list have been asked about their quarantine arrangements. The School has made provision for students to carry out their 14 day quarantine period at school.

9.2 Within boarding houses as far as possible pupils continue to exist in year group bubbles. This is not possible in all cases, but interaction between year groups has been reduced. The Boarding School Association has accepted that boarders will have to mix within slightly different bubbles due to the issues of boarding and year groups during lessons. HMs will manage this within each house as they are all different.

## **10 Transport**

10.1 All School minibuses and vehicles will have an increased cleaning schedule and sanitisation plan. The School will provide each vehicle with cleaning materials for drivers to conduct pre and post trip cleaning.

10.2 Although transport being used for bringing pupils to school in the morning is not public, it is strongly advised that facemasks are worn by all drivers and students whilst travelling in mini-buses. Face masks are provided for staff members and pupils have been requested to source their own, however, face coverings are available on request.

## **11 Contractors and Visitors**

11.1 All contractors and visitors are by appointment only. Contractors will report to the Estates department and visitors to their respective host. This will enable the accurate tracing of those contractors and visitors who have been at the School sites should notification be required following any positive tests for COVID-19.

11.2 Contractors carrying out work on site should show evidence of how they intend to reduce the chance of bringing infection into the School through their Risk Assessment and Method Statement Documents. Any contractor or visitor asking how the School is controlling the risk can be sent a copy of this policy.



## **12 Remote Working**

12.1 Line managers are to ensure that any member of staff that continues to work from home is recorded with HR using the appropriate paperwork. Line Managers are to ensure that any members of staff working remotely around the School site have a robust communications plan and check in once during the working day as a minimum.

## **13 Whistleblowing**

13.1 If any member of staff feels that staff are not following any School rules or procedures they can confidentially send their concerns to the Deputy Heads, HR or the HSO who will assist.

Aug 2020.