



## Health and Safety at Richard Challoner School – COVID adjustments

### Addendum to the Health and Safety Policy revised June 2021

Covid specific amendments are shown in blue

#### 1. FIRST AID DURING COVID 19 AND REDUCED OCCUPATION OF THE BUILDING

##### 1.1. First Aid Equipment

During the Covid-19 pandemic additional Equipment will be required to administer first aid.

Additional PPE is supplied and to be worn by all first aiders responding to any casualty and this will include:

- Face masks
- Latex free surgical gloves
- Face shield or other eye protection
- Disposable apron

##### 1.2. Body Fluid Clean Up Kits

A body fluid clean up kit will be provided and stored in the first aid room.

##### 1.3. Administering first aid

During COVID-19 vulnerable workers will not be asked to carry out first aid duties.

- If the casualty is able, [ask them to do things for themselves](#).
- Remember the 3 P's:
  - Preserve Life
  - Prevent deterioration,
  - Promote recovery:
  - all other injuries or illnesses
    - If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended PPE equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for themselves where possible

##### 1.4. After delivering any first aid

- Ensure you safely discard disposable items of PPE by double bagging them and depositing in the PPE waste bins provided and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible
- If you have to deliver CPR carry out chest compressions and use a defibrillator but do not carry out rescue breaths.

## 2. SECTION 12 OF THE HEALTH AND SAFETY POLICY:

### General

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Emergency evacuations are practiced at least once a term.

### Action on identifying a fire:

- In the event of a fire, the alarm will be raised immediately by whoever discovers the fire or automatically by a sensor (smoke or multi). It is the responsibility of the duty Fire Warden to confirm this is actioned by calling the emergency services and, together with the school's fire liaison officer, to be the focal point for liaison on the LFB's arrival. A list of the Fire Wardens/Marshalls and Incident Controllers is attached at Annex A (some personnel are still to be trained/qualified).

### Evacuation procedures:

- On hearing the alarm pupils will stand behind their chairs and when instructed by the teacher in charge, exit the premises following the route as instructed by staff members and the displayed fire exit signs, to the Assembly /Muster Point.
- Evacuation should be via the nearest exit point, the one way system should not be followed at this time.
- Bags and coats are NOT to be collected on the way out.
- The teacher/teaching support staff will ensure that all doors and where possible also the windows, are closed behind them as they leave the premises. They are to ensure that the room they are exiting is fully cleared of all personnel. Staff with classrooms near lavatories are also to confirm that these are also cleared.
- On hearing the alarms those staff with key/specific fire duties, or their designated covers / stand-ins, are to immediately deploy to these responsibilities.
- The evacuation will take place in a quiet and orderly manner so that instructions can be heard.
- **The lifts must not be used when the fire alarm is sounding.**
- Fire extinguishers may only be used by staff trained and confident in their use and in circumstances without putting themselves or others at risk. The alarm should be raised BEFORE attempting to tackle a fire. A list of trained staff is at Annex A. The intention is for all staff to be trained in the use of fire extinguishers and as many as possible be qualified Fire Marshals.

## Reporting to Assembly Points

### Stage 1 Assembly

- The designated Assembly Point is the main playground behind the Maths block
- All pupils will line up in year order, between the MUGA and the refuse area. **They are to remain in year group bubbles.**
- Office staff issue paper registers to all Form Tutors, who immediately call the register. If it's first thing in the morning, before registration, then staff use ipads and take registration directly at the assembly point.
- Year Leaders confirm with their tutor groups that all pupils have been accounted for
- Year leaders report this back to the Deputy in charge of the evacuation.
- Year Leaders remain with their year group to manage any situation that may occur, eg pupil fainting or becoming unwell.
- The Office staff bring a list of all absent pupils, to confirm any known missing pupils with

Tutors.

- The Office staff take responsibility for visitors in the school and will check the visitors present against the visitors' log.
- Anyone not accounted for will be notified to the Bursar the Incident Controller, who will determine whether it is safe to direct a search team to find the missing person, or whether this should be notified to and carried out by the emergency services.
- All staff will need to be mindful of maintaining the [social distancing regulations and other COVID related precautions during evacuations](#).
- [Once the evacuation is over, the Incident Controller will then coordinate the re-entry to the building. This should take account of the one way circuits around the building and coronavirus precautions such as social distancing.](#)