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UKEC ACADEMY

HEALTH AND SAFETY MEASURES

FOR STUDENTS AND STAFF DURING COVID-19



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

HEALTH AND SAFETY MEASURES

for students and staff during COVID-19

All necessary risk assessments will be carried out in line with government guidance. The health and wellbeing of all students and staff is our number one priority. It has been at the centre of all decisions we have taken in response to COVID-19 at UKEC Academy so far and will remain so.

Our approach will be shaped through three lenses:

- 1. Government lens** – We will first and foremost follow the advice, guidance and regulations that are set by the Government (both national and devolved). We will consider the spirit of their advice, not just the minimum requirements.
- 2. Individual lens** – what is best for the specific individual will be paramount. We will consider many factors, including the needs of vulnerable people or the mental wellbeing of individuals as we decide the details of next steps and how they are applied to both individuals and teams.
- 3. Company lens** – We will be led by what we believe is right for the Academy and take actions that are aligned with our behaviour.

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Prior to the reopening of UKEC Academy, we will:

Ensure a Clean and Safe Environment

- Conduct a deep-clean of all environments, such as classrooms, bathrooms, kitchens, break out areas, receptions and staff rooms.
- Increase the frequency of cleaning on surfaces and other shared equipment such as computers and tablets.
- Prepare key areas such as reception, bathroom and classrooms with hand sanitiser stations for frequent use.

Educate and Communicate

- Support and promote COVID-19 testing wherever possible, by displaying a list of local testing centres and local health centre areas.
- Advise and share with parents, guardians and agents our policies and procedures on non-classroom-based activities.
- Display posters and signs in public areas and inside classrooms regarding COVID-19.
- Train our first aiders on the adaption of medical procedures in line with guidance from the National Health Service (NHS).
- Train our teams on the updated UKEC Academy COVID-19 safety policies and procedures.

Reduce the Risk

- Ensure that staff complete a health questionnaire and do not attend work if they display symptoms, tested positive or have been in contact (within the last 14 days) with anyone who has.
- Similarly, all visitors, prior to any meetings or visits, are required to complete the Visitor Form.
- Identify a separate space if symptoms develop while onsite in one of the classrooms.
- Space furniture at a suitable distance, marked with tape to ensure that students are safely distanced throughout the study environment.
- Increase stock on study materials to minimise the chance of student sharing.
- Ensure that all classroom environments are well-ventilated and keep windows open to allow an increased amount of flowing fresh air.

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While in our care, UKEC Academy will:

- Communicate all safety arrangements in the student induction, including fire vacuation procedures
- Notify the students of our designated Wellbeing and Safety Team members so that they can discuss any concerns with a responsible adult.
- Enforce appropriate social distancing in all areas and restrict the number of individuals in enclosed spaces including classrooms.
- Encourage frequent hand-washing and good hygiene by students and team members.
- Maintain cleanliness with regular cleaning procedures and available cleaning materials.
- Take all concerns seriously and be proactive to remedy or address individual needs.
- Ensure that the safety and wellbeing of our students and team are a priority.