



**HSE/DOC/POL/3.09/COVID19/A01  
RISK AND DISASTER MANAGEMENT**

**STATEMENT OF SCHOOL POLICY TO STOP THE SPREAD OF THE CORONAVIRUS DISEASE  
2019 "COVID-19" VIRUS IN ACCORDANCE SECTION 8 OF THE OCCUPATIONAL HEALTH AND  
SAFETY ACT, 1993 "OHSA"**

The aim of this policy is to ensure a safe environment for all employees, learners, or visitors and to stop the spread of the Coronavirus Disease 2019 "COVID-19" virus. Section 8 of the Occupational Health and Safety Act, 1993 "OHSA" requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees. Similarly, the OHSA also imposes a duty on employees to take reasonable care of their own health and safety and that of their fellow employees.

Information pertaining to COVID-19 is being provided by various authorities on a regular basis and it is important to ensure that updates are obtained and disseminated through the organisation. Please refrain from forwarding information related to the virus without having checked it with credible sources such as the World Health Organisation "WHO" and the National Institute for Communicable Diseases "NICD". Spreading unverified information may contribute to unnecessary panic, stigma, and discrimination, all of which do not add value at this stage.

This policy is susceptible to changes with the introduction of additional governmental guidelines and accordingly will be updated if, and when, required.

The responsibility for ensuring compliance with the OHS Act is regarded by the School to be of at least equal importance to the performance of our academic and other operational activities. The School will therefore ensure that adequate resources are made available to carry out the policy and ensure,

- Compliance with legal requirements and recommended best practice
- All campus users are provided with up to date information and where required the necessary training.
- Duties of persons who may be exposed to Hazard Biological Agents are clarified
- Risks associated with COVID19 are identified, reduced and where possible eliminated
- As far as is practicable exposure is monitored and controlled, this may include working from home
- Additional precautions are taken to safeguard staff who have comorbidities or are over the age of 60
- Protocols are in place for the managing of and response to the COVID19 virus
- Records pertaining to COVID19 are maintained in the onsite filing system
- Provision of necessary Personal Protective Equipment and facilities
- The Head will appoint competent persons to assist in the implementation of this policy, particularly where expertise is required



- A communication system is implemented to encourage active participation in improving health and safety of all campus users and the implementation of this policy.
- Regular internal inspections and or audits by an external institution will be carried out to ensure that our systems and our progress are monitored.

Signed .....

**Christopher Storey**  
**Headmaster**

Date .....

*26 May 2020*