



BRADFORDACADEMY

Social Distancing

Document Control

Contact	Jenny Tierney	
Version	1.1	
Review Date	September 2020	
Approved / Ratified by	Tehmina Hashmi	Date: September 2020

Version	Date	Comments	Author
1	09/2020		Philippa Darbandi

SOCIAL DISTANCING POLICY

1. Overview

Social distancing means keeping people apart to help reduce the spread of coronavirus (COVID-19). Where possible, you should keep people 2m apart. If this is not possible, consider additional control measures.

Social distancing forms part of our Risk Assessments to ensure that our site is Covid-secure.

Measures that we have in place include but are not limited to the following:

- Use of floor tape or paint to mark work areas
- Signage to remind people to keep a 2m distance
- Having people working side-by-side rather than face-to-face
- Limited movement of people
- Restrictions around lift use.
- Movement arriving and leaving site is restricted.
- Areas are sectioned into bubbles.

2. Common Areas

The potential for spread of coronavirus is higher in common areas, additional control measures have been put in place in these areas:

- Restrooms
- Kitchens and drinks machines
- Lifts
- Canteen/Food areas
- Reception Area.

Control measures:

- Areas are limited to the number of people at any time and where possible single bubble use.
- Floor markings and signage indicating social distancing.
- Face coverings are to be worn for anybody age 11 and over.
- Only offices with ventilation are to be used.
- Signage in rest rooms and around common areas advising of good hygiene.
- Unisex toilets (see Unisex toilet policy)

3. Break Times

To allow all students and staff to get access to a break to rest and eat additional measures have been put in place.

- Additional staff break out areas where seating is placed socially distanced
- Year group bubbles access the food areas together.
- Start and end times to the day are staggered.
- A one-way system has been implemented on site.
- Water fountains are for allocated bubbles

4. Meeting Rooms

Our Risk assessments state that meetings are to be virtual where possible in the event that this is not possible the following measures are in place:

October 20, 2020

- Only necessary participants should physically attend meetings and should social distance throughout.
- Avoidance of pen sharing, documents and other objects.
- Hand sanitiser and wipes provided in all rooms.
- Only well ventilated rooms are used.
- Signage reminding of social distancing and room capacity.

5. Workstations

- Workstations are not shared.
- Offices are single occupancy or the desks 2 meters apart.
- Offices and work areas are deep cleaned daily
- Sanitiser and wipes in all work areas.

6. Where 2m Social Distancing is not possible

In some instances 2m social distancing cannot be adhered to. The following will be considered in these events:

- A decision if the activity can be stopped.
- The number of people not social distancing will be kept to a minimum.
- The number of people in close proximity to the area will be reduced.
- The amount of equipment and surfaces being used will be kept to a minimum.
- Personal Protective Equipment will be provided.