

# Preparing your school for wider opening from 1 June 2020

School and Academy customers  
10am -11:30am 22<sup>nd</sup> May 2020

Health, Safety and Wellbeing Manager – Becky Lee

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# COVID-19 Risk Assessment Plan on a Page



## The Work Environment

Take into consideration the ability to maintain social distancing and likelihood of exposure to COVID-19 within the workplace(s). Each Workplace must have a specific COVID-19 Risk assessment and once completed display the COVID-19 Secure Certificate.

### Hierarchy of Control

- Eliminate possibility of exposure – Home Working / reduced need for travel and physical attendance at locations.
- Implement social distancing measures.
- Manage transmission risk through effective cleaning and other hygiene measures.
- Implement safe systems of work to manage risks when social distancing not possible.
- Provide task specific PPE including information and training

## Team General Risk Assessment

These must be in place and consider the significant risks that your employees face whilst at work. In addition managers must now be considering the impact of COVID-19 and what control measures need to be introduced specifically around potential routes of exposure and the vulnerability of the employees which they are responsible for.



## Our People

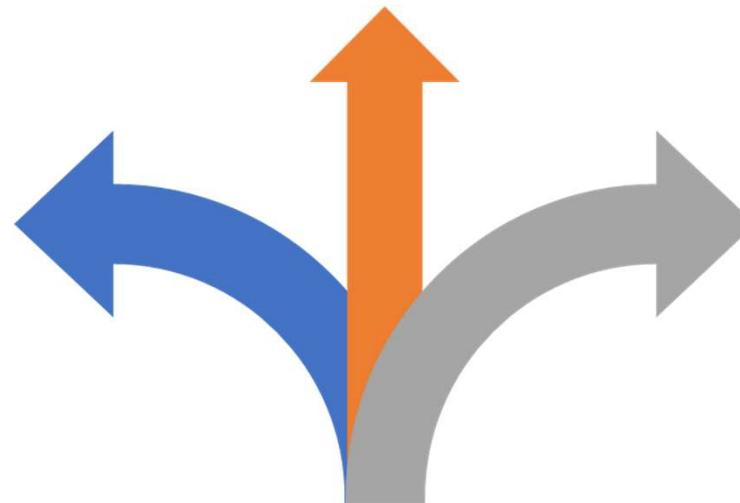
Managers must undertake an Individual risk assessments for individuals identified as at higher risk from COVID 19 these include the following;

Clinically Extremely vulnerable – (those in receipt of letter from the NHS or advice from their clinician) (very high-risk group). Supported to work at home whilst shielding remains in place.

### Clinically Vulnerable

- Over 70
- Underlying health condition
- Pregnant
- BAME - staff member or family / household members.

**Be MINDKIND and check in with colleagues regularly**



## Monitor and Review

Ensure you monitor and review arrangement to ensure they remain effective and as restrictions are lifted.

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# Government Guidance

Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Implementing protective measures in education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Planning Guide for Primary schools:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

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# Key Issues

- **Risk assessment** – directly address risks associated with COVID-19
- **Class sizes and staff availability** – minimising contact
- **Protective measures** - cleaning, PPE
- **Staff workload and wellbeing** – Flexible working, staff at higher risk
- **Transport** – avoiding public transport, home to school transport
- **Food** – meals prepared and served safely
- **Building Safety** – Fire Risk Assessments. Statutory Testing and Maintenance activities

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# Things to consider

- Likely numbers of pupils returning and required staffing resource.
- How children of critical workers and vulnerable children will be accommodated alongside returning year groups.
- The school day – Staggering start and end times, arrangements for break times.
- Preparing the site and managing premises related issues.
- Cleaning and hygiene.
- The impact on staff and pupils at higher risk including race and disability.
- Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting.
- Staff engagement - Content and timing of staff consultation and communications including bringing in staff in advance of pupils returning.
- Communication with parents.

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# Things to Consider -Infection Control

- **Cleaning**
  - Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies.
- **Hand and Respiratory Hygiene**
  - Enhanced hygiene for example toilet use, hand washing, provision of tissues and decide on policy related to usually shared items e.g. books, toys practical equipment
- **PPE**
  - Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home
    - Maintaining supplies
    - PPE Emergency packs available from 25 May
    - Instructions on use “donning and doffing” of PPE
  - Face Coverings - not alternative for PPE

## Infection Control information on the SLN

<https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx>

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# Health, Safety and Wellbeing Service support for you

- General guidance – how we can support you to meet the Govt Guidance
- Location of information on SCC website

[www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Health-and-safety-advice-for-schools.aspx](http://www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Health-and-safety-advice-for-schools.aspx)

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# Health, Safety and Wellbeing

## Service support for you

- Guidance Document - In consultation with Unions launch after 26th May.
  - Premises – considerations and actions
  - Example template risk assessment
  - Individual risk assessment guidance
  - Staff wellbeing
  - COSHH Assessment template
  - Hand Sanitiser
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- Information available on the SLN and on SCC website  
[www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Health-and-safety-advice-for-schools.aspx](http://www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Health-and-safety-advice-for-schools.aspx)

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# Q&A

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# Contacting us



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