 Partial reopening of schools – OFFICE AREAS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus | * **Staff** * **Visitors to your premises** * **Cleaners** * **Contractors** * **Drivers** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone else who physically comes in contact with you in relation to your business** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available   Visitors and parents to the school  Hatch to remain closed. Parents to contact the school by phone/ email  Deliveries to be left in outside reception area with hatch closed.  **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  Use wipes to clean own equipment when weeks swop over  Transfer calls on phone rather than pass phone.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in staff room  Social distancing to apply when visiting local shop for banking or supplies  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **PPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  If a pupil or child displays symptoms they should be isolated in Elm, until collected or able to transport themselves home  If a pupil or adult needs first aid – this should be administered in the bubble – as first aid kits in each room – adult needs to make sure they are wearing gloves. Minor injuries to be dealt with in bubbles  More serious injuries brought to Elm class  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Instructions to parents to include entering and exiting the school  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).  Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)  Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.  Elm class to become a first aid room / isolation room  First aid kits available in every week  Regular communication of mental health information and open door policy for those who need additional support. | Head of school  Daily by cleaners  Weekly reminder from head of school of expectations  Office staff and SLT to socially distancing within the three office  Only one person at the photocopier at a time, user to wear gloves or cleaner copier surfaces inbetween  Cleaners to wear gloves and aprons – catering staff to wear gloves  Cleaners to wear PPE – gloves, aprons and masks  Office staff to wear gloves when using shared equipment  Catering staff to wear gloves when serving food  Weekly reminder by head of school to office staff  Weekly reminder by LS in well being newsletter | Weekly  Cleaning checks by SLT  Reminders by SLT  SLT to ensure PPE available and check cleaners wearing them |  |