

Support for Potential HSE phone calls

September 2020



Prepare a pack in advance of any calls of the following to have to hand in readiness for referring to:

- Your latest fully populated risk assessment and emergency operating procedure (see Foxwood)

Please remember that these calls are being made in a supportive manner for you and to get a full understanding of what you have in place. Prepare yourself well and in advance in readiness for receiving these possible questions that you may get-

Possible Question	Points to consider in response
<i>Are you currently open?</i>	Answer as to current situation your academy is in. Yes at present Check MIS
<i>How many staff are in (this is set groups)?</i>	Detail the numbers you have in We are managing staff absence closely supporting staff as required Detail how you are managing staff in their bubbles and safeguarding them Limiting social areas – ensuring social distancing is in place and how you are reinforcing this through staff briefings, regular challenge etc.
<i>Would I say that we are good / average or poor in controlling the risks?</i>	Good. Ellis whittam external review Frequent LA documents Daily DFE guidance Notts City Guidelines Notts Schools Trust info and meetings LA meetings SSHT Emergency operating procedure Risk assessments Daily briefings Regular emails/reminders Flexible change where needed. Weekly governor updates
<i>Have I read and understood Government documents - they named a few?</i>	Documentation from the ESFA/HSE/DfE etc and will always let us know if there are an immediate changes we need to adopt. See last page.
What would I do if:	
<i>Parent told me they were testing positive</i>	They must not come onto the premises (would ascertain if they have) and the whole household would need to isolate for 14 days - Children in the household must not come into school until isolation periods have ended. Households can obtain a tests but must still observe guidance given on flow chart.
<i>A child was tested positive?</i>	Tell them you know that we would need to contact PHE (NOW 0800 046 8687, and selecting option 1). Evaluate where the child had been and contact Public Health England for advice on next steps in terms of bubble the child is in and any wider implications, eg. Closure/sending

	<p>classes home. Would always establish where and who the child had been with, remove them from the area and thoroughly clean and leave area empty for 72 hours. Each scenario may be different so at present we are calling PHE for advice until we create a bank of scenarios that we can follow consistently with the expert advice given. We are not second guessing what we would do we would always seek advice and guidance and follow guidance.</p>
<p><i>A member of staff tested positive?</i></p>	<p>As above but change wording to staff instead of child. Foxwood keep a central log of all symptomatic children and staff as well as positive cases so that they can review.</p>
<p><i>Do we have a RA in play for COVID?</i></p>	<p>Yes – template provided by our independent H&S advisors, Notts County Council/Notts city council/ NST. Staff had completed ib collaboration/sits hand in hand with our more personal emergency operating procedure.</p>
<p><i>Who was involved in the putting the risk assessment together?</i></p>	<p>JH/ Senior team/Collaboration with all staff</p>
<p><i>Were the TU involved? Which ones?</i></p>	<p>Yes all Trade Unions through JCNC where we have teaching and support staff memberships have been invited to meetings have taken place with Trade Unions (e.g. ASCL, NEU, NUT,NAHT, Unison, GMB etc.) and they have had sight of the risk assessments and the processes we are undertaking. They are fully supportive and happy with our systems and processes and have been invited into academies for a site walk if they wish.</p>
<p><i>How confident am I that staff can keep their recommended 2m social distance?</i></p>	<p>Confident – but that the constraints of our Academy estate/classroom sizes make this difficult in every situation and we have had to put in significant measures to secure this. Signage is in place. Staff are encouraged to challenge colleagues if they need to. Where it cannot be maintained for any reason (e.g. close work/support) there is full PPE available for everyone. Full training has been given to all staff regarding social distancing and the requirements to maintain and use PPE where it cannot be. This includes full directions and instructions on how to don and doff PPE. We have also ensured that social spaces for staff are limited and full instructions have been given locally on the requirements for this.</p>
<p><i>Can I list changes that I made in school to allow the 2m distancing to take place?</i></p>	<p>Include your local controls amongst the usual; signage, staggered breaks and lunchtimes, revised working spaces (offices), space planning, bubble and toilet areas etc., training of staff on social distancing requirement</p>
<p><i>Cleaning - what am I doing?</i></p>	<p>Additional cleaning at the end of the day, spray outside areas middle of the day – now employing a new touch point cleaner since R value has gone above 1.</p>
<p><i>Do you have areas that are 'high touch points' and what is happening to those areas?</i></p>	<p>Give examples here such as what you are doing with staff areas e.g. kettles/toilets/staff rooms etc. Encouraging staff to bring own flasks and utensils etc. Hand sanitiser and wipes available for all high touch points with Making sure resources are kept separate and children have their own to use</p>

	Taping off areas that are high risk and taking them out of use
<i>Do all children have access to sinks?</i>	Yes – give further details on how you are managing this locally. Have you had additional sinks installed? Soap available at all times and checked regularly. Hot water available. Sanitiser available Paper towels being used instead of dryers. Etc. Detail how sinks allocated to bubbles/groups
<i>Is there hand-sanitiser (at least 70% alcohol) freely available around school?</i>	Yes – in all rooms.. Training students on when and how to use. Checked regularly for topping up. Sourced by the Trust initially in block. Have sufficient stocks at present and checked regularly for re-ordering.
<i>What DFE/PH documents have you read/referred to support your RA?</i>	<p><i>We use the following links in the risk assessment:</i></p> <p>Government guidance on full re-opening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>General information on Coronovarus and guidance https://www.gov.uk/coronavirus</p> <p>Data Collections required https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>DfE helpline email dfecoronavirushelpline@education.gov.uk</p> <p>Protecting the most vulnerable/shielding https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Nottinghamshire County Council H&S Portal hands@nottscc.gov.uk.</p> <p>Government guidance on PPE https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Government guidance on use of face coverings https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Back to school NCC guidance https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p> <p>Government guide on social distancing and staying alert https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>Information on sport and risk assessing – NCC https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>NHS – covid 19 symptoms/self isolation/treatment https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p> <p>Government stay at home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Government guidance on safe working in education and childcare settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Government guidance on de-contamination https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Government guidance on PHE contact teams https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Government guidance on testing</p>

	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. NHS guidance on test and trace system https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Government guidance on Early Years Framework (Primarys) https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 Government guidance on managing outdoor playgrounds and gyms https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms NCC guidance on cleaning/COSHH/CLEAPPS/control of contractors/fire safety https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety Government guidance on safe travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
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