



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	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • 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 	<p>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.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/</p>	Head of school	Weekly	

	<p>underlying health conditions</p> <ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to your business 	<p>disposable paper towels.</p> <ul style="list-style-type: none"> • 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 <p>Visitors and parents to the school</p> <p>Hatch to remain closed. Parents to contact the school by phone/ email</p> <p>Deliveries to be left in outside reception area with hatch closed.</p>	<p>health-surveillance.htm</p> <p>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</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Instructions to parents to include entering and exiting the school</p>			
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		<p><u>Cleaning</u></p> <p>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.</p> <p>Use wipes to clean own equipment when weeks swop over</p> <p>Transfer calls on phone rather than pass phone.</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is</p>	<p>Daily by cleaners</p> <p>Weekly reminder from head of school of expectations</p> <p>Office staff and SLT to socially distancin</p>	<p>Cleaning checks by SLT</p> <p>Reminders by SLT</p>	
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		<p>supplies</p> <p><u>Wearing of Gloves</u></p> <p>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.</p> <p><u>PPE</u></p> <p><i>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</i></p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using</p>	<p>wear gloves</p> <p>Cleaners to wear PPE – gloves, aprons and masks</p> <p>Office staff to wear gloves when using shared equipment</p> <p>Catering staff to wear gloves when serving food</p>	<p>SLT to ensure PPE available and check cleaners wearing them</p>	
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		<p>More serious injuries brought to Elm class</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	er		
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