



Midsomer Norton  
Schools Partnership

## **RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF**

**Date of Risk Assessment: 18th May 2020**

**Signed: Louisa Phillips**

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.

### **HAZARD: Spread of Covid-19 Coronavirus**

#### **Who Might be harmed:**

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.</p>	<p>LP/DT</p> <p>SC/PN</p> <p>LP/DT/SC</p> <p>Drill on 3.6.20</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware.</p>	<p>First aider list will be prominently displayed in Office</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. These will be available from the school office.</p>	<p>SC</p> <p>LP/DT</p> <p>SC</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	

	The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness	LP/DT	1.6.20	
<u>Staff working</u>				
Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.	Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.	LP/DT	ongoing	
<u>Hand Washing</u>				
<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water will be in place.</li> <li>Stringent hand washing will be taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands will be with disposable paper towels rather than dryers</li> <li><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily</li> </ul>	<p>Staff and pupils will 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. They will also be 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.</p> <ul style="list-style-type: none"> <li>Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</li> <li>Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue.</li> </ul>	<p>All staff</p> <p>HS</p> <p>All staff</p> <p>All staff</p>	<p>ongoing</p> <p>1.6.20</p> <p>ongoing</p>	

<p>available including in classrooms, reception, staff rooms</p>	<ul style="list-style-type: none"> <li>• There will be support for pupils who have trouble washing their hands independently</li> <li>• We will encourage young children to learn and practise these habits through games, songs and repetition. Owl Babies and Owl class groups to do this on a daily basis, just before designated hand washing time.</li> </ul>	<p>teaching staff</p>	<p>Ongoing</p>	
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>There will be frequent cleaning and disinfecting of 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. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning materials and PPE available in each teaching area and staff made aware of expectations - this will include a box containing all supplies</p> <p>Bins to be emptied before lunch as well as the end of the day.</p> <p>Toilets to be cleaned after break and lunch as well as usual cleaning times.</p> <p>Work stations and door handles to be wiped frequently throughout the day.</p> <p>The Trust has prepared a checklist which will be ticked and monitored by the senior leader</p>	<p>LP/DT</p> <p>All staff</p> <p>SC/LP/DT</p> <p>Teaching staff</p> <p>EP/JG</p> <p>Teaching staff</p> <p>SC/HS</p>	<p>1.6.20</p> <p>ongoing</p> <p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>1.6.20</p>	

	responsible. Checklist displayed in each teaching area to be filled in daily and monitored at the end of each day.			
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice -  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials will be displayed prominently  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader</p> <p>Staff to assigned to a 'bubble' of children.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Stagger break times and lunchtimes to allow safe use of staff room. Provide alternative rest area for staff.</p> <p>Management checks will take place to ensure this is adhered to. Ongoing checks and reminders throughout the day</p> <p>If desks and computers must be shared due to reception rota, for example, these should be</p>	<p>LP/DT</p> <p>SC/HS</p> <p>SC/LP</p> <p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p> <p>KB/GS</p>	<p>1.6.20</p> <p>1.6.20</p> <p>ongoing</p> <p>1.6.20</p> <p>ongoing</p> <p>Ongoing</p> <p>ongoing</p>	

<p>We will take steps to review work schedules including start &amp; finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p>	<p>wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Office staff to use own desks and computers</p> <p>Desks and computers in teaching areas to be used by Teacher/Teaching Assistant only.</p> <p>Ipads and chromebooks assigned to individuals.</p> <p>Lunch and break times will be staggered.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p>	<p>SC/HS</p> <p>All teaching staff</p> <p>Teaching staff</p> <p>LP/DT</p> <p>LP/DT</p> <p>SC/HS</p>	<p>ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>1.6.20</p> <p>ongoing</p> <p>ongoing</p>	
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<p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>Clear glass window already in place. Office staff will talk to any visitors through glass.</p> <p>Tape on floor to indicate where it is safe to stand.</p> <p>Office staff will sign visitors in so pens not shared</p>	<p>LP/DT</p> <p>SC/HS</p>	<p>1.6.20</p> <p>ongoing</p>	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p> <p>Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.</p> <p>There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as</p>	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Children to be placed in ‘bubbles’ with an adult that will stay with them on subsequent days. All staff are first aid trained. PPE available in all teaching areas.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>No cloakrooms to be used</p>	<p>LP/DT</p> <p>LP/DT</p> <p>All staff</p> <p>LP/DT</p>	<p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>1.6.20</p>	

<p>possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p>	<p>School bubbles:</p> <p><i>Preschool - Owl Babies</i></p> <p><i>Two Reception bubbles - Owl Class</i></p> <p><i>Year 1/Key worker bubble - Eagle Class</i></p> <p>In EYFS children will be in bubbles of up to 7. The bubbles will not mix, but 2m distancing will not be achievable within the discrete bubble</p> <p>Only lunch box and drink to move between home and school</p> <p>Equipment, toys and surfaces should be cleaned and disinfected more frequently. Record on checklist, displayed in teaching areas and hall. Equipment, toys and surfaces should be cleaned and disinfected more frequently. Record on checklist, displayed in teaching areas and hall. Teaching staff to wipe work surfaces and door handles after each teaching session.</p> <p>Toys and equipment cleaned daily.</p>	<p>LP/DT</p> <p>LP/DT</p> <p>All staff</p> <p>Spare support staff</p> <p>LP/DT</p>	<p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
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<p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p> <p>We will not hold assemblies.</p>	<p>Review management of cleaning on weekly basis.</p> <p>Lunch staggered in own classes and playground</p> <p>Daily circle time to include well being activities, social distancing stories and hand washing songs.</p> <p>Weekly newsletter will reinforce messages of social distancing and handwashing.</p> <p>All practical lessons will need to be risk assessed and signed off by LP/DT</p>	<p>LP/DT</p> <p>teaching staff</p> <p>LP/DT</p> <p>LP/DT</p>	<p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p>	<p>Entrance will be through the disabled gate, into the playground.</p> <p>Pupils in Year 1 to arrive at 8:40am, Reception at 8:50am and Owl Babies at 9:00am.</p> <p>End - Owl Babies at 2:50pm, Year 1 at 3:00pm, Reception 3:10pm</p> <p>Parents to stay outside of playground and children will be handed over to them. The same will apply to Owl Babies.</p>	<p>LP/DT</p> <p>LP/DT</p> <p>Teaching staff</p>	<p>1.6.20</p> <p>1.6.20</p> <p>ongoing</p>	

<p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>No contractors without prior agreement.</p>	<p>LP/DT</p>	<p>ongoing</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p> <p>We will avoid queues (eg outside of classrooms)</p>	<p>‘Bubbles’ in own designated area with same adult each child to have access to own equipment on workstation</p> <p>Each child to have access to own ipad, chromebook</p> <p>Use of toilets next to learning space only</p> <p>Lunchtimes and break times outside where possible or in their learning area if weather prevents this.</p> <p>Clear signage around school to indicate entrances and exits.</p>	<p>LP/DT</p> <p>LP/DT</p> <p>teaching staff</p> <p>all staff</p> <p>SC/HS</p>	<p>1.6.20</p> <p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>1.6.20</p>	
<p><u>Use of toilets</u></p> <p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating),</p>	<p>LP/DT</p>	<p>ongoing</p>	

<p>possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>as well as avoiding touching their own face whilst at work. Owl Babies will use their own toilet. Two bubbles will use toilets in Owl class and one bubble will use the toilets outside Eagle class. This will not happen at the same time.</p>			
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Where possible playtimes and lunchtimes will be outside.</p> <p>Play equipment to be separated into two sets and only used with that same set of children, the third Bubble to use the outdoor play trail. The use of this will be on a weekly rota.</p> <p>Playtimes and lunchtimes to be staggered for each bubble.</p>	<p>SP/FB</p> <p>SP/FB</p> <p>LP/DT</p>	<p>ongoing</p> <p>1.6.20</p> <p>1.6.20</p>	
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>Gloves to be worn by all administering first aid.</p> <p>Gloves to be worn by all supporting children with toileting, nappy changing etc.</p>	<p>LP/DT</p> <p>All staff</p> <p>PL/SB/SM/C M</p>	<p>1.6.20</p> <p>ongoing</p> <p>ongoing</p>	

<p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>PPE face masks will be made available to all staff who request them. These will be in the school office.</p>	<p>SC</p>	<p>1.6.20</p>	
<p><u>Symptoms of Covid-19 – staff</u></p> <p>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. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff will be encouraged to access a test.</p> <p>The person who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>	<p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Ongoing</p>	

<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</li> <li>• Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others</li> </ul>	<p>The school hall will be split into two. One end will be used for a staff room and the other end a designated isolation area.</p> <p>Children placed in isolation will be supervised by office staff until collected.</p> <p>isolation area cleaned thoroughly</p> <p>Unwell pupil to use Eagle class toilet. Toilet to be cleaned immediately after use.</p> <p>The child who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days.</p>	<p>LP/DT</p> <p>HS</p> <p>LM</p> <p>HS/EP</p> <p>LP/DT</p> <p>LP/DT</p>	<p>1.6.20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> <li>• An incident at work as led to possible or actual exposure to Covid-19</li> <li>• A member of staff has Covid-19 caused by exposure at work</li> </ul>	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through somerset</p>	<p>LP/DT</p>		

<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Stagger school start and finish times. Inform parents.</p>	<p>AW</p> <p>LP/DT</p>	<p>1.6.20</p> <p>1.6.20</p>	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Stagger school start and finish times. Inform parents.</p> <p>Parents will be informed of arrangements for dropping off and picking up their child, including one parent accompanying child.</p> <p>Parents will be informed of any changes.</p>	<p>AW</p> <p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p>	<p>ongoing</p> <p>1.6.20</p> <p>1.6.20</p> <p>ongoing</p>	

<p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>contact made with any visitors prior to visit on arrival times/entrances/exits and procedures</p>	<p>SC/HS</p>	<p>ongoing</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>Windows and doors opened when it is appropriate.</p> <p>Lights left on if they have been required that day.</p>	<p>LP/DT</p>	<p>ongoing</p>	
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Daily informal check in with staff</p> <p>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.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>	<p>LP/DT</p> <p>LP/PL</p> <p>LP/DT/PL</p> <p>LP/DT</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	