

Health and Safety advice for managing a full or partial school closure due to Covid-19

Fire Arrangements

Staff must be briefed on what to do in the event of a fire alarm activation and how to operate the fire alarm panel. A simple crib sheet would suffice.

Ensure that staff are carrying mobile phones or school phones so that the emergency services can be called in a fire situation. If this is not possible then ensure that a member of staff is designated to call 999. This may need to be arranged on a daily basis.

Ensure that staff check areas as they are evacuating to ensure that they are clear. Report to your designated assembly points and take a registration as normal.

Fire Alarm Testing

If the school is partially open, then the weekly fire alarm tests must be undertaken and recorded.

Emergency Light Testing

If the school is partially open, then the monthly emergency light tests must be undertaken and recorded.

Evacuation Chairs

If a school has person who uses a wheelchair working above ground floor level, a member of staff trained in the use of an Evac+chair must be available. Alternatively, provision should be made for wheelchair users to use the ground floor only.

First Aid Arrangements

The school needs to take into consideration local emergency arrangements such as location of nearest defibrillator, ambulance emergency response times etc.

The following first aid cover is expected as a minimum:

Primary Schools

- A paediatric trained member of staff (to cover Early Years 0-5) and one Emergency First at Work trained member of staff for every 50 people on site. If it proves difficult to meet the paediatric trained member of staff requirement, schools should plan with other nearby schools to co-ordinate cover in order to meet the needs of Early Years pupils.

Secondary Schools and Special Schools - Refer to the HSE guidance

- Fewer than 25 people on site, at least one appointed person – and an Emergency First at Work trained member of staff as a back stop in this case.
- Then:
 - 25–50 people on site – At least one Emergency First Aid at Work trained member of staff.
 - Over 50 people on site – At least one First Aid at Work trained member of staff for every 100 people on site (or part thereof).

Legionella

Whilst the school is in full or partial closedown a full flushing regime must be implemented. This means every tap, toilet and shower needs flushing for 5 minutes every 7 days. If this is not achievable, then a full flush through, as described above, will be needed before the school is re-opened.

If the school is partially open, then the monthly temperature checks must be undertaken and recorded. This is the regular temperature checks of sentinel taps as identified in your Legionella Risk Assessment. Using a thermometer under the running water the following temperatures must be achieved:

- Cold taps must be below 20°C within 2 minutes
- Hot taps must be above 50°C within 1 minute
- Taps with Thermostatic Mixing Valves (TMVs) fitted must be between 39°C and 43°C within 2 minutes.

Lockdown Procedures

Staff must be fully aware of full and partial lockdown procedures and how to implement them.

Asbestos

During the period of the crisis none essential work should be avoided if practicable. However, if work is taking place that may damage the fabric of the building, then normal procedures apply.

Supervision Ratios

A qualified teacher must be on site at all times but again risk assess the pupils if you have a high proportion of pupils with specific needs they are going to need a higher staff ratio. Ensure line of sight supervision for younger children who will necessarily be more dispersed. Try and keep staffing to a minimum but at the same time not undermining the health & safety of pupils and staff.