

## How Hamwic is meeting its health and safety obligations through Covid and in readiness for full school opening

	Question	Answer
1.	What is the employer doing to assure staff it has met its health and safety obligations?	<p>Risk assessments are regularly updated and staff are invited to input. A copy of the risk assessments are shared with staff. One to one risk assessments are carried out where appropriate or when requested by staff.</p> <p>Signage is displayed in schools and PPE provided. The Trust have an extensive offering of Health and Wellbeing material and benefits available to staff.</p>
2.	How is the employer working with the unions, including local representatives and school representatives, to ensure that the health, safety and welfare of staff and pupils are protected in these unprecedented circumstances?	Unions request information from schools and have arranged meetings directly with staff. The Trust liaise with trade unions on behalf of its schools where appropriate. The Trust share HR guidance with unions to keep them informed.
3.	Is the employer confident that all schools were able to open? If not, then what procedures have been put in place (e.g. staggered opening)?	Some will stagger their opening times, for example spread over a half hour slot, or stagger entrances for drop off and pick up
4.	Has the employer ensured all schools have completed their pre-opening health and safety checks, including consulting on and publishing an updated risk assessment together with an assessment of the equality impact of the measures to be implemented?	Yes - statutory checks have been completed throughout the whole of lockdown. Fire drills have also been completed.
5.	Has the employer confirmed where copies of the risk assessments will be made available to all staff?	Yes - all staff are issued with a copy of risk assessments. They are also displayed on school health

		and safety noticeboards and websites.
6.	Has the employer confirmed that it has a plan in place for twice-weekly asymptomatic testing of all staff and that staff have been briefed on what steps they must follow?	Yes
7.	Has the employer confirmed how it will be following the system of essential controls as advised by the Government to minimise the risk of infection?	Yes
8.	Can the employer confirm that it has made appropriate arrangements to conduct three onsite tests of all secondary pupils prior to 12 March and for twice-weekly home testing of pupils thereafter?	Yes
9.	Can the employer confirm that it has a contingency plan in place for managing outbreaks in the school or college or where changes in restrictions occur?	Yes
10.	Can the employer confirm that it has communicated the changes to their processes and control measures to all parents and staff?	Yes – risk assessments are on school websites and parents are updated regularly.
11.	Can the employer confirm that it has a system and clearly publicised procedures for employees to report concerns about COVID-19-related health and safety breaches?	Yes
12.	Can the employer confirm that it will strictly adhere to the Government Guidance when cases of infection occur, including the immediate self-isolation of pupils or staff who have the virus or asymptomatic individuals who have been in close contact with infected persons?	Yes
13.	Can the employer confirm that schools will have a sufficient contingency supply available of face coverings for people who do not have access to a face covering and that face coverings: <ul style="list-style-type: none"> <li>- must be worn by adults and pupils when moving around secondary school premises, in classrooms, corridors and communal areas;</li> <li>- must be worn by staff and adult visitors when moving around primary school corridors and communal areas;</li> <li>- may be worn by adults in primary classrooms.</li> </ul>	Yes
14.	Can the employer confirm that enhanced cleaning will be undertaken by trained cleaning staff and that	Yes

	teachers will not be expected or required to undertake cleaning duties?	
15.	Can the employer confirm that it has put in place systems to ensure that adults are able to maintain two-metre distance from each other and from children?	Yes, although this is not particularly easy with young children.
16.	Can the employer confirm that suitable updated risk assessments have been undertaken by dedicated school travel providers?	N/A
17.	Can the employer confirm how it will ensure that classrooms and work areas are well ventilated at all times?	Site staff monitor classrooms and work areas. Windows are opened and closed at differing times throughout the day and are left open whilst classrooms are empty.
18.	Can the employer confirm that individual risk assessments been revised for those who are clinically vulnerable, such as those who are pregnant?	Yes
19.	Can the employer confirm that those who are pregnant and in the third trimester are permitted to work from home?	Yes
20.	Can the employer confirm that staff are not required to attend work until the employer has provided a safe place and safe system of work in compliance with your legal obligations and until such compliance has been evidenced to the satisfaction of staff?	Yes
22.	Can the employer confirm the arrangements for face coverings in secondary school settings?	Staff are required to wear face coverings at all times as per government guidance.
23.	Can the employer confirm the arrangements for any visitors or external agencies (e.g. supply teachers), particularly to ensure they have adequate time to be made aware of, and understand, the systems in place in respect to COVID-19?	Only emergency visits are permitted in school. Where possible meetings are carried out via zoom or teams. Head Office staff have their own risk assessments. Supply staff are given guidance and a copy of the school's risk assessment.
24.	Can the employer confirm that staff who are clinically extremely vulnerable (CEV) will not be required or otherwise expected to attend the workplace and that CEV staff will continue to be paid on their usual terms?	Yes, staff falling in this category are expected to work from home.
25.	Can the employer confirm that staff who are clinically vulnerable and pregnant staff will be	Yes – please also see questions 18 and 19

	provided with an updated individual risk assessment prior to full opening?	
27.	Can the employer confirm how it will explain to all staff the measures they are putting in place?	Please see other answers above.
28.	Can the employer confirm that there will be systems in place to support staff wellbeing, and how it will seek to minimise workload impacts?	The Trust offer an extensive range of Health and Wellbeing material and benefits to staff. Some of which are extended to family members.
29.	Can the employer confirm that data on COVID-incidents (including COVID transmission or breaches of control measures) will be shared with staff and unions on a timely basis, and that arrangements will be in place prior to the end of term to review with staff unions the impact of full opening.?	Information will be shared appropriately taking note of GDPR regulations.