

Caulifield South P.S. COVID-19 Safety Management Plan

Term 4 2020

Purpose

This **COVID-19 Safety Management Plan** outlines some key health, safety and wellbeing hazards. It links to the controls described by the latest health and safety guidance, and the central and regional supports available.

In consultation with our local Health and Safety Representative and Health and Safety Committee, Caulfield South Primary School has identified and implemented the recommended controls to the maximum extent reasonably practicable.

Guidelines

This plan covers four key areas of risk (‘hazard types’):

* Infectious Disease (Infection Prevention and Control)
* Working Alone, in Isolation or from Home
* Occupational Violence and Aggression
* Mental Health and Wellbeing

[Safety Management Plan for COVID-19](https://www.education.vic.gov.au/hrweb/Documents/OHS/COVID19SafetyManagementPlan.docx)

**Implementation at CSPS**

| **Hazard Type-** **Infectious Disease (Infection Prevention and Control)** |
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| **Hazard Description** | **Recommended Controls** | **CSPS Action** |
| Staff, students and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.It is not feasible to achieve physical distancing at all times, for example, when caring for unwell students or students with complex needs. Local supplies of personal hygiene products may be limited.Misuse of hand sanitiser including ingestion | [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336) --**Advice on**:-physical distancing- use of shared equipment and other school activities (e.g. playgrounds, shared resources and excursions).- minimise contact with delivery personnel- outdoor air ventilation and use of outdoor spaces. - reduce cohort mixing and creating workforce bubbles.- reduce the need for staff to work across multiple sites.Refer to [maintaining good health hygiene](https://www.education.vic.gov.au/school/Pages/healthadvice.aspx) & guidance for [face masks](https://www.education.vic.gov.au/school/Pages/face-coverings-schools.aspx) in schools, as well as [DHHS guidance on face masks](https://www.dhhs.vic.gov.au/face-masks-covid-19). [ChemWatch](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ChemwatchMSDSdb.aspx)- access hand sanitiser safety data sheet.  Refer to [personal hygiene products, including sourcing](https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/cleaningsupplies.aspx) and [procurement tips for high demand items](https://edugate.eduweb.vic.gov.au/sites/i/Pages/School.aspx#/app/content/3369/support_and_service_%28schools%29%252Fcoronavirus_and_learning_from_home%252Fmanaging_finances%252Fprocurement_tips_for_high-demand_items). | * display on-site [signage](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3284/) in main foyer, staffroom & BER building
* Consult with staff, including through OH & S C’tee about the implementation of controls.
* Staff complete the Infection Prevention and Control during COVID-19 eLearn module
* Designated entry gates for each year level to reduce social interaction
* Before & after school yard duty roster reflect new systems
* distance of 1.5 metres between adults where possible- staff not gather in staffroom for recess/lunch
* maximising air flow,
* Provide educational continuity online or work sent home for students self-isolating at home for verified medical reasons
* staff meetings- remotely
* Cancel incursions/excursions & camps
* Attendance on school sites by non-essential visitors and parents discouraged. If required, must enter through main building front door & sanitise hands before entering office.
* Visitors limited to essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers) and capital works personnel
* Hygiene requirements including handwashing should continue to be practiced.
* hygiene products used in c’rms ensuring adequate supervision and safe storage of supplies.
* Sign in registers for staff , students, visitors & contractors
* staff informed of [guidance for the use of personal protective equipment (PPE) in education](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/i/Shared%20Documents/Guidance-for-the-use-of-PPE-in-education-settings.docx&action=default) to determine when additional PPE is required and for information on the correct and safe use of PPE.
* Regular inspections of the workplace to check that recommended risk controls are implemented and working effectively.
* Staff wear face masks when not teaching and practice good hand hygiene.
* staff only attend school when required to for on-site delivery.
* Discussions regarding T4 transition program in light of workforce bubbles reduce mixing among different school cohorts, such as different classes or year levels.
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| Staff & students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.  | Advice - [environmental cleaning services](https://www.education.vic.gov.au/school/Pages/healthadvice.aspx#link100) and [access to cleaning supplies and services](https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/cleaningsupplies.aspx).  | * GY & HT continue to liaise with Spotless regarding environmental supplies & cleaning effectiveness
* Additional surface cleaning inside buildings & playground equipment throughout the day
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| Vulnerable workforce (higher risk of serious illness). | Refer to the advice in the [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336) | * staff 65+ with chronic medical conditions
* Staff with compromised immune system
* Staff seek advice from GP
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| A suspected case may occur among staff and students |  [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336).- managing suspected cases-[regarding management of unwell students and staff](https://www.education.vic.gov.au/school/Pages/healthadvice.aspx#link32)[communications support pack](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3284/support_and_service_(schools)%252Fcoronavirus_and_learning_from_home%252Fcommunicating_with_parents_and_students%252Fcommunications_support_pack) for resources to communicate with school community. | P26 isolate staff / studentContact DET 1800 126 126 to report IRIS incident alertDET notify WorkSafeCSPS to contact OHS Advisory Service 1300 074 715 to mange OH & S matters. |
| A confirmed case (or a close contact of a confirmed case) may occur among staff, students or the school community. | Refer to the managing suspected cases advice in the [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336).Also see the advice in the Operations Guide [regarding management of unwell students and staff](https://www.education.vic.gov.au/school/Pages/healthadvice.aspx#link32). | * Principal’s effective communication with community to minimise transmission (Flexischools)
* Continue to provide information to staff on wellbeing services & recovery process
* Initial containment to reduce exposure
* Coronavirus Phone Line- **1800 338 663,** Monday to Friday, 9am to 5pm
* Commonwealth Dpt of Health <http://www.flupandemic.gov.au/internet/panflu/publishing.nsf>
* Cooperate with DHHS in outbreak investigation, case tracing & management at CSPS
* Closure of school
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| Non-DET contractors and their staff may need to enter school grounds to carry out work. | Refer to the advice in the [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336) regarding visitors and contractors attending school sites | * contractors (e.g. CRTs) declare if they are working across multiple sites, have received a permit to work from their employer (if in a restricted area), and receive appropriate induction.
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| **Working Alone, In Isolation or from Home** |
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| **Hazard Description** | **Recommended Controls** | **CSPS Action** |
| The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls). | Refer to [working alone, in isolation or from home policy and procedure](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/workingalone.aspx). This includes:* [OHS guidance for working from home](https://www.education.vic.gov.au/hrweb/Documents/OHS/Working%20at%20Home-OHS%20Guidance.docx)
* [ergonomic advice](https://www.education.vic.gov.au/hrweb/Documents/OHS/WorkingfromHomeErgonomist.docx)
* [tips for working from home safely and productively](https://www.education.vic.gov.au/hrweb/Documents/OHS/Workingfromhomesafelyandproductively.docx).

Advice and support (including ergonomic advice via videoconference) is available to all staff via the OHS Advisory Service. Assist staff in following the [advice and support for employees](https://www2.education.vic.gov.au/pal/family-violence-information-employees/overview) exposed to family violence.  | * Staff return to school onsite teaching from October 12th
* Staff have been provided with OHS advice and support (including EAP and wellbeing webinars) to staff.
* Access available toschool equipment.
* Team meetings for regular check-ins with staff.
* Emailed staff health wellbeing links for students & staff
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| Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers. |
| Increased isolation (on-site and/or at home) may increase risk of injury. |
| Exposure to family or gendered violence. |
| **\* to be applied in conjuction with Mental Health and Wellbeing and Occupational Violence and Aggression hazard sections below** |

| **Occupational Violence and Agression** |
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| **Hazard Description** | **Recommended Controls** | **CSPS Action** |
| Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other members of school community. | Refer to the [Occupational Violence and Aggression Policy](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy), which covers online and on-site behaviour.Consider whether any student supports, including Behaviour Support Plans, require revision in consultation with Student Support Services.Also, refer to [Creating Respectful School Communities](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx%22%20/l%20%22/app/content/2694/support_and_service_%28schools%29%252Fstudent_safety_and_support%252Frespectful_and_safe_school_communities%252Fcreating_respectful_school_communities) (including template [Statement of Values](https://edugate.eduweb.vic.gov.au/edrms/collaboration/WHEDRSR/CRSSC/2018%20Update/Statement%20of%20Values-%20Promoting%20Healthy%2C%20Safe%20and%20Respectful%20School%20Communities.docx?Web=1)), the [Respect for School Staff](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=18) local policy template, and resources available through [Respectful Relationships](https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/capabilities/personal/Pages/respectfulrel.aspx) and [Schoolwide Positive Behaviour Support](https://www2.education.vic.gov.au/pal/behaviour-students/guidance/5-school-wide-positive-behaviour-support-swpbs-framework).Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to [Coronavirus (COVID-19) advice for parents, carers and guardians](https://www.education.vic.gov.au/parents/Pages/coronavirus-advice-parents.aspx), and to the [communications support pack](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3284/support_and_service_(schools)%252Fcoronavirus_and_learning_from_home%252Fcommunicating_with_parents_and_students%252Fcommunications_support_pack).Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team.Refer to the [mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/covid-19-employee-health), and the relevant [policy and procedure](https://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy).  | * CSPS Principal responsible for identifying & managing the risks associated with occupational violence & aggression, with expert assistance and support from DET’s central & regional offices as required.
* enter “occupational violence and aggression” in the ‘Hazard Description’ column of the school [OHS Risk Register.](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx)
* Where a risk assessment is to be completed, current risk controls should also be recorded in the [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) or equivalent.
* monitor and review the effectiveness of implemented risk controls on a regular and ongoing basis (e.g. quarterly) in consultation with relevant parties (including the HSR)
* promoting and encouraging employees to report hazards (e.g. psychosocial hazards), near misses and incidents on eduSafe.
* [Employee Wellbeing Response Team](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/i/Shared%20Documents/FACTSHEETEmployeeWellbeingResponseTeam.pdf&action=default)connects schools with training, supports and services they need for complex employee safety and wellbeing issues.
* Statement of Values in enrolment pack
* [Employee Assistance Program (EAP)](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/3106/support_and_service_(schools)%252Fhuman_resources%252Femployee_health,_safety_and_wellbeing%252Femployee_health,_safety_and_wellbeing_services)
* [Complex Matters Support](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3023/support_and_service_(schools)%252Fhuman_resources%252Fprincipal_health_and_wellbeing%252Fcomplex_matters_support_team) helps schools respond to issues that involve frequent or complex contact with parents or advocates and need coordinated support from across the Department to be effectively managed.

Incident Support Operations Centre on 1800 126 126 (24 hour service) |
| On-site violence, bullying or harassment by students, parents/ carers, school staff or other members of school community. |
| Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online occupational violence and aggression from parents.Many parents/carers are likely to be anxious during this time. |

| **Mental Health & Wellbeing** |
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| **Hazard Description** | **Recommended Controls** | **CSPS Action** |
| Leaders managing the anxiety and mental health of others – including students, staff and members of the school community | Refer to the [mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/covid-19-employee-health), and the relevant [policy and procedure](https://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy).Refer to the [Return to Work Coordinator Portal](https://edugate.eduweb.vic.gov.au/edrms/collaboration/ESW/WCU/Pages/RTWC.aspx).Refer to the [Principal Health and Wellbeing services on the OHSMS COVID-19 Employee support page](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/covid-19-employee-health).Refer to [DET Flexible Work Policy](https://www2.education.vic.gov.au/pal/flexible-work/overview).Refer to [School Operations Guide](https://edugate.eduweb.vic.gov.au/sites/i/Lists/Content/Redirect.aspx?ID=3336)Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their immediate family (aged 18 years and over).  | * Email all CSPS staff Wellbeing links
* Staff given time to access the relevant information, instruction and training, such as the wellbeing webinars.
* EAP information for staff and their immediate family, as well as the other supports and resources displayed on OH & S board.
* Return to work strategies for people on sick leave or Workers’ Compensation leave.
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| Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities. |
| Balancing non-work related demands (e.g. caring responsibilities). |
| Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities. |
| Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment e.g. working from home. |
| Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite). |
| Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements. |
| Aggravation of stress caused by pre-existing conditions (e.g. existing mental health conditions, disabilities, vulnerable cohorts and staff on leave, including Workers’ Compensation or sick leave, etc.). |