

# Schools Staff Return to Work Checklist



This checklist provides the main steps which need to be in place to ensure that it is safe for pupils and staff to be in school. UNISON is providing it for you to use when assessing whether you feel that confident that measures have been taken to reduce and manage risks in your school. Not everything on the list may apply to your setting but if you have any queries raise these with your Head, Health & Safety Rep or Branch\*.

Employers are required by health and safety legislation to protect your health and safety, this applies to COVID-19 in the same way as it would to any other hazard.

Some measures need to be taken before schools open including disinfecting water systems, checking gas supplies, emergency lighting and fire alarms and others will be ongoing throughout the remainder of this term and beyond.

*\* If you are unsure of how to contact your Branch, visit our Branch Finder at <https://branches.unison.org.uk/>*

## STAFFING

- Are there enough staff on site to safely engage in all activities including supervision at break times and support for pupils with ALN?
- Has the rota for staff been drawn up fairly among all groups of staff?
- Are regular breaks scheduled during the day?

## SOCIAL DISTANCING

- Has enough space been made available for a 2-metre distance to be observed where possible?
- Are routines in place for staggered arrival and departure times?
- Have one way systems been introduced to prevent crowding of pupils at entrances and in corridors?
- Are floor markings in place to assist with social distancing measures?
- Can meals be safely prepared and served?
- Can staff rooms accommodate social distancing measures?

*Continued overleaf*

## CLEANING

- Is new advice regarding cleaning explained and are you confident that regular and appropriate cleaning is being maintained?
- Are cleaners on site throughout the school day if required?
- Are bins in every class emptied on a daily basis?
- Are classrooms and canteens cleaned thoroughly after each group of pupils have used the space?
- Are the toilets cleaned on a regular basis?

## HYGIENE

- Are there handwashing facilities at entrance and exits of the school and in key places?
- Is there liquid soap available at handwashing stations and in the toilets?
- Are children supervised washing their hands?
- Are children washing their hands on entry, exit and at specific times during the day?
- Are tissues provided in each classroom?
- Is there a lidded bin in each classroom?

## PPE

- Is there adequate PPE available when needed?
- Have you been provided with the necessary training to use PPE?

## ISOLATION

- Have you been advised on what to do should someone become unwell during the day?
- Has a room been identified as an isolation room?

## RISK ASSESSMENTS

- Have risk assessments been updated or introduced for individual pupils where necessary including pupils who need specific care, which cannot be delivered whilst ensuring social distancing?
- Have you been advised on new measures should a pupil's behaviour be unacceptable?
- Is the school's Covid-19 Risk Assessment available for staff to refer to?