

## GL360 Advice for schools with small numbers of pupils on site

For use from September 2020

This guide is designed for schools which have only limited numbers of teachers and pupils on site. Due to the limited supervision of the school facilities, access to the work rooms, prep room(s) and store(s), must be secure and controlled, ensuring that only staff with permission can access them. If other agencies need access to your rooms this should be discussed, with the school SLT and the agencies, in advance, and contact us via the *Helpline* for further guidance. It should not be routine procedure to give access to practical rooms to outside agencies and staff.

Ensure all supplies to the room are switched off ie gas and, where possible, electricity and water. Schools **must not** allow materials and/or equipment to be taken home by anyone (pupils and staff).

### Orders of materials and equipment

If you have placed an order for materials or equipment, it would make sense to contact the supplier to find out when it is to be delivered. You should avoid deliveries being planned for when the school is closed.

### Electrical supply

Ensure all fridges and freezers in the department are left switched **on**. Place notes on or near the relevant sockets so they are not switched off by accident. Speak to the site staff to ensure they are aware of this, and to ensure they don't turn off the electrical supply to the area.

### Advice for practical work

To support schools in various situations we have updated / created a number of new guides:

- GL344 – *CLEAPSS Guide to doing practical work during the COVID-19 pandemic; D&T, food & art*
- GL348 – *Practical D&T activities for pupils at home*
- GL347 – *Returning to school after an extended period of closure*
- GL354 – *Managing practical work in non-specialist rooms*
- GL355 – *Using workshops, food rooms and art studios for alternative activities*
- GL356 – *Guidance for schools where pupils spend all day in a D&T, food or art room*

Please take into account the below points about practical work for those who remain in schools.

- In schools with very few pupils on site 'traditional' D&T, food or art lessons are likely to be more difficult to teach. Merged classes will also bring additional risks to any practical activity.
- Great care must be taken to avoid lone working. Practical activities must not be undertaken in lone working conditions, either arrange for a colleague to be present or alter the method you are following, or leave the activity for a later date.
- Lessons that do happen should still follow the national curriculum / exam specifications. Staff **must** avoid the temptation to do 'shows' or 'off piste' activities.

\*The CLEAPSS definition of lone working:

*'Lone working occurs when there is no other employee nearby (on the same floor). During these times, hazardous activities such as handling hazardous materials, diluting concentrated acids and moving heavy objects should not take place. When working alone, someone in the building should be aware that a technician is working in a particular location even though she/he may not be undertaking work of a hazardous nature.'*

### Good 'housekeeping' activities

Whilst schools are open but with greatly reduced numbers of pupils, there some important weekly tasks to ensure the safe running of the rooms. In addition, this can also be a chance to get some of those 'housekeeping' jobs done. Here are some suggested activities for teachers / technicians.

Please note staff should **not** come specifically to carry these out, this should be seen as something that can be done whilst working in school as required by your employer. Also please take note of the above guidance on lone working:

## Weekly checks

- Check LEV is working effectively
- Run all taps for 10 minutes to ensure traps remain filled and reduce the chances of legionella.
- Check temperatures of fridges and freezers
- Check cordless equipment battery charge levels and re-charge as necessary

## Longer term checks

- Update H&S documentation, check signage around rooms
- Check flammables store (see E262 *Storage of chemicals in D&T*)
- Lightly oil bare metal surfaces
- Check and, where necessary, lubricate moving parts of machines
- Tidy stores and dispose of old projects, waste and redundant equipment

## Testing equipment and machines

- LEV testing; this legally needs to be carried out every 14 months (not 12 months, as many believe). We do know some companies are carrying out on site testing during the 'lockdown', so it is worth checking to see if you can get yours tested. If your LEV is beyond the 14 months' time frame, then equipment it is extracting from must **not** be used until it has passed its test.
- PAT testing; although most schools have a yearly plan in place for PAT testing there is no legal requirement for items to be tested on a yearly basis. So, items which are beyond their yearly PAT test can still be used. Though, as normal, it is wise to carry out a basic visual inspection of the item to check it is not damaged. If damage is suspected, then do NOT use that item.
- Fixed machine annual service and checks; as with PAT this is not a legal requirement. Machines that have not been checked and tested can still be used. Operators should carry out a visual inspection and check the machine is safe to use prior to use.

## Supplying equipment / PPE to the NHS/Doctors/Hospitals etc.

We are aware that schools may still be donating PPE and other equipment to hospitals and doctors. We would **not** advise schools approaching individual hospitals and staff with donations, however if a request for such equipment is made to your school then you must discuss with them what you have, what it has been used for, and the specification(s) of the equipment.

Public Health England have made us aware of this link for those wanting to donate their equipment:

<https://www.gov.uk/coronavirus-support-from-business>

Schools wishing to produce PPE should be aware that all PPE that is used (no matter who the user is) must be CE marked, and have passed relevant EN testing. Therefore, we advise against schools producing PPE as it is very unlikely to be able to meet CE & EN testing requirements.

## The Department for Education COVID-19 helpline.

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) Telephone: 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact the DfE helpline, above. Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm. If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.