



Hamlyn Views School

COVID-19 Safety Management Plan (COVID Safe Plan)

School Details (<i>Schools to complete</i>)	Details
Name of School	Hamlyn Views School
Date COVIDSafe Plan last reviewed	28th October, 2021
Name of Health and Safety Representative	Mollie Stirton, Lee Halligan
Name of Principal or Delegate	Suzanne Armstrong (Principal), Warren Dawson (Nominee)
School Health and Safety Committee details (where relevant)	Suzanne Armstrong, , Warren Dawson, Mollie Stirton, Lee Halligan

This **Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, and outlines some key health, safety and wellbeing hazards that schools should plan for. It links to the strategies described in the [School Operations Guide and the Health and Safety Advice for on site schooling in the context of coronavirus \(COVID-19\)](#) issued by the Victorian Chief Health Officer, and the central and regional supports available.

The Safety Management Plan is a prevention approach to COVID19 and in the event of a suspected or confirmed case the [COVID19 Management at Schools](#) advice should be followed.

Principals should consult with their local Health and Safety Representative(s) and Health and Safety Committee(s) (if applicable) to implement the recommended controls to the maximum extent reasonably practicable. Contact your [Regional OHS Support Officer](#) for assistance with local consultation if required. A [draft agenda](#) has been developed for Health and Safety Committee (HSC) meetings to assist in facilitating consultation and identifying and managing risks.

The [advice on COVID-19 for schools](#) is evolving over time and therefore the [OHS guidances and supports](#) will be continually reviewed and updated as required.

The **OHS Advisory Service** continues to be available to provide support, for instance, if there are local issues in implementing the latest guidance, for suggestions on establishing effective controls, or difficulty accessing support resources. If you require immediate assistance, please call 1300 074 715 or email safety@edumail.vic.gov.au.

Employees are encouraged to use [EduSafe](#) to report hazards, incidents and mental and physical injuries to ensure effective and timely resolution of OHS issues, as well as escalation for further supports when required. EduSafe reports are being monitored to ensure that support can be provided.

If you or your family need that little bit of extra support, personalised over-the-phone or video counselling is available 24/7 through the Employee Assistance Program (EAP). This service is available to all all school staff and their immediate families (aged 18 years and over).

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

Hazard Type	Hazard Description	Recommended Controls	Solutions implemented at HVS
<p>COVID Safe Plan:</p> <p>Infectious Disease (Infection Prevention and Control)</p>	<p>Staff, students and others on site may come into contact with an individual currently unaware that they have COVID-19, and subsequently contract the virus from them.</p> <p>It is not feasible to achieve physical distancing at all times, for example, when caring for unwell students or students with complex needs.</p> <p>Local supplies of personal hygiene products may be limited.</p> <p>Misuse of hand sanitiser including ingestion</p>	<p><i>Infection prevention and control</i></p> <p>Refer to the School Operations Guide for advice on supporting COVIDSafe behaviours and activities on school premises.</p> <p>Provide information, training and instruction on health hygiene.</p> <p>Refer to maintaining good health hygiene and guidance for face masks in schools, as well as DHHS guidance on face masks. Ensure staff complete the School infection prevention and control during coronavirus (COVID-19) elearn module.</p> <p>Ensure staff complete the School infection prevention and control during coronavirus (COVID-19) LearnED module.</p> <p>Contact the OHS Advisory Service for more detailed risk assessments if required in relation to students with complex needs.</p> <p>Refer to School Operations Guide for guidance on use of shared equipment and other school activities (e.g. playgrounds, shared resources and excursions).</p> <p>Refer to ChemWatch to access hand sanitiser safety data sheet. Ensure adequate supervision and safe storage of supplies.</p>	<p>All staff, volunteers, contractors and visitors to the school must now provide evidence of vaccination to enter the school grounds and buildings for work - unless a lawful exemption applies. Anyone of the above people without vaccination or a lawful exemption will not be allowed to enter the school (this excludes parents and carers who are dropping off their child at the gate or gym door). Contractor vaccination evidence will be managed by Spotless and school-based people's vaccination evidence will be managed by the HVS Business Manager with strict confidentiality measures.</p> <p>All employees work with the acknowledgement that no signs of illness are present. In the event that they feel unwell, all staff will get tested for Covid-19 and stay at home.</p> <p>In the case of Hamlyn Views School, all contractor visits will be managed by the Spotless Facilities Manager and the Spotless contractor management system - including vaccination mandates, mask wearing and relevant CovidSafe protocols. The Spotless Facilities Manager will ensure that all contractors complete the VICTORIAN GOVERNMENT QR CODE CHECK IN.</p>

		<p>Record the attendance of employees, students and visitors through visitor sign in, student attendance records and staffing records (attendance records for capital works should be managed by the principal contractor).</p> <p>Follow the advice in the School Operations Guide to minimise contact with delivery personnel.</p> <p>For information and training relating to the correct use of PPE, school staff should refer to the guidance for staff on the use of PPE in education settings. Staff are also encouraged to watch the education video on donning and doffing PPE.</p> <p>Refer to personal hygiene products, including sourcing and procurement tips for high demand items.</p> <p>Refer to the advice in the School Operations Guide with respect to outdoor air ventilation and use of outdoor spaces.</p>	<p>These measures will continue to be overseen by the Principal via weekly Spotless meetings.</p> <p>Parents and carers are leaving and picking up their child with the help of school staff at drop off and pick up times to avoid congestion on school grounds. Marked waiting spots are shown upon the entrance to school, to support social distancing guidelines, and where staff are required to discuss things with parents they are advised to move away from the school gates.</p> <p>> Currently our Foundation students enter through their own gate, while all other students enter through the gym door</p> <p>> staggered times for drop off and pick up are as follows:</p> <p><u>Drop off</u></p> <ul style="list-style-type: none"> - 8:50 - 8:55 a.m. Later Years students via gym door - 9: a.m. Early Years and Middle students at via gym door - 9:00 a.m. Foundation students via the Foundation gate <p><u>Pick Up</u></p> <ul style="list-style-type: none"> - 3:00 p.m. Foundation students via the Foundation gate - 3:00 p.m. Early Years and Middle students at via gym door
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		<p>QR codes and record keeping</p> <ul style="list-style-type: none"> The Service Victoria QR Code check in system is mandatory to record all visitors entering buildings on the school site (including contractors, external Department staff, building and maintenance staff and parents who enter school buildings). QR code check-ins are not required to be used by school staff or students, or by parents who are on site for drop off or pick up, but do not enter school buildings. Schools can use existing mechanisms such as student attendance records and staffing rosters to record this information. <p>If visitors can't use QR codes, another sign-in procedure must be implemented. Visitor sign-in procedures must collect the following information: the person's first name and surname, a contact phone number, the date and time the person attended the school and the areas within the buildings that the person attended (attendance records for capital works</p>	<ul style="list-style-type: none"> - 3:05 p.m. Later Years students via gym door <p>> EY, MY and LY students will use the passageway from the gym door through the resource room and into the Central Courtyard</p> <p>*Unless it is inclement weather, in which case they will enter the gym.</p> <p>Student attendance is recorded through Compass, and visual checks for wellness are conducted.</p> <p>All Covid precautions have been communicated to the school community for their understanding when dropping off, picking up and sending their child to school via the school bus.</p> <p>Circulated the latest advice to parents (in multiple languages), staff and students (where appropriate), including displaying on-site signage.</p> <p>Consulted with HSR and/or OHS Committee about the implementation of controls.</p> <p>Discussed implementation issues for on-site service provision under Covid-normal conditions, including planning recesses and lunchtimes, use of alternate spaces to increase physical distancing and supervision of hygiene products.</p>
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		<p>should be managed by the principal contractor). Recording the purpose of the visit should continue to be collected for legal and regulatory obligations.</p> <p>Visitors to school grounds</p> <ul style="list-style-type: none"> · Visitors to school grounds should be limited to essential school services and operations. Guidance relating to Visitors to schools can be found in the School Operations Guide. <p>Create COVIDSafe spaces</p> <p>Refer to the advice in the School Operations Guide with respect to natural ventilation, mechanical ventilation, combined use of natural and mechanical ventilation at the same time, use of fans, air purifiers, use of outdoor learning areas or environments and poor outdoor air quality.</p> <p>Air purifiers are being delivered to schools for use in higher risk areas such as: where there are lower levels of ventilation where exposure to illness is present and where high levels of staff and reduced mask use is present while eating.</p>	<p>All permanent staff have completed an online hand hygiene course and online Covid-19 training - with new staff prompted to complete the training also.</p> <p>Hand sanitiser provided in classrooms, learning areas and staff work spaces, and both staff and students all instructed to sanitise when entering and leaving those areas of the school.</p> <p>Material Safety Data Sheets have been sourced and added to the chemical register.</p> <p>Hand sanitiser stored in a secure storeroom.</p> <p>Communication provided to staff to remain vigilant around access to hand sanitiser by students.</p> <p>Where required staff have been advised to use appropriate Personal Protective Equipment (including face coverings) and don and doff appropriately – donning and doffing video training also provided to staff.</p> <p>Displayed posters reminding people to stay home if unwell.</p> <p>Posters also displayed requiring staff to wear masks indoors unless engaged in face to face teaching.</p> <p>Conducted regular inspections of the workplace to check that recommended risk</p>
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		<p>Refer to PAL for further detail on delivery of air purifiers, how to use and where to place air purifiers.</p> <p><i>Vital COVIDSafe Steps</i></p> <p>Follow the advice in the School Operations Guide for limiting the mixing of staff. This includes reducing the use of common areas such as staff rooms as much as possible.</p> <p>Consider the use of large spaces such as halls for extra work spaces.</p> <p>Stagger start and finish times and breaks.</p> <p><i>Use of school facilities by community and sport groups</i></p> <p>Schools must refer to current School Operations Guide advice for school facility use by community and sports groups. Further information relation to outdoor markets is also available in the School Operations Guide.</p>	<p>controls are implemented and working effectively.</p> <p>Regularly using teaching strategies and communications resources to remind students to practice good hand hygiene – wearing of face coverings for students not required due to disability clause, however students are allowed to wear them if parents wish for them to do so and it can be done safely and without distraction or adverse affects on school grounds.</p> <p>Following Risk Assessment procedure for receiving of deliveries, including the use of PPE, keeping delivery access to the admin entrance door and not beyond, wiping down delivered items with antibacterial wipes and if necessary quarantined items in a secure room for a period of time.</p> <p>Ensured contractor sign in requirements are followed by all visitors attending site – followed up in weekly Spotless meetings with the facilities manager.</p> <p>Where necessary, understanding that issues can be escalated to the OHS Advisory Service if issues cannot be resolved locally.</p>
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		<p>PPE for staff</p> <ul style="list-style-type: none"> For information and training relating to the correct use of PPE, school staff should refer to the guidance for staff on the use of PPE in education settings. Staff are also encouraged to watch the education PPE Donning and Doffing education video. <p>Schools must consistently review their PPE supplies and ensure adequate supplies remain available in the event of a suspected or confirmed case of COVID-19. Schools can buy PPE items through the COS catalogue</p> <p>Encourage staff to access the free webinars on infection prevention and control. The webinars, developed by infection prevention and control experts, are strongly recommended for school staff who regularly provide support in school sick bays or to students with medical conditions. Further information is available here.</p>	<p>Additional controls implemented for Casual Relief Teaching staff and School Council casual employees:</p> <ul style="list-style-type: none"> > CRT and casual staff will only work within the one student cohort (EY, MY or Ly) in any given day <p>Additional controls to minimise the interaction of student cohort in a school day:</p> <ul style="list-style-type: none"> > EY, MY and LY will all use different outside play areas (except in exceptional circumstances where a child/children may co-mingle because it is deemed to be the safest and best option for them) <p>Additional controls to minimise risk when using the swimming pool:</p> <ul style="list-style-type: none"> > where possible, cohort groups will use the pool on different days > when this is not possible, a break should occur between cohort group and a Covid clean should occur to ensure benches and change areas are clean to avoid cross contamination between them > volunteer helpers in the pool will be suspended until further notice
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		<p>Vaccinations</p> <p>The Victorian Chief Health Officer has determined that COVID-19 vaccination is mandatory for staff who work in schools. This includes principals, teachers, administration and education support staff, and visitors and volunteers, including casual relief teachers (CRTs), pre-service teachers, and Out of School Hours Care staff.</p> <p>Staff must upload evidence of their vaccination status in eduPay.</p> <p>Information about the vaccination requirements is available here.</p> <p>Testing Requirements for moving between metropolitan Melbourne (including Restricted Areas) and regional Victoria</p> <p>School staff moving between metropolitan Melbourne/Restricted Areas and regional Victoria must be double vaccinated or undertake twice weekly COVID-19 PCR testing.</p>	<p>Additional controls to minimise risk in <u>Life Skills programs</u> such as Car Detailing and Monty's Cafe:</p> <ul style="list-style-type: none"> > Students will work within class groups only until further notice > Additional PPE requirements, social distancing and hand hygiene practices are to be explicitly taught and enforced > Where possible, students should use their own resources and tools for Life Skills' programs to avoid cross contamination amongst peers > Where required, additional cross contamination cleaning may be required when shared resources and spaces are being used <p>Additional controls to minimise risk in <u>alternate classrooms spaces</u> such as Play to Learn, Sensory Room and PMP:</p> <ul style="list-style-type: none"> > Classes should use these spaces individually, and refrain from having joint class times - instead, opting to have shared activity time in outdoor spaces
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		<p>This includes all workers, including direct employees, sub-contractors, volunteers and Casual Relief Staff and:</p> <p>Staff who live in regional Victoria and work in metropolitan Melbourne/Restricted Areas; and</p> <p>Staff who live in metropolitan Melbourne/Restricted Areas and work in regional Victoria.</p> <p>Staff do not need to isolate following their surveillance test and can attend work while waiting for their test result. However, if any staff present symptoms of COVID-19 they should not attend on site but get tested and isolate immediately.</p>	<p>Additional controls to minimise risk in <u>shared staff use spaces</u> such as staff rooms and work rooms:</p> <ul style="list-style-type: none"> > Until further notice staff rooms is to be avoided at eating teams, with preference given to outdoor eating spaces > Where indoor spaces are required, a room capacity of 5 adults should be applied > Meetings with the larger group will continue to be held remotely via WebEx, again in groups of no more than 5 adults
	<p>Staff and students may contract disease by touching surfaces contaminated with COVID-19, following exposure from someone with the virus.</p>	<p>COVIDSafe routine cleaning arrangements will continue for all Victorian government schools in Term 4. This involves daily end-of-school-day cleaning, with a particular focus on cleaning and disinfecting of high-touch surfaces, and the inclusion of some elements that were not cleaned every day prior to the COVID-19 pandemic.</p>	<p>Principal has overseen liaison with local service providers for additional cleaning across the school site – through Spotless meetings.</p> <p>Classrooms provided with additional cleaning materials to conduct regular cleaning of surfaces and high contact areas. Staff to make requests to the Admin team when they have run out of provisions.</p>

		<p>Schools should refer to the COVIDSafe routine cleaning guidelines for advice on cleaning requirements.</p>	<p>Additional cross-infection cleaning has been provided by contractors throughout the day to day high contact surfaces.</p> <p>*the above additional cross-infection has ceased (4 hours during the school day) and is now only at the end of the school day</p> <p>Staff advised to request extra cleaning through admin staff, via Spotless facilities manager, where required.</p> <p>There are 3 Isolation Rooms available at the school, those being 2 x Consultations rooms in Building K and also the First Aid room - it is advised that Building K be used as a first option.</p>
	<p>Vulnerable Workforce (higher risk of serious illness).</p>	<p>Refer to the advice in the School Operations Guide in relation to the supports available to assist schools to support medically vulnerable staff and students, including:</p> <p>Those staff members who may be medically vulnerable, or living with or caring for elderly or chronically ill relatives; and</p> <p>Preparation of an up-to-date Student Health Support Plan and accompanying condition-specific health management plan</p>	<p>Consultation with staff has been provided, and incorporated into workforce planning.</p> <p>Work tasks during the day have been adapted to suit the vulnerability of staff, including close supervision responsibilities, isolation supervision and student wellness and temperature checking upon arrival at school.</p>

		for any students that may be medically vulnerable.	
	A suspected case may occur among staff and students	<p>Refer to the managing suspected cases advice in the School Operations Guide.</p> <p>Also see the advice in the Operations Guide regarding management of unwell students and staff.</p>	<p>Communicate messages to the school community and staff which promote the message that the most important action school communities can take to reduce the risk of transmission of COVID-19 is to ensure that any unwell staff, parents / carers and students remain at home and get tested, even with the mildest of symptoms, and that people who are unwell do not attend school sites.</p> <p>Refer to the communication support pack for resources to communicate with your school community.</p> <p>Stay in contact with affected staff or families remotely to provide wellbeing support.</p>
	A confirmed case (or a close contact of a confirmed case) may occur among staff, students or the school community.	<p>Refer to the managing of a confirmed case advice in the School Operations Guide.</p> <p>Refer to monitoring of close contacts in schools advice in the School Operations Guide.</p>	<p>Expectations have been circulated and reinforced to the school community, and protocols have been communicated to staff.</p> <p>Staff who have shown symptoms of illness, or are living with people who have, are advised to stay at home and to be tested. Support has been provided for staff to understand that their health is the most</p>

		<p>Also see the advice in the Operations Guide regarding management of unwell students and staff.</p> <p>Contact the Department by calling 1800 126 126 to report an IRIS incident alert if a student, parent, contractor, staff member or other member of the school community tests positive to COVID-19, but only where the case was onsite within 48 hours prior to the onset of symptoms consistent with COVID-19.</p> <p>For WorkSafe notification purposes, schools should continue to alert DET of an employee or contractor who has tested positive, if they were onsite within the past 14 days. If they were not onsite within 48 hours prior to the onset of symptoms consistent with COVID-19, there is no need to follow the further process steps for managing cases contained in this list – just the notification to DET is sufficient.</p> <p>For cleaning requirements relating to a confirmed case, please refer to the current School Operations Guide.</p> <p>Please refer to the Cleaning and Disinfection Guidelines for advice on cleaning and disinfection when a</p>	<p>important thing at the moment, and that absences from work will be an expected part of workforce planning during the pandemic.</p> <p>HVS has kept abreast of the DET Communicate with your school community resources and circulated these to school staff and the school community, as required, and will continue to do so.</p> <p>Affected staff or families have had regular contact made, remotely, to check on wellbeing and the status of their Covid testing results.</p> <p>Refer to the communications support pack for resources to communicate with your school community.</p> <p>Stay in contact with affected staff or families remotely to offer wellbeing support.</p>
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		confirmed case of COVID-19 has been identified in a Victorian Government School. The Department will support schools with this process.	
	Non-Department contractors and their staff may need to enter school grounds to carry out work.	<p>Refer to the advice in the School Operations Guide regarding vaccination status requirements visitors and contractors attending school sites.</p> <p>QR code check ins are required to be used by all visitors on school site including contractors, external Department staff and building and maintenance staff).</p>	<p>Essential visitors to school grounds must comply with vaccination requirements, density limits, face mask requirements, QR code check-ins and practise respiratory etiquette and good hand hygiene.</p> <p>Schools should ensure contractors (such as Casual Relief Teachers (CRTs)) receive appropriate induction, including in relation to the record keeping requirements and QR code requirements on site.</p> <p>Ensure, so far is as reasonable practicable, that QR Code and sign in requirements are followed by all contractors and visitors attending site (including parents entering a school building), by displaying QR codes prominently and communicating with contractors about the requirements.</p>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<p>Working Alone, in Isolation or from Home</p>	<p>The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).</p>	<p>Refer to working alone, in isolation or from home policy and procedure. This includes:</p> <ul style="list-style-type: none"> • OHS guidance for working from home • ergonomic advice • tips for working from home safely and productively. <p>Encourage staff to access the DET Virtual Gym and structure timetables (where possible) that allow staff to regularly stretch and move during the day.</p> <p>Advice and support (including ergonomic advice via videoconference) is available to all staff via the OHS Advisory Service.</p> <p>Assist staff in following the advice and support for employees exposed to family violence.</p>	<p>Hamlyn Views School operates under Covid-normal onsite conditions, without restriction, though following the all typical Covid Safe precautions.</p> <p>OHS advice and support to staff has been regularly communicated, and will continue to be done.</p> <p>Enable reasonable access to available school equipment.</p> <p>Proactively plan with staff who have a known pre-existing injury.</p> <p>Establish protocols for regular check-ins with staff.</p> <p>Encourage staff to access the Working from Home Guide.</p> <p>In the event that it is required - All staff have completed - with new staff being instructed to do so - an OHS Working Remotely Checklist to assess the suitability of their home work space. In the event that supports/resources are required to work from home, staff should consider borrowing equipment from school to be able to do so safely.</p> <p>In the event that staff are working from home, they are encouraged to:</p>
	<p>Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers.</p>		
	<p>Increased isolation (on-site and/or at home) may increase risk of injury.</p>		
	<p>Exposure to family or gendered violence.</p>		

			<p>Where possible, allow time for keeping active while working from home – i.e. times when staff are encouraged to stand up and stretch, or take a short break from their workstations.</p> <p>Seek reasonable access to available school equipment.</p> <p>Proactively plan with Leadership if they are known to have a pre-existing injury.</p> <p>Establish protocols for regular check-ins with staff.</p> <p>Promote the OHS advice and support (including EAP and wellbeing webinars) to staff. Other mental health supports are available here.</p> <p>Establish protocols for regular check-ins with staff.</p> <p>Establish protocols for regular check-ins with staff.</p>
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Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	Online, over the phone or other remote threatening or aggressive behaviour by students, parents/carers, school staff or other members of school community.		

	<p>On-site violence, bullying or harassment by students, parents/ carers, school staff or other members of school community.</p>	<p>If using a mask at risk of being pulled, ensure it will release easily.</p> <p>Also, refer to Creating Respectful School Communities (including template Statement of Values), the Respect for School Staff local policy template, and resources available through Respectful Relationships and Schoolwide Positive Behaviour Support.</p>	<p>Team Teach behaviour management refresher training has been provided to staff.</p> <p>Ensure onsite staff are ready to manage the students that will be attending.</p> <p>If using a mask when working with students at risk of pulling it, staff are advised to use ones that will release easily, e.g. with hooks over the ears rather than a scarf, bandanna or mask that ties round the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks.</p> <p>Expectations for behaviour and appropriate ways for parents to raise their concerns have been communicated via Seesaw and the school newsletter.</p> <p>Positive Support Plans and extra support or strategies for staff who engage with anyone known to present a risk have been conducted, discussed and communicated to all school staff.</p> <p>Staff are encouraged to report incidents in eduSafe and IRIS as appropriate, de-brief, and seek escalated support (e.g. through EAP) if required.</p> <p>Classroom support arrangements have been considered to manage mental health and wellbeing of staff, reinforcing the need to look after themselves first, before feeling that they must be in their rooms as normal/.</p>
	<p>Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online occupational violence and aggression from parents.</p> <p>Many parents/carers are likely to be anxious during this time.</p>	<p>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, and to the communications support pack.</p> <p>Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team.</p> <p>Refer to the mental health and wellbeing advice on the OHSMS Covid page, and the relevant policy and procedure.</p>	

			<p>Ensure on-site staff are ready to manage the students that will be attending and that student supports, including reviewing and ensuring Behaviour Support Plans are up to date if required</p> <p>Liaise with Student Support Services for Behaviour Support Plan assistance where required.</p> <p>If wearing a mask when working with students at risk of grabbing or pulling it, use a mask that will release easily, e.g. with hooks over the ears rather than ties around the back of the head. Regularly and explicitly teach students not to touch or attempt to remove others' masks.</p> <p>Set expectations for behaviour with the school community and promote appropriate ways for parents to raise their concerns.</p> <p>Discuss extra supports or strategies for staff who engage with anyone known to present a risk.</p> <p>Encourage staff to report incidents in eduSafe Plus and IRIS as appropriate,</p>
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			de-brief, and seek escalated support (e.g. through EAP) if required
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Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
Mental Health and Wellbeing	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 page , and the relevant policy and procedure .	<p>Regularly consulted (check-in) with staff on how they are feeling with the current situation, including:</p> <ul style="list-style-type: none"> • 1:1 check-ins • staff meeting and PLC opportunities to discuss • feelings box in staff room • check in buddies initiated, linking each staff member to another <p>Staff Wellbeing Toolkit being undertaken by all staff who were employed in 2020.</p> <p>SIT team encouraged to be flexible, and to encourage reasonable work adjustments in teams which continue to provide structure and routine to students, while not over pressuring themselves to feel the need to meet all ‘normal’ curriculum requirements – this is to be reflective of the fact that a lot of our students are also feeling the effects of prolonged isolation and a change in their home lives and normal routines.</p> <p>Flexibility in work times has been prioritised to allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars.</p> <p>Staff are encouraged to use EAP and other support and resources available.</p>
	Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.	Encourage staff to access the wellbeing webinars currently available.	
	Balancing non-work related demands (e.g. caring responsibilities).	Refer to the Return to Work Coordinator Portal .	
	Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.	Refer to the Principal Health and Wellbeing services on the OHSMS COVID-19 support page .	
	Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment e.g. working from home.	Refer to DET Flexible Work Policy .	
	Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).	Refer to School Operations Guide	
	Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.	Video-counselling is available via the Employee Assistance Program (EAP) for all staff and their adult family members.	

	<p>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.).</p>		<p>Adjusted return to work strategies for people on sick leave or Workers' Compensation leave will be coordinated with the Principal.</p> <p>Consult, communicate and check-in regularly with staff on how they are feeling with the current situation and what supports might help. Encourage team leaders to be flexible and supportive about work requirements.</p> <p>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</p> <p>When a transition occurs either to or from remote learning, consider how best to enable staff to respond to the transition and adjust their planning to suit.</p> <p>Talk with staff about how they can limit screen time and consult with staff about strategies for managing emails.</p> <p>Encourage staff to take scheduled screen breaks.</p> <p>Encourage staff to take wellbeing time.</p> <p>Consider pausing the introduction of any new initiatives or additional professional development activities.</p>
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			<p>Limit meeting duration and record meetings to enable flexibility in attending.</p> <p>Allow time for staff to access the relevant information, instruction and training.</p> <p>Encourage staff to use EAP, for themselves and their immediate family, as well as the other supports and resources available, and, promote the ability to access individualised supports through a referral to MyWellbeing, by contacting employee.wellbeing.response.team@education.vic.gov.au</p> <p>Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.</p>
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