

Educational Supply Staff

Return to Work Plan

COVID-19



Educational Supply Staff | **Return to Work Plan** | COVID – 19

As you prepare for the new academic year, Career Teachers and Celsian Education are here to work with you, as we navigate the new normal. We are committed supplying the best staff to your school to ensure the engagement of students as they progress on their learning path.

Career Teachers and Celsian Education have continued to work to support the needs of the education sector since the beginning of the pandemic, with our specialist consultants working from home to supply Tutors, booster lesson staff, online sessions, one to one support as well as teaching and support staff who have continued to deliver learning in schools.

As a part of the Impellam Group, Career Teachers and Celsian Education are working closely with the DFE, REC and following the guidance of Public Health England, the World Health Organisation and HM Government. The Impellam board attend a daily online meeting to update on COVID – 19, required actions and amendments. It is of paramount importance to us that we ensure the safety of our supply staff, your students and co-workers as well as our internal staff and colleagues.

We will be providing all our supply staff with a return to work document on processes, procedures and HM Government guidance, with weekly updates to ensure the most current guidance is shared. We will work with you to ensure you are provided with all relevant information regarding the supply staff as detailed in the document below. We are gathering new Health and Safety / Risk Assessment documents from you, so we can fully brief all staff before they attend your school and we will be conducting weekly reviews to assess any changes to your school's risk level.

We know planning timetables, staffing requirements, operating practises and ensuring safety is challenging now more than ever. Career Teachers and Celsian Education are committed to providing you with the right solution for your staffing needs, transparency of information (in line with GDPR), peace of mind compliance, CPD for our Teachers and Support Staff, specialist consultants and putting safety first.

We are in this together, let us help and stay safe.

Covid-19 Returning Candidates to Work Risk Assessment

This risk assessment is to be used by a business planning to return Candidates to work safely to identify the control measures that should be put in place to protect themselves and others from the risk of coronavirus infection.

Health, Wellbeing and Safety hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Risk Level - L, M, H	Control measures	Actions completed	Further actions required	Date for review
<p>Screening new candidates:</p> <p>Face to Face interviews and vetting</p>	<p>There is a direct threat to staff & Candidates health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales 	M	<p>The business has moved to a remote way of working, currently all staff are working from home as per government advice and guidance, also all candidates are screened, vetted, and interviewed remotely via use of available technologies such as SKYPE and Zoom.</p> <p>All candidates are to be screened pre-work to check if they are suffering any symptoms of Covid-19 or have been in contact with anyone who has the virus or displaying any symptoms of the virus.</p>	<p>Business is permitted to complete registrations remotely in-line with the current Gov Proof of Right to Work guidance allowing documents to be temporarily checked over video link.</p> <p>Confirmation of checked completed and recorded on candidate file.</p>	Maintain and adhere to up to date guidance from Government support.	Ongoing

	<ul style="list-style-type: none"> the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 		<p>The most important symptoms of coronavirus (Covid-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> A new continuous cough A high temperature A loss, or change in, your normal sense of taste or smell 			
Candidates Returning to Work	<p>Candidates have potentially contracted the virus outside of work during the outbreak of Covid-19</p> <p>Candidates require Covid-19 site specific H&S training prior to first shift on site.</p>	L	<p>All candidates are to be screened pre-work to check if they are suffering any symptoms of Covid-19 or have been in contact with anyone who has the virus or displaying any symptoms of the virus.</p> <p>Consultant to receive confirmation from customer Covid-19 H&S Training will be provided prior to start of first shift on-site.</p>	<p>Confirmation of checked completed and recorded on candidate file.</p> <p>Confirmation of completed training to be recorded on candidate file within the front office system.</p>	<p>Business to determine frequency of follow up checks with candidates individually.</p>	Ongoing
Clinically Vulnerable Candidates	<p>Those who are classified by PHE as being at greater risk from COVID-19 include</p>	H	<p>From 1 August advice for clinically extremely vulnerable people will move in line with</p>		<p>Business to understand which candidates are</p>	Immediate

	<p>people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> • are 70 or older • are pregnant • have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe) • have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis) • are taking medicine that can affect the immune system (such as low doses of steroids) or • are very obese <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having chemotherapy for cancer, including immunotherapy • are having an intense course of radiotherapy for lung cancer • have a severe lung condition (such as severe asthma or severe COPD) 		<p>advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practising good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>Support for those shielding will continue to the end of July so that people can plan for these changes.</p>		<p>classified as Clinically Vulnerable and to determine reasonable practical placement solutions</p>	
--	---	--	--	--	--	--

	<ul style="list-style-type: none"> are taking medicine that makes them much more likely to get infections (such as high doses of steroids) have a serious heart condition and are pregnant <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p>					
Premises Access and Work Travel	<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	M	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits; ensure that all access points have supplies of sanitiser available review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and 	<p>Customer will control site access to ensure a safe system of work is provided and covered during the on-site H&S training provided to all candidates.</p> <p>Business to advise all candidates the Gov guidance on work travel:</p> <p>Avoid public transport where reasonably possible.</p> <p>To travel alone and park at a S.D. where possible.</p>	<p>Check with customers car parking arrangements determined on individual sites and inform candidates prior to commencement of first shift.</p>	Ongoing

			<p>exit points where appropriate</p> <ul style="list-style-type: none"> enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time provide hand sanitiser at entrances and exits ask staff not to share cars and limit use of any work minibuses, etc support staff to walk or cycle to work wherever possible ask staff not to use public transport if at all possible; where they do use public transport, they should conform with all requirements, e.g. wearing face covering, social distancing, etc all staff working with pupils in year 7 or above have been advised to take a face covering to school with them. <p>In all cases non-essential travel for work purposes should be minimized</p>			
Infection on-site	People becoming unwell while on site or a	M	If a candidate becomes unwell in the workplace with	Consultant to advise all sites the candidate has	All significant actions and	Ongoing

	<p>symptomatic person using a site</p>		<p>coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate</p>	<p>visited leading up to the illness the candidate has contracted the coronavirus or symptoms of the virus.</p> <p>Advise the candidate to obtain a Covid-19 test.</p> <p>Consultant to reassess the health of the candidate at the end self-isolation to period to understand whether the candidate cleared to return to work.</p>	<p>information to be recorded on business front office system.</p>	
--	--	--	--	---	--	--