



To stand on the shoulders of giants.

East London Science School – Health and Safety Committee minutes

Date – 08-07-20, 3.30pm-5.30pm, Bridge House

Meeting attended by – David Perks (DP); Mark Taylor (MT); Paul Cornish (PC); Davie Joseph (DJ); Lucy Wheatley (LW); Zara Chaudhry (ZC)

Minutes to be completed and communicated to staff by - 10-07-20

Agenda item	Discussion points	Agreed actions, who by and date
<p>National and local data on COVID situation</p>	<p>Principal has tracked and communicated NHS data on COVID situation locally to staff on a regular basis. Committee members asked DP for a further update on the current situation.</p> <p>DP stated that on current evidence the risks associated with the transmission of Covid 19 are very low at present with Bart’s Health Trust reporting on the 3rd of July 2020 at 8am the following statistics: - 28 Patients with Covid 19; 5 Patients in ICU; 0 cases diagnosed in the past 24 hours</p> <p>Principal was asked what he would do if these figures changed. DP responded that he will continue to track the numbers but that he remained cautiously optimistic that the figures will remain low in our area of East London at present. DP said if they were to increase then he would revise the Risk Assessment immediately.</p>	<p>Principal directed by committee to ensure he continues monitoring the situation nationally and locally and to ensure school risk assessment was updated in response and any significant changes reported to staff.</p>
<p>Safe return of pupils and staff to school and while at school</p>	<p>HOYs and Pastoral Leads data used to assess average daily pupil numbers in school across all sites (see table below). School is now at over 60 pupils per day and 57 staff (approx.) but spread across four sites. This has meant that the school’s central educational mission and social distancing has been very effectively maintained with capacity to increase further on a managed basis.</p> <p>School skeleton school for key worker children and those with specific needs has been successfully maintained since the outbreak began with no reported health concerns for staff or pupils. This has also been useful for ensuring lessons are learned on best practice in health and safety.</p> <p>Although badly hit by COVID at the start of the outbreak SLT have also returned and been on site for much of the period in order to work with pupils, check safety and maintain core administration tasks.</p> <p>Premises team have been on site and ensuring safety measures in place throughout period. LW questioned DJ on thoroughness of procedures</p> <p>Returning to work procedures for staff – Following individual meetings with staff, SLT held two zoom meetings consulting all staff on the return to work. The first meeting was held on the 3rd of July 2020 at 3.30pm and the second meeting was held on the 6th of July 2020 at 3.30pm. DP stated at the first meeting that should staff have any concerns or personal issues they should contact either him or LW via email or telephone to discuss.</p>	<p>SLT to continue to review social distancing and ensure it is working</p> <p>JC - continue to run skeleton school until end of term</p> <p>Continue to maintain SLT presence on all sites</p> <p>Premises team to continue to monitor and report issues to SLT. LW to accompany DJ to ensure standards of cleanliness maintained</p> <p>See discussion below on staff responses and feedback</p>



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	<p>Increasing pupil numbers - SLT made the decision to ask all staff (except those shielding or with specific health issues) to return to work for the last two weeks of term because they were keen to offer the possibility to more pupils to attending the skeleton school as well as help small groups of children invited back in Year 12 and Year 10. SLT also wanted help with the new intake of socially distanced meetings with the new Year 6 pupils to ensure a smooth transition from Primary to Secondary School in September 2020.</p> <p>Staff and pupil confidence - SLT also felt it necessary to return to install confidence for all staff and pupils to ensure reassurance before the full return in September 2020.</p>	<p>Very successful week one but staff should continue to monitor. Skelton school has been split across sites to reduce social interaction.</p> <p>Committee instructed SLT to continue to monitor the situation for all school users</p>
Cleaning and sanitising arrangements	<p>DJ has checked that every location has adequate cleaning arrangements and PPE equipment in place. First aid has also been discussed and each site has an appropriate isolation area if required for any pupil or member of staff who is displaying symptoms.</p> <p>DP reiterated with ZC and DJ that all site users must be reminded on entry to use the hand sanitizer provided.</p> <p>Supplies and spares</p>	<p>Premises team to continue to monitor cleaning and sanitising and report to SLT</p> <p>ZC and DJ to ensure all users of school follow procedures on hygiene</p> <p>DJ advised to ensure enough resources available to ensure supplies did not run out and to ensure dispensers all in place at entrances</p>
Risk assessment	<p>DP revised the risk assessment that was devised for the 6th Form for the other sites. The original risk assessment proved to be highly effective during the first 2 weeks at the 6th Form location.</p> <p>DP had hoped the risk assessment would give confidence to all members of the school community.</p>	<p>Most staff had responded well to risk assessment and those with queries had been asked to advise SLT so they could be checked and responded to (see below)</p>
Staff queries to risk assessment	<p>Query 1 – Why are staff are being asked to return to a workplace when they can work from home?</p> <p>Response - Teachers cannot sustain work at home when the essence of the job is to work with our pupils in school. In addition, there is a requirement for all staff to work in school for the following reasons: due to an increase in the number of</p>	



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	<p>pupils attending skeleton school and working in specific year groups in school; to attend curriculum and assessment review meetings; to attend a number of meetings to plan for September and the need to clear the Clock Mill site in preparation for renovation work.</p> <p>Query 2 – Was the risk assessment discussed with staff before they were expected to return?</p> <p>Response - The key points about returning to school were brought up in Friday’s briefing. Staff were told to contact DP if they had concerns. Vulnerable staff were met with and three were in the shielding category. A consultation with staff is not required, but we do welcome feedback which will be discussed at the H&S meeting on Wednesday (this meeting) and subsequent meetings</p> <p>Query 3 - The risk assessment is for Clock Mill. Where is the assessment for Lockkeepers?</p> <p>Response - The risk assessment is applicable to all buildings at ELSS.</p> <p>Query 4 - The assessment states that cleaning staff need to be reviewed. This review is not happening until Wednesday 09-07-20, yet staff were expected on Monday 07-07-20. Staff should not be expected to attend a workplace where there is doubt over the availability of cleaners to maintain enough hygiene standards.</p> <p>Response - Cleaning staff are currently working throughout the school day and at the end of the day. The review in the H&S meeting is to ensure that we can continue to maintain the high standards of cleanliness required; reviewing the equipment, staffing, rooms, schedule etc... We will carry out checks to inspect the standard of cleanliness and will feed back these findings at the next H&S meeting</p> <p>Query 5 - Measures set out in the risk assessment need to be implemented before staff return.</p> <p>Response - The situation was reviewed over the weekend. Control measures were in place from Monday morning. These were updated measures from what were already in place for skeleton school and the opening of the sixth form.</p> <p>Query 6 - severity of harm for all these categories would be high as Covid-19 can prove fatal. Overall risk is therefore medium at best.</p> <p>Response - Risk is measured by combining both the probability of contracting the disease and severity of the symptoms once contracted. Contracting Covid-19 is extremely unlikely on the current evidence. Only 5,500 cases were detected in the past week nationally. Becoming seriously ill or dying from the disease is extremely unlikely if contracted.</p> <p>Query 7 - parents/carers need to be told that they are sending students into a building where social distancing is ‘extremely difficult, if not impossible.’</p> <p>Unexpectedly, social distancing at ELSS has actually proved to be possible owing to the multiple sites. Pupils are spread out and managed closely in small groups and with individual desks. Nevertheless, parents have been told that we will be following the DfE guidelines which ask us to socially distance “where possible”. This is always obviously not possible, so we cannot guarantee.</p> <p>Query 7- If social distancing in the building is ‘extremely difficult, if not impossible,’ staff should not be in the building unless it is necessary.</p> <p>Response - We are doing everything where possible to social distance. The DfE have made it clear that if social distancing is not possible, then we need to increase the prevalence of hand sanitising, ventilation and cleaning, all of which we are part of our control measures.</p>	
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<p>Staff suggested amendments to risk assessment and some additional queries</p>	<p>1. Travel</p> <ul style="list-style-type: none"> a. staff should be told not to travel with symptoms b. staff reassured that they are not expected in school if they have any symptoms <p>Response - happy to revise with instructions – what happens if you are ill. Add as an appendix to the risk assessment.</p> <p>2. Entering the school building - Suggested upgrade to medium risk, all staff in puts pressure on this area. Due to signing in there is likelihood of crowding. No staggering of staff arrival and departure times mentioned</p> <p>Response - Keep to low. No need for enforced staggering as staff arrives separately to different sites. SLT have ensured that the entrance areas have had very few people congregating. Constantly reviewing. Currently working well. Have monitored the front doors and will change if there is a problem.</p> <p>3. Toilets –</p> <p>Risk - suggested upgrade to medium risk as faecal matter can transfer the virus. Taps and door handles are known hotspots</p> <p>Response - It is only minimum if we there is the likelihood of Covid positive people in the building. This is currently extremely low. Signage to be reviewed and stocks of cleaning equipment reviewed.</p> <p>Will there be signage advising single person use?</p> <p>Response - No more than 2 in each toilet.</p> <p>Are toilets on all floors open?</p> <p>Response - Yes</p> <p>Are toilets on all floors stocked with soap?</p> <p>Response - Yes, and hand sanitiser.</p> <p>How regularly are toilets being cleaned?</p> <p>Response - During the day and at the end of the day. Cleaned several times a day.</p> <p>4. Classrooms</p> <p>Social distancing between students has been recognised as nearly impossible- therefore contact between groups must be minimised. As the school population grows, distancing between groups needs to be enforced more strongly.</p> <p>Response - We are currently doing our best to distance with the numbers we have now and this is succeeding. We will review when the guidance is released for September.</p> <p>How thoroughly are the classrooms being cleaned? Previous experience showed carpet being disinfected but surfaces untouched.</p> <p>Response - Cleaners have been asked to wipe surfaces. Antibac wipes are available for staff and pupils in each room and all are being encouraged to use them.</p> <p>No surface wipes have been apparent recently</p> <p>Response - Available in every room from Monday as per our control measures.</p> <p>Cleaning is not part of a teacher’s job- who will wipe down surfaces and laptops?</p> <p>Cleaners working during the school day and in the evening. Staff have wipes available- a number have requested them to wipe equipment between sessions. It is the responsibly of all staff to work together to maintain a high standard of cleanliness around the school especially in these unprecedented situations and as in line with staff queries such as this one.</p> <p>How will you ensure equipment is not shared? This has been regular occurrence at skeleton school</p> <p>Response - The skeleton school staff aim to reduce sharing of equipment during the school day. Wipes and anti bac are available for all.</p> <p>Are there enough cleaning staff to meet these new hygiene standards? If not, when will there be?</p>	
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	<p>Response - See points above. We will review cleaning rotas at the next H&S meeting.</p> <p>5. Kitchen areas Suggested upgrade of risk to medium likelihood due to small space and shared equipment.</p> <p>Response – we will maintain the risk as low due due to extremely low prevalence of the disease and staff awareness and vigilance How many staff can safely social distance in the kitchen? Response - We do not want to specify numbers- we recommend that staff avoid congregation and show consideration to others. Where will staff be able to safely consume their lunch? Response - In their work areas, offices etc... or outside the building if not supervising pupils. There are numerous places where food can be safely consumed in or around school. Are lunch times staggered? Response – No. Most staff are on different sites. Staff are all working on different schedules and so this will naturally occur. What advice is in place to help staff safely use the kitchen facilities e.g. microwave and kettle? Keep equipment clean at all times and before and after use. How regularly is the equipment cleaned? Cleaners are working during the day and at the end of the day. Rotas and tasks will be reviewed at the H&S meeting on Wednesday. How regularly are surfaces being cleaned? Response - See above</p> <p>6. Hall There has been no expectation of measures suggested, how will you ensure these are followed? Response - Regular reminders from staff. Social distancing “where possible”. If cleaning staff need to be reviewed for this area to be safe, why is it currently in use? Response - See points above</p> <p>7. Outside activities How will bubbles be kept separate outside? There are no bubbles in skeleton school. No need at the moment. This is a risk assessment for the last two weeks of term. This will be reviewed for September.</p> <p>8. First aid Who is manning the first aid room? Response - We have a number of 3 day first aiders available. Suspected cases of Covid will follow protocols using PPE etc... Where is the PPE kept? Response - First Aid room. How are staff being made aware of who to contact if they are unwell? Response - Protocols will be added as an appendix to the risk assessment. Are first aiders aware of how to contact Test and Trace? Response - SLT will coordinate.</p>	
<p>Next meeting info</p>	<p>Wednesday July 15th 3.30pm</p>	



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Data referred to in minutes

Location	SEND Pupils	Years 6,7 & 8 Pupil Numbers	Years 9 & 10 Pupil Numbers & Skeleton School	Years 12 Pupil Numbers
Clock Mill		19		
Lock Keepers			24	
SEND Provision	8			
6 th Form				12