



# **Revised Ways of Working**

## **Alloa Academy (inc St Mungo's PS)**

**11<sup>th</sup> June 2020  
v1.0**

The Coronavirus pandemic has changed nearly every aspect of our lives and coming to work is no exception. This guide is intended to provide you with the information you need to ensure you are able to work safely and know what to expect when you enter the building.

For the foreseeable future, it is likely that those who can work from home will continue to do so, at least for part of their working week. For further guidance on ensuring your safety while working at home, please refer to [www.clacks.gov.uk/staff](http://www.clacks.gov.uk/staff)

It is also important to consider individual circumstances. No employee will be asked to physically attend work if they are shielding. In circumstances where an employee has an underlying health condition which places them in a higher risk category, a full individualised risk assessment **must** be undertaken when planning the employee return. This will be carried out by the Health & Safety Team in conjunction with the relevant manager and employee. It may result in a full, partial or no return to certain working locations but this will be identified by the risk assessment.

We hope that this guide will help answer your questions, but if any staff member has a query after reading the guide, please speak to your line manager in the first instance.

### **Revised Ways of Working: What does it mean?**

The way we do our work has fundamentally changed in the immediate aftermath of the Covid 19 pandemic and will continue to evolve as government/health advice guidance and legislation is updated. While we understand that any change can be unsettling, these changes are necessary to keep us all safe as we work. We have tried to minimise the number of changes and to keep them as simple as possible, but inevitably there will be measures which people find difficult. A number of these changes will require to remain in place for a significant period of time, so it is important to take time to familiarise yourself with what is required.

### **Summary of Changes**

The key changes in the way we will work are outlined below:

- Presumption that all who can work from home do so as much as possible.
- Wherever possible, teams are encouraged to stagger working patterns to prevent groups of staff trying to enter/exit the building around the traditional working pattern.
- As many internal doors as possible have had openers fitted to reduce the need for people to touch the handles. These will automatically close when the fire alarm sounds.
- When moving round the building everyone should keep left to minimise the risks as people pass.

- Pupil desks must remain allocated to the same person for each learning block. A strict clear desk policy will be in place to assist with cleaning.
- Only one person is allowed in each toilet block at a time.
- 2m social distancing rules must be strictly followed in all areas including lunch/breakout areas. People may pass within the 2m limit, for example a pupil exiting class to go to the toilet or a teacher going to the back of the class to assist a child.
- No fans or fan heaters are allowed.
- Wherever possible, meetings should take place virtually. The chair of the meeting should ensure that suitable arrangements are in place for each meeting.

Further guidance of these measures is provided on the following pages. There is also information provided about other measures which were already in place which may answer questions you have about coming in to work.

An e-learning module has also been developed on [Clacks Academy](#) to help you understand these changes.

### **Travelling to/from work**

Wherever possible employees are encouraged to walk or cycle to work as this will help keep you fit and healthy while reducing the risk of you catching Coronavirus.

Where this is not possible, a private car should be used.

Only where these options are not available should public transport be used to travel to and from work. When using public transport, social distancing rules should be followed and you should consider wearing a facial covering to help protect you and those around you.

Where it can be demonstrated that an employee who is considered as having a high risk medical condition and has no alternative but to use Public Transport feels they cannot safely travel to/from work, this may be a reasonable reason for them not being able to attend work. Line managers should contact H&S to discuss and undertake appropriate Risk Assessment.

### **Entering the building**

All staff should enter the building using the main entrance. Hand sanitiser is available and you are encouraged to clean your hands as you come in to the building. **St. Mungo's staff should enter at entrance on Broad Street.**

Please agree with your Head Teacher in advance what your working pattern will be. Head Teachers have been encouraged to look at alternative working patterns to prevent a queue of people trying to enter the building.

### **Moving around the building**

While moving around the building everyone should keep left to minimise the risks as people pass. The school day will be arranged to minimise the amount of movement around the school and reduce the need for classes to pass each other.

Certain entrances and toilets will be designated to particular classes to assist with this. Some stairs will be only to go up, others only to down. (St Mungos will continue to use the one stair to go up and down). Signage is displayed throughout the building to remind you which way to go.

In the event of the fire alarm sounding, the one way system will be suspended and all employees will be expected to use the shortest route to exit the building.

As many doors as possible have been fitted with fixings which hold them open so that we do not have multiple people touching them on a regular basis. In the event of the fire alarm sounding these will close automatically.

### **Workstations**

Each employee who is expected to be working will be allocated a specific desk.

In order to ensure that all desks are cleaned appropriately, a strict clear desk policy will be in operation. Each employee should have a facility in which any materials can be stored overnight.

Pupil desks should remain dedicated for each individual for the full learning block.

The normal cleaning regime will take place each day.



Cleaning materials will also be available in designated area for use by staff as and when required – staff are encouraged to ensure they wipe down desks and equipment at the end of each working day - simply dispense some of the cleaning produce onto a paper towel and wipe down the surface requiring cleaning. Please then discard the paper towel in the bin. If IT equipment needs cleaned, please use the alcohol wipes provided. Staff must not use their own products to clean their equipment as some may interfere with the cleaning products being used.

### **Shared Equipment**

The use of shared equipment such as photocopiers should be minimised wherever possible. If you do have to use them, you should use the wipes provided to clean any points touched during your use of the equipment.

### **Meetings**

Wherever possible, meetings should take place via video conferencing facilities. Most meeting rooms will now be reserved for use by individuals participating in such meetings or 1 to 1 meetings.

If a face to face meeting must take place, the chair of the meeting must ensure that all participants are able to maintain suitable social distancing.

Where a face to face meeting is required to take place with members of the public, this should be carefully considered to ensure that all risks are minimised. Each individual (or family) must be given a specific appointment time, with time allowed to clean the area down between meetings with different individuals. Under no circumstance can any visitor be allowed to wander the building unaccompanied.

### **Staff Thermal Comfort**

Fans and fan heaters are not able to be used. This is because these propel air through the building, meaning that any germs would then be able to travel further than would otherwise be the case.

### **Toilets**

Each toilet block has been fitted with a lock on the external door. Please use this to ensure that there is only one person in each block at a time to ensure that social

distancing is maintained. Each group of classes will be designated a toilet for pupil use.

### **Dining/Rest areas**

Crockery and cutlery must not be shared, so you should ensure that you bring these with you if you do not already have these stored in a personal area.

You must wash your hands before using any equipment in the kitchen areas.

Social distancing must also be maintained when using any breakout/social spaces. Signage is in place to help you do this. Please ensure that you clean these areas down after use.

### **Leaving the Building**

The normal exit for staff will be the main entrance. **St. Mungo's staff will leave by side door on Broad Street.**

When leaving the building during an emergency evacuation, staff are, where ever possible, asked to maintain social distancing. However, this should not prevent staff seeking or providing assistance to one another or pupils where this is needed.

### **First Aid Arrangements**

The Premises Duty Holder will continue to ensure that sufficient first aiders are present throughout the working day. It will not be possible for social distancing to be maintained while first aid is being provided. First Aiders are trained to take account of the risks to themselves when providing first aid and are required to follow their training in this regard. All employees are required to comply with requests for information from first aiders to allow them to make informed decisions about those risks. All first aiders will be provided with PPE including masks and gloves and they should fit these before assisting others.

### **Issues or Problems**

If you have any problems or issues when you are accessing the school, please speak to your line manager in the first instance. Where necessary, further assistance can be sought from the Health & Safety Team.

All employees have the right to a safe working environment. If you feel you cannot work safely, you have the right to refuse to attend work. However, you also need to be prepared to discuss why you believe the workplace is not safe.

Equally, all employees have a responsibility to ensure that their actions do not pose a risk to those around them. Abiding by the measures outlined above will help ensure that you fulfil this requirement.

## **Frequently Asked Questions**

### **Alloa Academy is a big building and I am anxious about going into an environment with so many people. What can I do?**

The building is operating very differently to how it did before. The number of people able to attend at any one time is restricted to ensure that we do not have too many people trying to access the building. It may be helpful to speak to your line manager who should be able to provide more detail about how many people you can expect to be sitting near you.

### **Should I be provided with PPE to return to work?**

Personal Protective Equipment (PPE) is the last line of defence in keeping people safe. It should only be allocated for tasks where it is required and have been recorded in the risk assessment or in situations where social distancing and good hand hygiene cannot be guaranteed. Government advice regarding face coverings is to wear in areas where social distancing may not be maintained e.g. public transport or supermarkets. Whilst we do not promote the use of facial coverings in Council premises employees may, if they wish, wear one.

If you undertake a task which previously required PPE, this should continue as before. Supplies of some PPE have been centralised to ensure that the Council maintains a good supply of all equipment. If you require PPE, please contact the Health & Safety team ([hands@clacks.gov.uk](mailto:hands@clacks.gov.uk) or x2225).

The single most important measure to minimise risk is regular handwashing.

### **I live with someone who is Shielding. Is it safe for me to return to work?**

The guidance from Scottish Government states *Household members of individuals who must shield do not need to adhere to shielding themselves*. However, wherever possible the Council will do what it can to ensure that the risk to you is minimised. You should discuss your concerns about this with your line manager in the first instance.

Further guidance about work is available on [www.clacks.gov.uk/staff](http://www.clacks.gov.uk/staff)