

## COVID-19 Safety Management Plan (COVIDSafe Plan)

KEY CHANGES IN THIS DOCUMENT ARE HIGHLIGHTED IN YELLOW

School Details	Details
Name of School	Cheltenham Primary School
Date COVIDSafe Plan last reviewed	26 <sup>th</sup> April 2022
Name of health and safety representative (where relevant)	
Name of principal or delegate	Bronwyn Morgan
School Health and Safety Committee details (where relevant)	

This **COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Victorian government schools, and outlines key health, safety, and wellbeing hazards that schools should manage. It links to the strategies described in the [School Operations Guide](#) and supports schools to plan for and implement the key health and safety controls in the context of coronavirus (COVID-19). This includes implementing the pandemic orders of the Minister for Health and accessing the central and regional supports to reduce transmission risk and to support school staff, students and the school community to be well and COVIDSafe. The latest Coronavirus (COVID-19) advice for schools is available at [COVID-19 advice for schools \(education.vic.gov.au\)](#). A template presentation “Back to School Plan” has been circulated to School Principals to support conversations with staff around COVIDSafe measures in place from **Term 2**, as well as a template letter to support communicating with parents/carers about going back to school – see [Support and Service \(Schools\) > Coronavirus and learning from home > Communicating with parents and students > Communications support pack \(eduweb.vic.gov.au\)](#)

The [School Operations Guide](#) provides more detailed advice and guidance about these controls and supports, and should be read together with this COVID-19 Safety Management Plan (COVIDSafe Plan). The [coronavirus \(COVID-19\) advice for schools](#) is evolving over time and the [OHS guidance and supports](#) will be continually reviewed and updated as required.

Principals must consult with their local health and safety representative(s), health and safety committee(s) (HSC) (if applicable) and school staff 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 HSC meetings to assist in facilitating consultation and identifying and managing risks.

COVIDSafe Roles and Responsibilities Posters must be displayed on the school’s OHS noticeboard detailing the shared responsibility of health and safety in schools, and the health and safety measures that should be applied in schools. Posters are available in the [communications support pack](#).

Your local [Regional OHS Support Officers](#) and the Department’s [OHS Advisory Service](#) continue to be available to provide support to your school to implement the latest guidance, tailor this COVID-19 Safety Management Plan (COVIDSafe Plan) to your setting, for suggestions on establishing effective controls, or assist with access to supports, advice and resources.

The DET COVID-19 hotline ([1800 338 663](#)) is available for all Department staff, contractors and parents 8.30am to 5.00pm Monday to Friday (excluding public holidays) for any questions, queries or concerns. Employees may also access the guidance at [COVID-19 Advice Line - FAQs](#).

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

If you or your family need support, personalised over-the-phone or video counselling is available 24/7 through the [Employee Assistance Program \(EAP\)](#). This service is available to all school staff and their immediate families (aged 18 years and over). Staff can book by calling [1300 361 008](#) or by using the live chat function on the [Lifeworks' Australia website](#). Other mental health supports are available on [OHS guidance and supports](#) including supports tailored to respond to COVID-19 and remote working risks.

This plan covers four key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Work-Related Violence
- Mental Health and Wellbeing
- Working Alone, in isolation or from Home.

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<b>Infectious Disease (Infection Prevention and Control)</b>	Staff, students, and others on-site may come into contact with an individual currently unaware that they have coronavirus (COVID-19), and subsequently contract the virus from them.	<p><b><i>Infection prevention and control</i></b></p> <ul style="list-style-type: none"> <li>• Refer to the <a href="#">School Operations Guide</a> for advice on supporting COVIDSafe behaviours and activities on school premises.</li> </ul> <p><b><i>COVID-19 Testing</i></b></p> <ul style="list-style-type: none"> <li>• Free rapid antigen tests will be made available for all staff and students <b>for the first four weeks of Term 2 2022</b>. Regular testing is voluntary, but encouraged, for all primary, secondary and specialist school students and staff.</li> <li>• If <b>symptomatic</b>, students/staff must stay home, take a rapid antigen test, or a PCR test and receive a negative test result</li> </ul>	<p><b><i>Infection prevention and control</i></b></p> <ul style="list-style-type: none"> <li>• Circulate the latest health advice and requirements to staff, students and parents (in multiple languages if appropriate).</li> </ul> <p><b><i>COVID-19 Testing</i></b></p> <ul style="list-style-type: none"> <li>• School to distribute Rapid Antigen Testing kits to parents/carers, one pack for each child per fortnight, or two packs for each child in a specialist school for the first four weeks of Term 2 2022. Test kits can be provided directly to a student to take home if necessary.</li> <li>• Communicate the recommended schedule for rapid antigen testing: twice weekly for Primary and Secondary school staff and students and five times weekly for Specialist school staff and students.</li> <li>• Communicate the rapid antigen testing instructions using the “how-to” video which is translated into 33 languages.</li> <li>• School to review test kit allocation and track delivery through the <a href="#">test dispatch data portal for schools</a> (login required). This data is updated on a</li> </ul>

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		<p>before returning to school.</p> <ul style="list-style-type: none"> <li>• Staff and <u>students</u> who report a positive result must isolate for seven days and not attend school during that period.</li> <li>• Staff or students must report a positive test result through the Department of Health system (<a href="#">Rapid antigen tests   Coronavirus Victoria</a>) or via the coronavirus hotline at 1800 675 398.</li> <li>• Students (or their parents) must also report a positive result to their school, either through the COVID Test <b>portal</b> or by phone or written notification.</li> <li>• <u>Staff</u> must also report the result of a positive test and request leave through the <a href="#">EduPay</a> portal.</li> <li>• Principals must notify staff and the school community through a daily email when a student or staff member has returned a positive COVID-19 test result and attended the school.</li> </ul> <p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>• Masks are not compulsory for staff or students, however they can be worn if staff, students or medically at-risk may choose to.</li> <li>• Household contacts (over 8 years old) attending school premises or</li> </ul>	<p>daily basis.</p> <ul style="list-style-type: none"> <li>• Test kits can be made available to replacement teachers who fill a staff absence due to COVID-19.</li> <li>• Test kit allocation does not accommodate for other non-school employed staff (e.g., regular on-site contractors such as cleaners, construction workers). They may be provided with tests if the school has sufficient kits available.</li> </ul> <p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>• Encourage students, staff and contractors/visitors to bring their own face mask should they be required.</li> <li>• Household contacts (over 8 years old) attending school premises or off-site activities are required to wear face masks indoors for the first 7 days after their initial contact with an infectious person unless they hold a valid exemption.</li> <li>• Everyone over 8 years old must wear a face mask when travelling to and</li> </ul>

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		<p>off-site school activities are required to wear face masks indoors unless they hold a valid exemption.</p> <ul style="list-style-type: none"> <li>All persons including students aged 8 years above travelling on school buses are required to wear face masks.</li> </ul> <p><b>Practise Good Hygiene</b></p> <ul style="list-style-type: none"> <li>All staff, students and visitors to schools should practise good hand hygiene.</li> <li>Hand sanitiser should be available at entry points to classrooms.</li> <li>Ensure the highest hygiene practices amongst food handlers, as per the Department's <a href="#">Safe Food Handling Guidance</a>.</li> </ul> <p><b>Safety Information and Training</b></p> <ul style="list-style-type: none"> <li>Ensure staff complete the <a href="#">School infection prevention and control during coronavirus (COVID-19)</a> LearnED module. Available on <a href="#">FUSE</a> for preservice teachers, casual relief teachers and other staff working in schools who do not have eduPay access.</li> </ul> <p><b>Further Information</b></p> <ul style="list-style-type: none"> <li>Contact the <a href="#">OHS Advisory Service</a> for support for more detailed risk assessments if</li> </ul>	<p>from school on public transport, taxis or ride share vehicles.</p> <ul style="list-style-type: none"> <li>Monitor staff and student face mask compliance and COVIDSafe practices at school.</li> </ul> <p><b>Practise Good Hygiene</b></p> <ul style="list-style-type: none"> <li>All staff, students and visitors to schools should continue to practise good hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. Staff should direct or supervise young students where required.</li> </ul> <p><b>Safety Information and Training</b></p> <ul style="list-style-type: none"> <li>Consult with all staff, including the elected HSR and/or Health and Safety Committee (if applicable) about the implementation of controls.</li> </ul>

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		<p>required to support students with complex needs.</p> <ul style="list-style-type: none"> <li>Refer to <a href="#">ChemWatch</a> (login required) to access hand sanitiser safety data sheet. Ensure adequate supervision of students using hand sanitiser, and safe storage of supplies.</li> </ul>	
		<p><b><i>PPE for staff</i></b></p> <ul style="list-style-type: none"> <li>For information and training relating to the correct use of PPE, school staff should refer to the <a href="#">Guidance for staff on the use of personal protective equipment in education settings in the context of COVID-19</a>.</li> <li>Staff are also encouraged to watch the <a href="#">PPE Donning and Doffing education video</a>.</li> <li>Encourage staff who regularly provide support in school sick bays, or supervise students with medical conditions to access the <a href="#">School infection prevention and control during coronavirus (COVID-19) LearnED module</a> (login required).</li> <li>Available on <a href="#">FUSE</a> for preservice teachers, casual relief teachers and other staff working in schools who do not have eduPay access.</li> </ul>	<p><b><i>PPE for staff</i></b></p> <ul style="list-style-type: none"> <li>Schools must ensure adequate supplies of PPE remain available in the event of a suspected or confirmed case of COVID-19. Schools <a href="#">can buy PPE items</a> through the <a href="#">COS catalogue</a>.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<p><b>Ventilation and Air Purifiers</b></p> <ul style="list-style-type: none"> <li>Schools are required to increase fresh air flow into indoor spaces (including shared spaces, staff areas and thoroughfares) whenever possible.</li> <li>For more information relating to ventilation, refer to the <a href="#">Ventilation and Air Purification Policy</a> and the <a href="#">How to use an air purifier fact sheet</a>.</li> </ul>	<p><b>Ventilation and Air Purifiers</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">How to use an air purifier fact sheet</a>.</li> <li>Maximise the use of outdoor learning areas or environments wherever possible.</li> <li>Implement measures for a comfortable learning environment (thermal, noise, safety) with ventilation strategies in place.</li> <li>Display the <a href="#">Promoting airflow in your school</a> poster around school.</li> <li>For further assistance, contact the Victorian School Building Authority on 1800 896 950 or email <a href="mailto:airpurifiers@education.vic.gov.au">airpurifiers@education.vic.gov.au</a>.</li> </ul>
		<p><b>Vital COVIDSafe Steps</b></p> <p><b>Non-classroom based activities</b></p> <ul style="list-style-type: none"> <li>Schools must conduct a risk assessment to consider COVID-19 risks and suitable controls for non-classroom based activities and extra-curricular activities including camps, excursions, sport and tours.</li> <li>For more information refer to the <a href="#">School Operations Guide</a> and the <a href="#">PAL Excursions Policy</a>, which includes a template <a href="#">Risk Assessment for Local and Day Excursions (Word) and camps</a>; and <a href="#">Requirements for operation of school camps</a> and <a href="#">RAT Guidance for staff on school camps</a>.</li> <li>For all other activities, schools</li> </ul>	<p><b>Vital COVIDSafe Steps</b></p> <p><b>Non-classroom-based activities</b></p> <ul style="list-style-type: none"> <li>Standard COVIDSafe measures apply, including;(on public transport), physical distancing, limiting duration of the activity, and optimising ventilation.</li> </ul> <p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>Roster access to shared spaces, limiting time in these spaces and promoting breaks outdoors.</li> <li>Manage movement of adults through common areas, multiple entry/exit points and modifying staff arrival and departure times.</li> <li>Remind staff, students and visitors to maintain physical distancing from each other.</li> <li>Reconfigure class spaces where possible, using all available space in the school.</li> <li>Mark the floor to indicate physical distancing in appropriate locations.</li> <li>Communicate the strategies to staff, students and parents with using the</li> </ul>

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		<p>should incorporate COVIDSafe risks and controls in this <a href="#">COVID-19 Safety Management Plan (COVIDSafe Plan)</a> when tailoring their planned activities.</p> <p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>• Staff and students shall practise physical distancing 1.5m between themselves and others to the extent that is reasonably practicable.</li> <li>• For further information and guidance related to Vital COVIDSafe steps and physical distancing, refer to the <a href="#">School Operations Guide</a>.</li> </ul>	<p><a href="#">communications support pack</a>.</p>
		<p><b>Community use of school facilities</b></p> <ul style="list-style-type: none"> <li>• Schools are permitted to allow external providers to use or hire school facilities (including community sports and other community groups).</li> <li>• Schools are required to follow the PAL policy on <a href="#">COVID-19 Vaccinations – Visitors and Volunteers on School Sites</a>.</li> <li>• For further information and guidance related to community use of school facilities refer to the <a href="#">School Operations Guide</a>.</li> </ul>	<p><b>Community use of school facilities</b></p> <ul style="list-style-type: none"> <li>• For a summary of the use of school facilities by community and sports groups, please refer to the <a href="#">School Operations Guide</a>.</li> <li>• When unsure, providers should be directed to the Victorian government <a href="#">Sector guidance</a> to confirm COVIDSafe requirements.</li> </ul>

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	<p><b>COVIDSafe and vaccination requirements for visitors and volunteers who perform work</b></p> <ul style="list-style-type: none"> <li>The third dose vaccination requirements that apply to staff, with the dates set out below, also apply to any visitor or volunteer performing work on school sites.</li> <li>For more information refer to the <a href="#">COVID-19 Vaccinations – Visitors and Volunteers on Schools Sites Policy</a>.</li> </ul>	<p><b>COVIDSafe requirements for visitors and volunteers who perform work</b></p> <ul style="list-style-type: none"> <li>A <a href="#">template letter</a> is available for schools to advise contractors and other services of the vaccination requirements.</li> <li>A <a href="#">template letter</a> is available for schools to inform OHSC providers of the vaccination requirements.</li> <li>A <a href="#">template vaccination status register</a> is available for schools to use to collect and record vaccination status for visitors and volunteers working on school sites.</li> </ul>	
	<p><b>Required vaccinations for school staff</b></p> <ul style="list-style-type: none"> <li>Information about vaccination requirements for school staff is available in <a href="#">COVID-19 vaccinations - teaching service and school council employees policy</a>.</li> <li>Staff must upload evidence of their vaccination status in eduPay, including a record of their third dose.</li> <li>Schools must treat health information in accordance with the <a href="#">Schools' Privacy Policy</a>.</li> </ul>	<p><b>Required vaccinations for school staff</b></p> <ul style="list-style-type: none"> <li>Staff must have received, or have a booking to receive, a third dose of a COVID-19 vaccine on or before 25 March 2022.</li> <li>A <a href="#">quick reference guide</a> is available to assist staff to upload vaccination evidence and updating vaccination status on eduPay.</li> </ul>	

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		<p><b><i>Vaccination requirements for parents/carers who do not perform work</i></b></p> <ul style="list-style-type: none"> <li>For more information refer to the School Operations Guide or the <a href="#">COVID-19 Vaccinations – Visitors and Volunteers on School Sites Policy</a>.</li> </ul>	<p><b><i>Vaccination requirements for parents/carers who do not perform work</i></b></p> <ul style="list-style-type: none"> <li>Routine school visitor record keeping arrangements will continue to apply.</li> </ul>
	<p>Staff and students may contract disease by touching surfaces contaminated with coronavirus (COVID-19), following exposure from someone with the virus.</p>	<ul style="list-style-type: none"> <li>All Victorian government schools will return to the business-as-usual cleaning scope.</li> <li>If there is an outbreak of COVID-19 in a school, the Department of Health or a Local Public Health Unit will advise schools if additional cleaning is required, based on risk assessment as part of an outbreak management plan.</li> <li>For more information refer to the 'Keeping COVIDSafe at school' measures in the <a href="#">School Operations Guide</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Any outbreak cleaning that is needed is arranged and paid for by the Victorian School Building Authority (VSBA).</li> <li>Once advised of the need for outbreak cleaning to occur, the VSBA will contact the principal as soon as possible to make arrangements.</li> <li>Cleaning is conducted in accordance with guidelines that have been developed with the Department of Health.</li> </ul>
	<p>Vulnerable workforce or students may be at higher risk of contracting the virus</p>	<ul style="list-style-type: none"> <li>Refer to the advice in the <a href="#">School Operations Guide</a> in relation to the supports available to assist schools to support medically vulnerable staff and students, including: <ul style="list-style-type: none"> <li>Those staff members who may be medically vulnerable, or living with or caring for elderly or chronically ill</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ensure consultation with elected health and safety representative/s and staff and incorporate into workforce planning.</li> <li><a href="#">The Medical Advisory Service</a> is a specialised support service for principals to help them fulfil their responsibilities in relation to employee health.</li> <li>Actively use the <a href="#">Students at Risk Planning Tool</a> and the <a href="#">Student check-in resource</a> to identify students who may be vulnerable and require support to maintain engagement and connection.</li> </ul>

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		<ul style="list-style-type: none"> <li>relatives; and</li> <li>o Preparation of an up-to-date <a href="#">Student Health Support Plan</a> and accompanying condition-specific health management plan for any students that may be medically vulnerable.</li> </ul>	
	<p>A suspected case may occur among staff and students</p>	<ul style="list-style-type: none"> <li>• See guidance for <a href="#">Management of Students Displaying COVID-19 Symptoms in Education Settings</a>.</li> <li>• For more information on the management of suspected cases of COVID-19 in schools, refer to the <a href="#">School Operations Guide</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Guidance and templates to communicate with the school community is available in the <a href="#">communication support pack</a>.</li> </ul>
	<p>A confirmed case or household contact at school</p>	<ul style="list-style-type: none"> <li>• For full details relating to the management of confirmed cases and household contacts at school, refer to the <a href="#">School Operations Guide</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as practicable after becoming aware of a confirmed case in a staff member or student – and if that person has attended onsite while displaying symptoms, or 48 hours before they developed symptoms – the principal must:               <ul style="list-style-type: none"> <li>o Follow guidance for <a href="#">Management of Students Displaying COVID-19 Symptoms in Education Settings</a>.</li> <li>o Let the person know they need to follow guidelines in the <a href="#">Testing Requirements for Contacts and Exposed Persons</a>. If applicable the affected person/s should follow the COVID-19 RAT procedure, which recommends a symptomatic person in a workplace takes a COVID-19 test.</li> <li>o If the symptomatic person is confirmed to have COVID-19, the principal must follow the steps in the <a href="#">School Operations Guide</a> under the section, <i>Management of confirmed cases and household contacts at school</i>.</li> <li>o If a Casual Relief Teacher (CRT) tests positive to COVID-19, the CRT</li> </ul> </li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
			<p>should notify the school, their employer (where it is not the school), and the Department of Health.</p> <ul style="list-style-type: none"> <li>Stay in contact with affected staff or families remotely to offer wellbeing support. Guidance and template communications to support schools to communicate and support COVID positive staff are available through your <a href="#">Regional OHS Support Officer</a>.</li> <li>Guidance and templates to communicate with the school community is available in the <a href="#">communication support pack</a>.</li> </ul>
	Exemptions for staff who are household contacts	<ul style="list-style-type: none"> <li>Asymptomatic close contacts are not required to self-isolate, and may return to work; they must comply with rules defined on the <a href="#">Checklist for Household Contacts</a> page.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the advice in the <a href="#">School Operations Guide</a>.</li> </ul>
	Non-Department contractors and their staff may need to enter school grounds to carry out work.	<ul style="list-style-type: none"> <li>Visitors to school grounds must comply with COVIDSafe principles. For further information refer to the <a href="#">School Operations Guide</a> and <a href="#">COVIDSafe Settings in Victoria</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Schools should ensure contractors (such as CRTs) receive appropriate induction, including in relation to the record keeping requirements on site.</li> <li>Ensure, so far as is reasonable practicable, that sign in requirements are followed by all contractors and visitors attending site (including parents entering a school building), by communicating with contractors about the requirements.</li> </ul>
Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
<b>Working Alone, in Isolation or from Home*</b>	The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls).	<ul style="list-style-type: none"> <li>Refer to <a href="#">working alone, in isolation or from home policy and procedure</a>.</li> <li>Refer to <a href="#">OHS guidance for working from home</a>.</li> <li>Refer to <a href="#">ergonomic advice</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Enable reasonable access to available school equipment.</li> <li>Proactively plan with staff who have a known pre-existing injury.</li> <li>Establish protocols for regular check-ins with staff.</li> <li>Encourage staff to access the <a href="#">OHS guidance for working from home</a>.</li> <li>Staff working from home are to access the <a href="#">Working Alone, in Isolation or</a></li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<ul style="list-style-type: none"> <li>Refer to <a href="#">tips for working from home safely and productively</a>.</li> </ul>	<p><a href="#">from Home</a> guidance, available on PAL.</p>
	Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers.	<ul style="list-style-type: none"> <li>Encourage staff to regularly stretch and move during the day.</li> <li>Consult with staff to identify possible adjustments to work/tasks/timetable to reduce static postures and prolonged desk/screen time.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, encourage and 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.</li> <li>This may include ending meetings five minutes early to stretch and move, starting meetings or lessons with a stretch session, timetabling movement breaks and (where possible) having phone calls instead of virtual meetings to reduce screen time and eye strain.</li> <li>Proactively plan with staff who have a known pre-existing injury.</li> </ul>
	Increased isolation (on-site and/or at home) may increase risk of injury.	<ul style="list-style-type: none"> <li>Advice and support (including ergonomic advice via videoconference) is available to all staff via the <a href="#">OHS Advisory Service</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Establish protocols for regular check-ins with staff.</li> <li>Promote the OHS advice and support (including <a href="#">EAP</a> and wellbeing webinars) to staff. Other mental health supports are available at <a href="#">OHS guidance and supports</a>.</li> </ul>
	Exposure to family or gendered violence.	<ul style="list-style-type: none"> <li>Assist staff in following the <a href="#">advice and support for employees exposed to family violence</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Establish protocols for regular check-ins with staff.</li> </ul>
*To be applied in conjunction with Mental Health and Wellbeing and Work-Related Violence hazard sections below.			
<b>Work-Related Violence</b>	Online, over the phone or other remote threatening or aggressive behaviour by students, parents/careers, school staff or other members of school	<ul style="list-style-type: none"> <li>Refer to the <a href="#">Work-Related Violence in Schools Policy</a>, which covers online and on-site behaviour, and the <a href="#">new advice page</a> outlining strategies and resources to help schools prevent</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Liaise with Student Support Services for Behaviour Support Plan assistance where required.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	<p>community.</p> <hr/> <p>On-site violence, bullying or harassment by students, parents/ carers, school staff or other members of school community.</p> <hr/> <p>Staff experiencing stress or anxiety stemming from exposure to increasing onsite or online work-related violence and aggression from parents.</p> <p>Many parents/carers are likely to be anxious during this time.</p>	<p>and manage unacceptable behaviours from parents and carers.</p> <ul style="list-style-type: none"> <li>Refer to the new <a href="#">Respectful Behaviours within the School Community Policy</a>, which promotes the importance of respectful and collaborative relationships between parents, carers and school staff.</li> <li>Refer to <a href="#">Creating Respectful and Safe School Communities</a> (including template <a href="#">Statement of Values</a>), the <a href="#">Respect for School Staff</a> local policy template, and resources available through <a href="#">Respectful Relationships</a> and <a href="#">School wide Positive Behaviour Support</a>.</li> <li>Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to <a href="#">Coronavirus (COVID-19) advice for parents, carers and guardians</a>, and to the <a href="#">communications support pack</a>.</li> <li>Escalated referrals will be managed by the Employee Wellbeing Response Team, and Complex Matter Support Team.</li> <li>Refer to the <a href="#">mental health and wellbeing advice on the OHSMS COVID-19 Employee supports</a></li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Set expectations for behaviour with the school community and promote appropriate ways for parents to raise their concerns.</li> <li>Display the posters for <a href="#">school staff</a> and for <a href="#">parents/carers</a> to help schools communicate the <a href="#">Respectful Behaviours within the School Community Policy</a> and appropriate behavioural standards with their school community.</li> <li>Discuss extra supports or strategies for staff who engage with anyone known to present a risk.</li> <li>Encourage staff to report incidents in eduSafe Plus and IRIS as appropriate, de-brief, and seek escalated support (e.g. through <a href="#">EAP</a>) if required.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
		<a href="#">page</a> , and the relevant <a href="#">policy and procedure</a> .	
<b>Mental Health/ Psychosocial Hazards</b>	Leaders managing the anxiety and mental health of others – including students, staff, and members of the school community.	<ul style="list-style-type: none"> <li>Refer to the <a href="#">mental health and wellbeing advice on the OHSMS COVID-19 Employee supports page</a>, and the relevant <a href="#">policy and procedure</a>.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
	Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.	<ul style="list-style-type: none"> <li>Consult with staff to identify causes/sources of workload challenges and to identify possible adjustments.</li> <li>Refer to the <a href="#">Return to Work Coordinator Portal</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</li> <li>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.</li> </ul>
	Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.	<ul style="list-style-type: none"> <li>Refer to the <a href="#">Principal Health and Wellbeing services on the OHSMS COVID-19 Employee support page</a>.</li> <li>Refer to the Department’s <a href="#">Flexible Work Policy</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage staff to take scheduled screen breaks and to take time off for wellbeing.</li> <li>Consider the introduction of any new initiatives or additional professional development activities, to be held face-to-face or remotely following guidance in the <a href="#">School Operations Guide</a>. Staff who are attending school under critical workforce exemptions should not attend face-to-face staff meetings or professional development activities.</li> </ul>
	Staff experiencing uncertainty, stress, and anxiety from the transition to an altered working environment.	<ul style="list-style-type: none"> <li>Refer to <a href="#">School Operations Guide</a>.</li> <li>Video-counselling is available via the Employee Assistance Program (<a href="#">EAP</a>) for all staff and their immediate family (aged 18 years and over).</li> </ul>	<ul style="list-style-type: none"> <li>Limit meeting duration and record meetings to enable flexibility in attending.</li> <li>Allow time for staff to access the relevant information, instruction and training.</li> </ul>
	Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).	<ul style="list-style-type: none"> <li>Actively use the <a href="#">Students at Risk Planning Tool</a> and the <a href="#">Student check-in resource</a> to identify students who may be vulnerable and require support to maintain</li> </ul>	<ul style="list-style-type: none"> <li>Encourage staff to use <a href="#">EAP</a>, for themselves and their immediate family, as well as the other supports and resources available by contacting <a href="mailto:employee.wellbeing.response.team@education.vic.gov.au">employee.wellbeing.response.team@education.vic.gov.au</a></li> <li>Ensure there are adjusted return to work strategies for people on sick leave or Workers’ Compensation leave.</li> </ul>

Hazard Type	Hazard Description	Recommended Controls	Examples of practical solutions
	<p>Staff experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.</p> <hr/> <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>engagement and connection.</p> <ul style="list-style-type: none"> <li>• Use edusafe Plus to escalate incidents and risks so that Area support can be provided.</li> <li>• The <a href="#">Mental Health Toolkit</a> has advice and resources to support student mental health and wellbeing. This includes advice on positive mental health promotion, curriculum support, how to identify and access support as well as parent and student-specific pages.</li> <li>• The <a href="#">Advice for teachers – supporting student’s mental health and wellbeing resource</a> and the <a href="#">Quick Guide to Student Mental Health and Wellbeing Resources</a> highlights the most relevant evidence-based resources for teachers, parents and students.</li> </ul>	

## DET USEFUL CONTACTS

Support Area	Phone
Employee Assistance Program (EAP)	1300 361 008
DET COVID-19 Hotline	1800 338 663
Principal Advisory Service	7034 6777
Cleaning	1300 842 754
Incident Support and Operations Centre (ISOC)	1800 126 126
Employee Conduct Branch	7022 0005
Vaccinations (COVID-19)	<p><u>Teaching Service queries:</u> Schools People Services: 1800 641 943.</p> <p><u>Visitors and Volunteer queries:</u> OHS Advisory Service: 1300 074 715</p>
Regional OHS Support Officers	<a href="#">OHS Management System (OHSMS) Overview: 1 Useful OHS contacts for schools   education.vic.gov.au</a>
Staff Health and Safety - OHS Advisory Service	1300 074 715 or <a href="mailto:safety@education.vic.gov.au">safety@education.vic.gov.au</a>
Medical Advisory Service	<p>Staff Related Queries: 1300 495 559</p> <p>Student related queries: 7022 0007</p>
Legal	9637 3146
Finance – School Financial Management Support Unit	<a href="mailto:Schools.finance.support@education.vic.gov.au">Schools.finance.support@education.vic.gov.au</a> or (03) 7022 222
Cleaning	<a href="mailto:cleaning@education.vic.gov.au">cleaning@education.vic.gov.au</a>
OSHC and other early childhood	1800 338 663
Student Transport	<a href="mailto:Student.transport@education.vic.gov.au">Student.transport@education.vic.gov.au</a> or 7022 2247
SEILs	Schools should contact their SEIL to discuss any queries
Media Unit	(03) 8688 7776