

School/college reopening on 8 March 2021: Self-audit Checklist

In this document, the NASUWT provides a self-audit checklist to enable members to consider their own position in relation to their employer's plans for wider opening.

Please note:

The NASUWT appreciates that some members may be covered by multiple issues in the self-audit checklist and, therefore, may need to include all of these in one communication with the headteacher/principal using the text from a number of the draft letters.

If you experience any difficulties with this or with any other issues relating to the full opening of schools/colleges or if any of the responses you receive from your headteacher/principal cause you concern, then please contact the NASUWT email: advice@mail.nasuwt.org.uk.

NASUWT members' self-audit checklist

The NASUWT is committed to ensuring that not only are the needs of our members collectively represented in fully, but that each individual member has the information they need to ensure that the planning in which their employer is engaged for the potential wider opening of your workplace takes account of their particular circumstances.

Members are advised, therefore, to consider the checklist below and follow the advice the Union has provided at the end of each section.

The checklist covers the following areas:

1. **Personal health**
2. **Equality impact measures**
3. **Travel to work arrangements**

1. Personal health

Section A

Are you:

- clinically extremely vulnerable (shielding);
- certified by your GP as not able to attend the workplace;
- on sick leave.

If you have ticked one or more of the items listed, then you are advised to send the following message to your headteacher/principal and keep a copy:

[date]

Dear *[add name]*

I am [add whichever of the above list applies]. In accordance with the Government and DfE guidance I am one of the category of workers who must continue to remain at home during the COVID-19 restrictions.

I would be grateful if you would please confirm to me that you have factored into your planning for full opening on 8 March that I will be unable to attend the premises, but still retain all my contractual entitlements.

Yours sincerely

Section B

Are you:

- pregnant.

If you have ticked the above then you are advised to send the following message to your headteacher/principal and keep a copy.

[date]

Dear *[add name]*

In accordance with the Government and DfE guidance, in the context of the COVID-19 restrictions, I am considered clinically vulnerable because I am pregnant and/or have an underlying health condition.

I have also been advised of additional protection for new and expectant mothers in the workplace.

Therefore, I would be grateful if you could confirm that as part of the risk assessment, you have considered the following:

- *the risks posed to new or expectant mothers (like me) or their babies;*
- *alteration of my working conditions or hours of work to avoid any significant risk;*
- *where it is not reasonable to alter my working conditions or hours, or it would not avoid the risk, offering me suitable alternative work on terms that are not substantially less favourable to my current contractual terms;*
- *allow me to stay at home/work from home on full pay.*

Thank you for your assistance.

Section C

Are you:

- clinically vulnerable – have underlying health conditions as defined in the Government and DfE guidance or considered disabled under the Equality Act or have received medical advice that you should take additional measures in managing your risk of contracting coronavirus.

If you have ticked the above then you are advised to send the following message to your headteacher/principal and keep a copy.

[date]

Dear *[add name]*

I know that in planning for full opening from 8 March you will be reviewing the availability of staff and will therefore be also considering the equality impact of the measures proposed in relation to staffing.

[I am considered clinically vulnerable OR I have a disability] and this places me in a potentially vulnerable category, in the context of the transmission of COVID-19.

I would be grateful, therefore, if this could be factored into the equality impact assessment of the staffing arrangements you are considering to support the wider opening, including the obligation to make reasonable adjustments, and you would advise me of the results of the assessment in relation to my personal circumstances.

Yours sincerely

2. Equality impact measures

Section A

- Do you have a disability? (This can include mental health issues relating to stress and anxiety)
- Are you a teacher from a BME background?
- Are you aged 50 or over?

If you have ticked one or more of the items listed, then you are advised to send the following message to your headteacher/principal and keep a copy:

[date]

Dear *[add name]*

I know that in planning for full opening from 8 March you will be reviewing the availability of staff and will therefore be also considering the equality impact of the measures proposed in relation to staffing.

[I have a disability/I am from a BME background/I am aged over 50] and as you are aware there is a concern that this places me in a potentially vulnerable category, in the context of the transmission of COVID-19.

I would be grateful, therefore, if this could be factored into the equality impact assessment of the staffing arrangements you are considering to support the wider opening, [including the obligation to make reasonable adjustment due to my disability] and you would advise me of the results of the assessment in relation to my personal circumstances.

Yours sincerely

Section B

Do you work part-time or flexibly?

If you have ticked the item listed, you are advised to send the following message to your headteacher/principal and keep a copy:

[date]

Dear *[add name]*

I know that in planning for full opening from 8 March you will be reviewing the availability of staff and will therefore be also considering the equality impact of the measures proposed prior for wider reopening.

As you are aware I work part-time and, therefore, the hours which I am available for work will need to be managed in the context of the staffing arrangements you are proposing, including ensuring that there is no disproportionate impact on me when compared with the arrangements for those who work full time.

I would be grateful if this could be factored into the equality impact assessment of the staffing arrangements you are considering and you would advise me of the results of the assessment in relation to my personal circumstances.

Yours sincerely

3. Travel to work arrangements

Do you have to travel by public transport to get to work?

If you have ticked the item listed, then you are advised to send the following message to your headteacher/principal and keep a copy.

[date]

Dear *[add name]*

I am aware that you will be working on the planning for the full opening of the school/college and will be reviewing the availability of staff.

I would be grateful if you would factor into the risk assessments you will be doing with regard to staff the fact that, in order for me to attend the workplace, I will have to travel by public transport and, therefore, ensure that the risk assessment identifies any risks to me or to other members of staff.

I would be grateful if you would provide me with a copy of the risk assessment you have conducted on my attendance in the workplace in order that I can consider this and take appropriate advice.

Yours sincerely