

# SCHOOLS WEEK 0 CHECKLIST

The purpose of this checklist is to support schools in prioritising actions to support smooth operations of the school during a period of high heat and poor air quality. We also recommend that the school refamiliarises and completes all aspects of the *Managing Extreme Temperatures School Preparation Checklist.* Schools should maintain currency on all checkpoints over the duration of the poor air quality and high heat period

The following actions are required to be completed by 1pm Friday 31 January. Once complete, please send the signed checklist to [schooloperations@act.gov.au](mailto:schooloperations@act.gov.au). ESO will use the information to provide individualised support more effectively.

Update contact lists for staff and parents/carers

Identify areas of the school more and less impacted by extreme temperatures and poor air quality

1. Develop plans to utilise less impacted areas for extreme temp/poor air quality days
2. Brief staff on these plans

Identify staff and students who are potentially at higher risk of heat stress and adverse health impact from poor air quality due to medical condition, pregnancy or medication. Please note, this may include people who may not have identified previously but the current conditions are exacerbating symptoms

1. Send Medical Information/Consent Form to parents in week 0. Implement Known Medical Condition Response Plans.
2. Encourage any staff members with individual health concerns to seek medical advice and speak with their supervisor about reasonable adjustments if applicable.
3. Develop modified roles and responsibilities for staff who have prolonged physical or outdoor exposure (i.e BSO, PDHPE staff)
4. Ensure all known asthma plans for staff/students are communicated to appropriate staff members

Familiarise key staff with the EDU smoke risk assessments for both Staff and Students. Complete the school level incident action plan and email to [schooloperations@act.gov.au](mailto:schooloperations@act.gov.au).

Identify all interstate, outdoor education and sporting excursions planned for Term 1 on the table provided to schools in 2019 and email to [EDURMA@act.gov.au](mailto:EDURMA@act.gov.au). ESO will work with the school to support the risk analysis process. *(NOTE – All risk assessments during this time of poor air quality and high heat will need to be completed on all listed activities that include controls for heat and air quality)*

Ensure all first aid kits including duty/portable first aid kits are fully stocked, ensuring items used for treatment of breathing difficulty

Ensure qualified first aid officer able to be onsite at all times

Identify external stakeholders who use the school. Develop Comms plan to notify external stakeholders on school actions on high temp/ poor air qual days (i.e OSHC, external bookings etc)

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| **School:** |  | …………………………………………. ……/……/…….  **Principal Signature** |