

Risk Assessment V16

Date: 24 March 2021	School: Sudley Infant	Team: SMT	Location: Whole school
Review Date: as needed (at least 2 weeks)	Ref: (V15 V14 V13 V12 V11 V10 V9 V8 V7 V6 amendments shown in colour)	Assessor: R Thomas/ P Mylett	Head Teacher: R Thomas

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C Ser Nº	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors (including parents) Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic or have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care-see below • Stress • Individual pupil assessments <p>Equality impact assessments completed by all staff.</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out for return to work where relevant for all staff who had previously met the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable members of staff or pupils who have received a Government shielded letter. • Staff who are shielding an extremely vulnerable household member. • Staff who live with a vulnerable person. • BAME staff • Pregnant staff <p>Staff and children who are classed as clinically extremely vulnerable are currently advised not to</p>	M

attend school. These people may have previously had a letter from the NHS or their GP stating this. Others may have recently been added to the group.

Formal process in place for Leadership to contact the worker if required, as detailed within applicable risk assessment above. Staff to contact P Mylett about availability and absences.

Leadership to regularly update and inform staff re government guidance regarding covid-19 controls required:

- o Gov.uk <https://www.gov.uk/>
- o Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- o Department for Education <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>
- o Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- o HSE COVID19 latest information and advice
- o HSE Working safely during the coronavirus guide
- o Government guidance COVID-19: guidance for schools and other educational settings:
 - o <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Updated 16 March
 - o https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf Published February 2021
 - o <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> Updated 16 October
 - o <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> Updated 1 March
 - o <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> Updated 18 March
 - o <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> Updated 6 January
 - o <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> Updated 15 February
 - o <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> 3 December 2020

- <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools> Updated 29 January 2021
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> Updated 15 March

- Government publication Best Practice: how to hand wash

Due to the rapidly changing advice on Covid-19, Leadership should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy (appendix 1).

Government guidance (appendix 2 updated 14 December) and Liverpool City Council Personal Protective Equipment (PPE) guidance shared with staff (appendix 3).

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

All staff must confirm that they have viewed the following Public Health England training videos on YouTube and read the instructions given before attending work.

Donning PPE: https://www.youtube.com/watch?v=-GncQ_ed-9w. (6.44mins)

Doffing (removing) PPE: <https://www.youtube.com/watch?v=oUo5O1JmLH0> (5.12 mins)

All used PPE should be disposed of via the normal waste stream, not recycling bins. If person wearing is showing symptoms or has tested positive it should be double bagged and stored for at least 72 hours before disposing.

PPE available through LCC procurement includes:

- Disposable half face masks
- Disposable gloves
- Disposable aprons
- Eye protection/Surgical face masks
- Hand Sanitiser

All staff informed that hands should be washed regularly as per Government guidance.

Children regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. This can be done with soap and water or hand sanitiser. Opportunities for hand washing shown on teachers' planning sheets. Additional teaching resources provided to reinforce this.

Timings for handwashing include:

- When they arrive at school
- When they return from breaks
- When they change rooms
- Before and after eating

Additional hand sanitiser has been placed in all classrooms. Hand moisturiser cream is also available to children and staff.

Signage around school encouraging staff and pupils to maintain good hand hygiene.

Reminders about the 'catch it, bin it, kill it' process given regularly. Children are encouraged to cough/sneeze into a disposable tissue or the inside of their elbow. Children told to wash hands after coughing, sneezing or blowing their nose. Posters displayed in prominent areas and toilets.

Lidded bins in classrooms.

Staff requiring personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running can use stockrooms and staff toilets.

Staff advised not to car share.

Staff providing sport, language or enrichment sessions must read staff guidance before they start work and follow school procedures re cleaning, use of resources and social distancing.

Parents and carers kept informed via website, ClassDojo and email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.

Staff kept informed via email, online meetings, text message etc.

Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.

			<p>All incidents reported to the Health and Safety Unit, as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 <p>Advice taken from DFE, Public Health England and Local Authority re groups required to self-isolate and dates for return to school.</p> <p>Staff were asked to have a lateral flow test before the return to school in January 2021 and follow national guidance based upon the result.</p> <p>Staff have been requested to take part in the voluntary twice weekly testing for asymptomatic school staff using rapid response Lateral Flow Device (LFD) tests provided by the Government. Test results are reported to school and positive results followed up with a PCR test. Staff must follow national guidance for self-isolation and liaise with Track & Trace.</p> <p>Information for parents regarding any lockdown partial school closure due to national lockdown is attached in appendix 6.</p>	
2	Covid-19 virus; General school environment	Staff Pupils Visitors (including parents) Contractors	<p>Maps issued to parents to identify correct entrances and exits to use.</p> <p>We will review if markings are needed out on the playground for parents/carers to line up at the end of the school day- each class may have a specific line.</p> <p>Although Government guidance states that briefly passing in the playground is low risk we request that all parent or carers wear a face covering when collecting or dropping their child off to ensure a higher level of safety to themselves and others. Parents have been reminded of the requirement to do this at the start of lockdown.</p> <p>Staff wear face coverings at start and end of the day when children are dropped off or collected.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Additional advice about face coverings can be found in appendix 7.</p>	M

Staff may wear a face covering in communal areas around school or in classrooms if they wish to-this should be discussed with Leadership.

School first aid needs assessment has been reviewed, further reviews as required:
J. Williams to have overall responsibility of first aid in school.

Fire evacuation procedures have been reviewed, further reviews as required.

Hand sanitiser stations located at the entrances to the building, in toilets, classrooms and other places as needed.

Anti-bacterial wipes available to clean keyboards and touchscreens in classrooms and offices.

Signage has been installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.

Windows should be opened at the beginning of the day in all areas.
Doors should be wedged open to prevent handles being touched frequently where possible.

Lights should be left on to prevent transfer of germs from the light switch. Signs made as a reminder in areas such as staff toilets.

Corridors and staircases have tape markings laid out to indicate side to walk on (two way traffic).

Staff and children are requested to keep close to the side of the corridor to maximise social distancing while others are using the opposite side.

Timetables have been revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.

Primary Schools including Sudley Infant School are following Liverpool City Council guidelines for returning to school.

Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in class 'bubbles' where appropriate.

Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Alternate chairs removed from around table. Staff are requested to sanitise their table

			<p>area before leaving, ready for the next member of staff.</p> <p>Rooms are allocated to be used by staff for lunch (main staffroom/Meeting Room/Kitchenette), these will alternate on a weekly basis. Staff should remain within their year group bubble and limit their time in the room to a 25 minute period. This should allow all members of the year group bubble to access the space at some point during the lunch period but gives more flexibility.</p> <p>Staff not to use staffroom as a general work area if other rooms are available. Markings and signage to remind people to walk on the left on the passage way from the main gate to the playground.</p> <p>School is open until 4.45pm each day. Staff are asked to leave the premises as soon as they can after their working hours. Staff should not be in school unless they are timetabled to be.</p>	
3	Covid-19 virus: School reception and offices	Staff Visitors (including parents)	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes are kept stored separately from other items and cleaned and sanitised before reissue. The use of visitor lanyards has been suspended.</p> <p>Details of all visitors recorded including: name, date, area visiting, contact with staff, email and telephone contact. This is to comply with Test & Trace if required.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating has been removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>When moving around the office area staff should wear appropriate face coverings.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken unless sanitisation</p>	M

			<p>takes place between use.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning materials are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are requested to call back at a set time or told that the members of staff will call them back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use.</p> <p>Staff should only be behind the office counter if they are office based.</p> <p>Staff should not congregate in shared areas and only 1 member of staff should use the photocopier at a time</p> <p>Where possible, items for photocopying should be sent remotely. Any parts of the photocopier/shredder etc should be sanitised after use.</p>	
4	Covid-19 virus: Meetings	Staff Visitors (including parents)	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for</p>	M

			<p>use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Parent/carer consultation meetings with class teachers take place via telephone. Parent/carers to complete online form to identify convenient times on selected dates.</p>	
5	Covid-19 virus: Classrooms	Staff Pupils	<p>During any national or local lockdown, children will be grouped with children of the same year group where possible.</p> <p>Numbers of children registered will be monitored and Leadership will review risk assessments and logistics before accepting additional children to ensure adequate supervision is maintained according to available staffing levels.</p> <p>Bubbles should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Where possible, staff will be based in a consistent bubble. Where this is not possible, staff should ensure they maintain appropriate distance from other staff and children.</p> <p>Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils</p> <p>It has been recognised in Government advice to schools that younger children may not be able to maintain social distancing, therefore in EYFS classes the emphasis will be on separating groups, and for older children, it will be on distancing.</p> <p>In EYFS (Reception) classes will remain apart from other classes. Use of the outdoor learning area will be timetabled for each class and equipment cleaned between use. Tables are arranged in groups and children do not have 1 set place.</p> <p>In Key Stage 1 (Years 1 & 2)</p> <ul style="list-style-type: none"> • All desks face the same direction i.e. front of the classroom. • Pupils are seated side by side as opposed to opposite each other. • Children have a set place. <p>All classes are to take place in the same room (other than when using the hall or kitchenette) wherever possible to limit the numbers moving around the school.</p>	M

Chanting is allowed as a group or class but children should use ordinary voices and not shout or raise their voice.

When singing in small groups children should be positioned back-to-back or side-to-side (rather than face-to-face) whenever possible.

If using musical instruments, they must be cleaned before being used by another child.

For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.

Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.

All unnecessary items are removed from classrooms and teaching environments as much as possible.

Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.

School reading books kept in school each night during lockdown. Children have access to Bug Club online and passwords have been sent via ClassDojo.

Class reading record sheets show which member of staff has read with a child.

If unable to maintain 2m distance when reading or working closely with a child, staff should position themselves alongside or slightly behind the child.

Staff are advised to wear face coverings when listening to children read due to their close proximity.

Staff may wear a face covering around school or in classrooms if they wish to-this can be discussed with Leadership.

Children should not bring additional items from home such as toys, games etc.

Staff are encouraged to do marking in school where possible and take a minimal amount of work home to avoid cross contamination.

Cleaning of hands is encouraged when changing classrooms for different activities e.g. hall or

			<p>kitchenette.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Information to parents has been published on the school website.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>During full school opening, EYFS children will have a specific time in the hall to eat lunch. Children to sit in the hall in class 'bubbles'. Tables will be laid out so that class 'bubbles' are separated whilst eating.</p> <p>During full school opening, Year 1 & 2 children will collect their lunch from the hall and return to a classroom base to eat. They will sit in their usual seat.</p> <p>During partial school opening it may be necessary for all children to eat in their bubble classroom. This may change depending on staffing availability.</p> <p>Tape marking will be applied to dining hall if needed to indicate social distancing in the queue for school dinners.</p> <p>Dining hall tables and chairs will be wiped down before and after use.</p> <p>Children will sanitise their hands before and after eating.</p> <p>Children who bring packed lunches will store them inside their classroom. Children are expected to open their lunch boxes/bags and the contents of their lunch without assistance.</p> <p>Lunch times will be staggered to ensure class 'bubbles' do not mix. Each year will have a slot on the playground and to eat.</p> <p>Dining hall supervisors, cleaners and serving staff to maintain 2m social distancing between themselves and children wherever possible, indoors and outdoors.</p> <p>Kitchen serving staff have been advised to wear an appropriate face covering when they are unable to adhere to social distancing.</p>	M

7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors (including parents)</p> <p>Contractors</p>	<p>When not in full lockdown, school start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. It is imperative that parents adhere to the correct time.</p> <table border="1" data-bbox="633 199 1422 352"> <thead> <tr> <th></th> <th>Start of day</th> <th>End of day</th> </tr> </thead> <tbody> <tr> <td>Surnames A-G</td> <td>8.40am</td> <td>3.05pm</td> </tr> <tr> <td>Surnames H-N</td> <td>8.45am</td> <td>3.10pm</td> </tr> <tr> <td>Surnames O-Z</td> <td>8.50am</td> <td>3.15pm</td> </tr> </tbody> </table> <p>During full lockdown parents/carers will be notified about which entrances and exits to use at the start and end of the school day.</p> <p>Parents and carers are requested to drop their children off alone i.e. not both parents attending at once. Parents are advised to wear a face covering.</p> <p>Parents and carers are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. Messages should not be given verbally to staff on the door, instead parents/carers should telephone Parent line on 728-9639.</p> <p>Parents and carers requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Break times (including lunch) will be staggered for year groups to minimise mixing and dilute numbers using common areas such as walkways and toilets. Each year group is split into individual bubbles and uses a specific part of playground to maintain consistent bubbles. Children have been told to only play with children from their own bubble.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines.</p> <p>An external visitors policy statement has been provided by the Local Authority (revised in v7). This has been merged with our existing general guidance given to visitors who are providing enrichment or curriculum support (appendix 4). This is supplemented with specific guidance and discussions related to the service they are providing where appropriate.</p>		Start of day	End of day	Surnames A-G	8.40am	3.05pm	Surnames H-N	8.45am	3.10pm	Surnames O-Z	8.50am	3.15pm	M
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8	Covid-19 virus;	Staff	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing rule at all times, where practicable. • Limit number of surfaces touched, where possible. Keep doors open. 	M												

	Working and teaching within the school environment	Pupils Visitors Contractors	<ul style="list-style-type: none"> • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • Staff must limit number of people in staffroom to 10 at a time with only 8 sat at the table. • There should be only one adult in the staff toilet area at any time. <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>PE takes place outdoors wearing outdoor PE kit or indoors in the school hall. Windows and doors should be opened to aid ventilation unless other health & safety risk assessments prevent this.</p> <p>Leadership Team do not all work in the same room at the same time where possible.</p> <p>Where possible, information to parents will be published on the school website noticeboard, class pages etc rather than sent home on paper.</p>	
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff/caretaker are experienced and have received appropriate guidance.</p> <p>Existing school COSHH risk assessments held by G Francis reviewed as required.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Cleaning staff required to read PPE guidance and watch training videos previously detailed.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Hours worked by cleaning staff amended to aid cleaning throughout the day.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. Updated guidance (16 October) has been given to all staff (appendix 5).</p> <p>School will be fully cleaned at the start/finish of each school day.</p>	M

			<p>Caretaker and cleaners on site at various times throughout the school day and regularly touched items such as door handles, light switches, handrails etc. will be regularly wiped down and cleaned.</p> <p>Toilets are frequently touched surfaces, so they need to be cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home). Toilets can be used across bubbles.</p> <p>Frequency of cleaning toilets increased.</p> <p>Laptops and keyboards are cleaned with anti-bacterial wipes after use as these are high risk areas, especially the ones in the staffroom. Classroom laptops/keyboards are cleaned at the end of each day in addition to individual users cleaning after use.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Stair lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Equipment used in PPA sessions cleaned between groups by staff.</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Classrooms where a child or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p>	
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Children (and staff) who become symptomatic during the school day will be isolated from the rest of the class group and the parents (of children) will be called to come and collect them. Meeting Room and Jamieson Room are designated rooms for isolating any person showing symptoms if required. A specific toilet will be used which will be cleaned after the person has left the premises. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from isolated child, appropriate PPE should be</p>	M

worn e.g. a surgical face mask.

The remaining members of the class will move to a different room to reduce the risk of transmission and so that the original room can be deep cleaned. Any areas, items and surfaces the child has come into contact with should be thoroughly cleaned as soon as possible.

Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:

- If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal.

School has a small number of self-testing kits that can be provided to parents in exceptional circumstances. <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

The school understands how to contact the **Local Authority and** local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result. **The DFE are also able to assist with complex cases if required.**

If a member of the 'bubble' (staff or children) tests positive an investigation will take place to determine which staff or children need to be sent home and advised to self-isolate in line with guidance. This will be determined on a case by case basis.

If a child **or staff member** who displays symptoms **and self isolates** subsequently tests negative they are able to return to school **unless they have contact with a confirmed case.**

Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: R Thomas Date: 2.3.2021 <i>Please note an electronic signature will suffice.</i></p>
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Appendix 1



Appendix A – Covid 19 PPE Policy

Table 1.0	PPE						Additional items	
Scenario	Disposable plastic apron (single use)	Disposable gloves (single use)	Disposable fluid-repellent coverall/gown	Fluid-resistant (Type IIR) surgical mask	Filtering face piece class 2 or 3 or N95 respirator	Disposable/ eye protection (single use) ¹	Disposal bags (for waste) ²	Hand Hygiene (hand washing or hand sanitiser)
GENERAL ADVICE (e.g. applies to community settings, care homes, home care, general practice)								
Staff in contact with a person with no COVID-19 symptoms	Use as per normal for role							Yes
Staff helping people with COVID-19 symptoms but NO health or social care contact (maintain >2m social distancing)	No	No	No	No	No	No	Yes	Yes
Staff in contact with one person with COVID-19 symptoms <ul style="list-style-type: none"> • <1 metres • no Aerosol Generating Procedures 	Yes	Yes	No	Yes (single use)	No	Yes (where risk of splashing)	Yes	Yes

Staff in contact with a group of people with COVID-19 symptoms in a cohort area (<2 metres of symptomatic people)	Yes	Yes	No	Yes (sessional use) ³	No	Yes (where risk of splashing, sessional use) ³	Yes	Yes
Staff entry to cohort area (only if necessary) no contact with people with COVID-19 symptoms (>2 m social distancing)	No	No	No	Yes (sessional use) ³	No	No	Yes	Yes
Staff in contact with multiple people with COVID-19 symptoms sequentially in the same room i.e. clinic	Yes	Yes	No	Yes (sessional use) ³	No	Yes (where risk of splashing, sessional use) ³	Yes	Yes
CLEANING ADVICE								
Staff cleaning areas where people with COVID-19 symptoms are/have been (except high risk areas, see above)	Yes	Yes	No	Yes	No	Yes (where risk of splashing)	Yes	Yes
Staff cleaning areas where no ill clients are/have been	Yes	Yes	No	No	No	No	Yes	Yes

- **Acknowledgements to Surrey County Council Public Health and PHE South East Health Protection Team for producing similar tables on behalf of Surrey LRF SCG and sharing with partners nationally.**
- **National guidance is currently being awaited and this document will be updated as necessary.**

¹Risk assess single use, if single use eye protection is not available, it must be washed and dried between clients. Risk assessment should include likelihood of contamination with splashes, droplets or blood or body fluids may occur from a vomit, respiratory secretions (violent cough, sneeze or spit) or a splash from other bodily secretions; and/or from splashes generated from health / social care interventions such as respiratory / oral suction, intubation, and other activities related to resuscitation.

Please note that this is edited guidance with sections not applicable to our school removed.

Guidance

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Updated 1 March 2021

This guidance applies to:

- staff working in education, childcare and children's social care settings in England
- children, young people and learners who attend these settings
- their parents or carers

It explains the strategy for infection prevention and control, including the specific circumstances in which PPE should be used, to enable safe working during the coronavirus (COVID-19) outbreak. If something is essential for public health reasons, as advised by Public Health England (PHE), this guidance uses the term 'must'. This guidance does not create any new legal obligations.

Effective infection protection and control

There are important actions that children and young people, their parents and carers, and those who work with them, can take during the coronavirus (COVID-19) outbreak to help prevent the spread of the virus.

The main way of spreading coronavirus (COVID-19) is through close contact with an infected person. When someone with coronavirus (COVID-19) breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes coronavirus (COVID-19). These particles can be breathed in by another person. Surfaces and belongings can also be contaminated with coronavirus (COVID-19) when people who are infected cough or sneeze near them or if they touch them. If you have coronavirus (COVID-19), there is a risk that you will spread the virus onto surfaces such as furniture, benches or door handles even if you do not touch them directly. The next person to touch that surface may then become infected.

In all education, childcare and children's social care settings, preventing the spread of coronavirus (COVID-19) involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

Public Health England (PHE) advise that the way to control the virus is the same, even with the current new variants. A range of protective measures must be employed to reduce the risk of transmission of the infection. These can be seen as a system of controls that, when implemented in line with their wider risk assessment, creates an inherently safer system in which the risk of transmission of infection is substantially reduced. These controls are grouped into 'prevention' and 'response to any infection' and are outlined in

more detail in the following sections. We are further strengthening the measures to provide more reassurance and to help decrease the disruption the virus causes to education.

Information on how to implement the system of controls in each particular setting can be found in the [guidance for schools](#).

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting

If you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), or have someone in your household who is, (including in your support or childcare bubble if you have one), you must not be in an education or childcare setting. You must stay at home, in line with the [guidance for households with possible coronavirus infection](#).

If you have symptoms you should arrange to have a test to check if you have coronavirus.

2. Ensure face coverings are used in recommended circumstances

For guidance on where face coverings should be worn in education and childcare settings, see the [guidance on face coverings in education](#). Sector specific information is available in the [guidance for schools](#)

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Clean your hands more often than usual, particularly:

- after arriving at the setting
- when returning from breaks
- when changing rooms
- before and after eating or handling food
- after touching your face, blowing your nose and sneezing or coughing

To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important. Avoid touching your mouth, eyes and nose. Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser. [Make sure that enough tissues and bins are available to support children, young people and students to follow this routine.](#)

The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

Cleaning should be generally enhanced, including:

- more frequent cleaning of rooms or shared areas that are used by different groups
- cleaning frequently touched surfaces more often than normal, such as:
 - door handles
 - handrails
 - table tops

- play equipment
- toys
- electronic devices (such as phones)
- cleaning toilets regularly
- encouraging children, young people and students to wash their hands thoroughly after using the toilet
- if your site allows it, allocating different groups their own toilet blocks

When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces.

All education, childcare and children's social care settings should follow the [PHE guidance on cleaning for non-healthcare settings](#). This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

6. Consider how to minimise contact across the site and maintain social distancing wherever possible

You must, as much as possible, alter the environment of your setting (such as classroom layout) and your timetables (such as staggered break time) to minimise contacts and mixing between individuals. The overarching principle to apply is reducing the number of contacts between staff, children, young people and students.

Further information on how this can be implemented in each setting is available in the [guidance for schools](#),

7. Keep occupied spaces well ventilated

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.

It is important to ensure that occupied spaces are well ventilated and a comfortable environment is maintained.

Natural ventilation

Open windows for natural ventilation. In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air.

If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so).

Balancing the need for increased ventilation while maintaining a comfortable temperature

You may want to consider:

- opening high level windows in colder weather in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing
- rearranging furniture where possible to avoid direct draughts

Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.

Further advice on this can be found in [Health and Safety Executive \(HSE\) guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) guidance](#).

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as [PPE \(personal protective equipment\)](#). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth.

Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:

- if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- when performing aerosol generating procedures ([AGPs](#))

Depending on local arrangements, education and childcare settings may be able to access PPE for their coronavirus (COVID-19) needs via their local authority or local resilience forum. In this context, education and childcare settings means all registered childcare providers, schools (including independent schools, special schools, 16 to 19 academies and alternative provision) and FE providers.

For information on the arrangements in your local area, read personal protective equipment (PPE): local contacts for providers (<https://www.gov.uk/guidance/personal-protective-equipment-ppe-local-contacts-for-careproviders>).

Where these local arrangements are not in place, education and childcare settings are responsible for sourcing their own PPE. Read the technical specifications for personal protective equipment (PPE) (<https://www.gov.uk/government/publications/technical-specifications-for-personal-protective-equipment-ppe>).

In addition to existing procurement routes, settings and local authorities can source PPE and cleaning products through the Crown Commercial Service (CCS) safer working supplies website (<https://www.crowncommercial.gov.uk/covid-19/covid-19-buyer-information/safer-working-supplies/>). Suppliers and products listed on this website meet standards set out by the Department of Health and Social Care. Products purchased through this route will not detract from supply available to medical settings. In addition, public sector buying organisations have pre-existing experience and relationships across the education, childcare and children's social care sectors. Some of these organisations have e-catalogues offering PPE and cleaning products. They include:

- ESPO (<https://www.espo.org/catalogue>)
- YPO (<https://www.ypo.co.uk/products>)
- NEPO (<https://www.nepo.org/associate-membership>)

Regardless of local arrangements, if any education or childcare setting has an urgent unmet need for PPE they should contact their local authority. For urgent unmet need, local authorities should support settings to access PPE suppliers and locally available stock, including through coordinating the redistribution of available supplies according to priority needs.

If the local authority or local resilience forum is unable to respond to an education or childcare setting's unmet urgent need for PPE, they will need to make their own judgement in line with their risk assessment as to whether it is safe to continue to operate.

9. Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of our plan to suppress this virus. Settings should follow the guidance set out for their particular setting:

- [primary schools, school-based nurseries and maintained nursery schools](#)

Response to any infection

10. Promote and engage with the NHS Test and Trace process

To respond if anyone within the setting is suspected or confirmed to have coronavirus (COVID-19), education, childcare and children's social care settings and providers must ensure they:

- understand the [NHS Test and Trace process](#)
- take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19)
- report confirmed cases of coronavirus (COVID-19) through the [online attendance form daily return](#) - settings should also continue to inform their local authority of any confirmed cases

Anyone who displays symptoms of coronavirus (COVID-19) must self-isolate immediately and get a test. Tests for symptomatic illness can be booked online through the [NHS Test and Trace](#) website, or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education, childcare or social work, and their households, have [priority access to testing](#). Schools and FE providers also have access to a small number of home testing kits for use in line with our [guidance on home testing kits](#).

For further advice on how to respond to a confirmed case of coronavirus (COVID-19), contact the PHE dedicated advice by calling the DfE coronavirus helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Settings will be put through to a team of NHS Business Services Authority advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required, the adviser will escalate the setting's call to the PHE local health protection team.

Based on the advice from the PHE dedicated advice service (or PHE local health protection team if escalated), settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Based on the advice from the PHE dedicated advice service (or PHE local health protection team if escalated), settings must ask those people who have been in close contact with the person who has tested positive to self-isolate for **10 full** days since they were last in close contact with that person when they were infectious.

Following the launch of the NHS COVID-19 app in England, settings may find it helpful to refer to the [guidance on the use of the app in schools and further education colleges](#). The app is intended for use by anyone aged 16 and over, including staff members, if they choose to do so. You should understand how the app relates to your setting's process for managing a positive case or an outbreak.

Further guidance is available on [NHS test and trace](#), and there is also further [guidance for schools](#), [guidance for further education](#) and [guidance for early years providers](#).

Working work safely in specific situations, including where PPE may be required

Reference to PPE in the following situations means:

- fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

Children who regularly spit or require physical contact

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.

The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments.

In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.

Read guidance on [cleaning for non-healthcare settings](#).

Non-residential settings: what should be done if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) and needs to be cared for until they can return home?

If a child, young person or student develops symptoms of coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the needs and age of the individual. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). [Read further information on the circumstances in which PPE should be used in section 6 of the system of controls.](#)

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital, **unless advised to**.

Any members of staff who have provided close contact care to someone with symptoms, **regardless of whether they are** wearing PPE, and any other members of staff or **children** who have been in close contact with them **are only required** to go home to self-isolate **if**:

- they develop symptoms themselves, in which case, they should also arrange to have a test
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated
- **they have tested positive from a lateral flow device (LFD) test as part of a community or worker programme**

Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area around the person with symptoms should also be cleaned after they have left to reduce the risk of passing the infection on to other people.

Read [COVID-19: cleaning of non-healthcare settings guidance](#).

Anyone in an education, childcare or non-residential children's social care setting who develops symptoms of coronavirus (COVID-19) - a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia) - however mild, should self-isolate immediately for the next 10 full days counting from the day after their symptoms started. If they did not have any symptoms but have had a positive test (whether this was an LFD or polymerase chain reaction (PCR) test), they should self-isolate from their test date.

If anyone tests positive while not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they develop symptoms.

Anybody who is contacted by NHS Test and Trace or the local health protection team and told to self-isolate because they have been a close contact of a positive case has a legal obligation to do so.

Early years settings

Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided.

Read guidance on [cleaning for non-healthcare settings](#).

Early years settings can operate at normal group sizes. You should still consider how you can minimise mixing within settings, for example, using different rooms for different age groups, keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).

We know that travel patterns differ greatly between settings. If those patterns allow, you should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave the setting. Staggered start and finish times should not reduce the amount of overall time children spend in the setting. A staggered start may, for example, include keeping the length of the day the same but starting and finishing later to avoid busy periods.

PPE for tasks involving changing nappies

Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus (COVID-19). This includes continuing to use the PPE that they would normally wear in these situations, for example, aprons and gloves. If a child shows symptoms, they should not attend a childcare setting. They should be at home and get tested.

PPE and first aid

Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

Social distancing: young children or children with SEND

Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.

It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.

As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.

Disposing of PPE and face coverings

Used PPE and any disposable face coverings that staff, children, young people or students wear should be placed in a refuse bag and can be disposed of as normal domestic waste. If the wearer has symptoms of coronavirus (COVID-19), disposal of used PPE and face coverings should be in line with [COVID-19: cleaning of non-healthcare settings outside the home](#).

Used PPE and disposable face coverings should not be put in a recycling bin or dropped as litter. Education, childcare and children's social care settings should provide extra waste bins for staff and customers to throw away disposable face coverings and PPE and should ensure that staff and customers do not use a recycling bin.

[Settings should communicate clearly to pupils, staff and visitors a process for when face coverings should be worn within certain settings.](#)

The safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of reusable face coverings in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. [Staff, pupils and students may consider bringing a spare face covering to wear in the event that their face covering becomes damp during the day.](#) See further guidance on [face coverings in education settings](#).

To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of coronavirus (COVID-19), including people who are self-isolating and members of their household:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

Read [COVID-19: cleaning of non-healthcare settings outside the home](#).

Full guidance can be read here:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Use of Personal Protective Equipment (PPE)

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in **primary** education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including the use of PPE.

PPE available through LCC procurement includes:

- Surgical Masks
- Gloves
- Aprons
- Gowns
- Visors
- Hand Sanitiser

It is important that schools plan for and only order what they need for following week.

Step-by-step guide to putting on and taking off PPE

Please watch the Public Health England training videos on YouTube and confirm to Leadership. All staff must email P Mylett to confirm that they have viewed the video and read the instructions before attending work.

Donning PPE: https://www.youtube.com/watch?v=-GncQ_ed-9w. (6.44mins)

Doffing (removing) PPE: <https://www.youtube.com/watch?v=oUo5O1JmLH0> (5.12 mins)

Before putting on PPE check it is the correct size, ensure you are hydrated, tie hair back, remove any jewellery and perform hand hygiene.

Put on items in this order

1. Put apron on and tie at waist.
2. Put face mask on and position the upper straps on the crown of your head, and the lower strap at nape of neck. With both hands, mould the metal strap over the bridge of your nose.
3. Put on eye protection if required.
4. Put on gloves.

Take off items in this order

1. Take off gloves. Grasp the outside of glove with the opposite gloved hand and peel off. Hold the removed glove in the remaining gloved hand. Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.
2. Clean your hands.
3. Unfasten or break apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.
4. Take off eye protection, if worn. Use both hands to handle the straps by pulling away from face and discard.
5. Clean your hands.

All used PPE should be double bagged and disposed of appropriately.

Appendix 4

External Visitors Policy – Covid-19

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.

If visitors do come on site, they should follow the school Covid-19 risk assessment. If the visit is going to take place outside of the scope of the risk assessment, then an additional risk assessment should be conducted.

All visitors on a school site should register and relevant staff should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record should be kept of all visitors because if necessary these records will be used to identify potential contacts.

Details needed to be collected customers and visitors include:

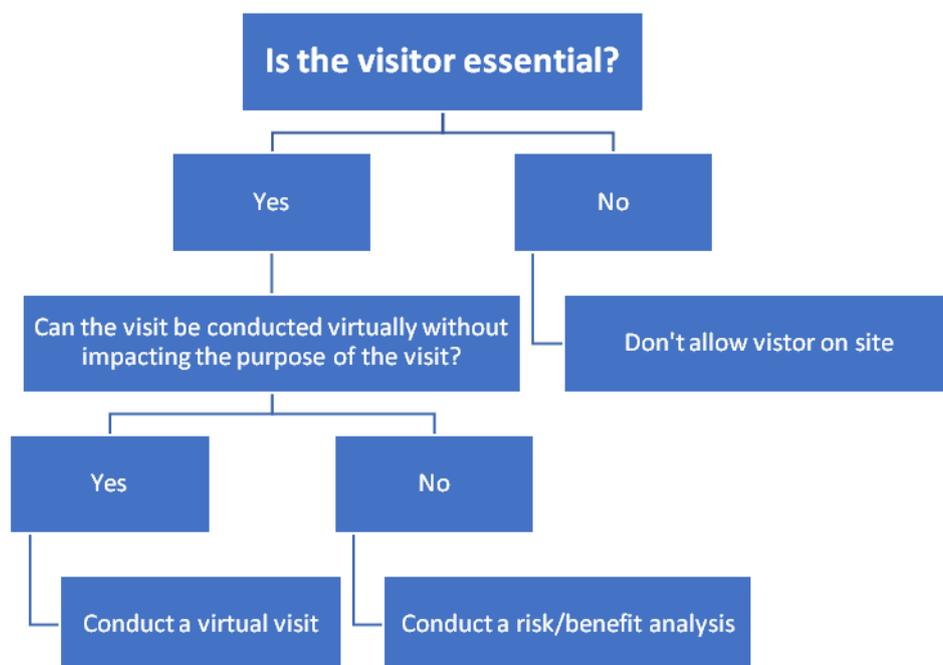
- the name of the customer or visitor
- a contact phone number and/ or email address for each visitor
- date of visit
- arrival time
- departure time

Details need to be kept for 21 days in line with the schools GDPR policy.

Visitors should be informed that their name and contact details may be passed to NHS Test & Trace by the establishment if requested.

Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance, and so the use of small offices may not be suitable, for example.

In order to ensure that the welfare of children's needs is met, schools need to determine which services are needed on site and which can be done virtually. A risk-benefit analysis should take into consideration both the risk of additional visitors on the school site against the potential impact on a child's welfare, health and wellbeing if the visit doesn't take place. The flow chart below indicates at what stage the risk-benefit analysis should take place. For the visitor to come on site the conclusion of the risk-benefit analysis should be that the benefit of the visitor coming on site far exceeds that of the visitor not coming on site.



Enrichment activities & use of external providers

External staff providing enrichment or curriculum support need to be made aware of the following guidelines before starting work.

- All staff must read guidance about PPE, and cleaning before starting work.
- Where possible and appropriate, sessions will take place outdoors.
- Staff will be made aware of the school risk assessment.
- At least 1 member of bubble staff will remain with any group to help reinforce social distancing.
- Where possible a specific set of resources should be used for each bubble group, ideally 1 per child although this depends on the activity.
- All equipment must be cleaned before and after use as well as between different groups, following cleaning guidance.
- Activities can not include physical contact and appropriate social distancing must be reinforced.
- High risk activities such as singing should be avoided, instead stories, flashcards, creative tasks etc. should be utilised (remembering that bubble groups are mixed ability).
- There will be an adequate gap between sessions for staff to clean resources, prepare and wash their own hands.
- For a classroom based session, staff must ensure that they maintain appropriate social distance from children and other staff. Resources must not be shared from other classrooms without being thoroughly cleaned.
- Where possible, rooms used will have open doors and windows to aid ventilation and lower the risk of cross-contamination of surfaces.

Guidance

COVID-19: cleaning in non-healthcare settings outside the home

Updated 16 October 2020

Please note: this guidance is of a general nature. Employers should consider the specific conditions of individual places of work and comply with all applicable legislation, including the Health and Safety at Work Act 1974.

Background

The risk of coronavirus (COVID-19) infection depends on many factors, including:

- the type of surface contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.

Social distancing, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.

General principles of cleaning during the COVID-19 pandemic

This section provides general cleaning advice for non-healthcare settings where no one has symptoms of, or confirmed COVID-19. For guidance on cleaning where there has been a person with symptoms of, or confirmed COVID-19, please refer to the section on [principles of cleaning after a case has left the setting or area](#).

There is also additional guidance for employers and businesses on working safely during the COVID-19 pandemic.

Cleaning and disinfection

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Laundry

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

Kitchens and communal canteens

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

Bathrooms

Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then

additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) [Health Protection Team](#) can advise on this.

Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as [outlined below](#).

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household waste can be disposed of as normal.

Appendix 6

Partial school closure due to national lockdown

In the event of a full national lockdown school will continue to be open for children of critical workers. School will send out a text/email with details of how to register for this service should current national advice change. Children will be placed in bubbles which is likely to include children from other classes and may not be with the usual class teacher. It is important that children are made aware of this and understand before attending school.

Guidance about who is classed as a critical worker can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

In line with Government guidance, up to 3 hours of work will be set on ClassDojo. It is important that parents sign up to ClassDojo to access it. Activities set will be planned to allow families to complete them at a convenient time; there will be no requirement to log on at a specific time for interactive content.

Parents who have previously requested a paper copy of any worksheets will be able to collect packs at a specific time. Where possible, this will be weekly.

Communication between parents/carers and class teachers will be via ClassDojo. There may be times that the office is not staffed or not running at usual capacity and therefore responses to other queries may be delayed.

Use of face coverings in school

This information is taken from 'Schools coronavirus (COVID-19) operational guidance'- published in February 2021.

Ensure face coverings are used in recommended circumstances

In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and visitors are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.

There is a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

Safe wearing and removal of face coverings

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. You must instruct staff to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom