



Date of Assessment: 2nd September 2021

School Assessor: Sean Smith

GENERAL PRECAUTIONS

There has been a requirement to have in place a COVID-19 safe system of work from the outset of the pandemic. COVID-19 remains a health risk and therefore preventative measures must continue to be in place, and all employees have a legal duty to comply with prevention controls. This Safe System of Work also takes account of a potential rise in other respiratory viruses and exposure to other infections.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

We will continue to regularly review our own control measures, discussing with staff and recording any revisions to arrangements and communicate any changes as necessary. This is particularly important where a COVID 'outbreak' occurs. We will follow guidance contained within the ERYC Schools Coronavirus (COVID-19) Support and Guidance document and from the Local Authority/Public Health.

An outbreak, as defined, is whichever threshold from the following is reached first:

- ✘ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- ✘ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

As per guidance, we have in place a reporting procedure for positive cases, and a contingency plan. Additional measures identified (in conjunction with Public Health) are included as part of the school's infection prevention and control risk assessment as part of an ongoing review.

Schools must also familiarise themselves with Notifiable Diseases and the reporting procedure.

Safe systems of work/risk assessments are uploaded to our school website to ensure ongoing communication with all stakeholders.

The following are the system of prevention controls.

Schools must always implement the following:

1. Ensure good hygiene for everyone – hand and respiratory
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In addition, schools should continue to:

1. Ensure individuals wear the appropriate personal protective equipment (PPE) where appropriate.
2. Minimise the frequency and duration of close contact amongst staff to safeguard health and business continuity.

This Safe System of Work details the key prevention controls to help prevent direct and indirect transmission of infection and more specifically how we are minimising risk within school.

Contact Tracing and Isolation

Close contacts will now be identified via NHS Test and Trace who will work with the positive case and/or their parent to identify close contacts. Schools will be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- Fully vaccinated adults: those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme, at least 14 days prior to contact with a positive case
- Children and young people: those under the age of 18 years and 6 months
- Clinical trial participants: those who have taken part in - or are currently taking part in - an MHRA approved Covid-19 vaccine clinical trial
- Medical exemptions: those who can evidence that they cannot be vaccinated for medical reasons.

Instead, close contacts will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and will check if they are legally required to self-isolate and if not, they will be advised to take a PCR test.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal, unless they are waiting for the results of a PCR test. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Isolation required

Anyone who is over the age of 18 years and 6 months and is unvaccinated, has only received one dose of their vaccine, or had their second dose less than two weeks ago must isolate for 10-days from last contact.

Prevention of Direct Transmission (Coming into close contact with individuals with an infection)

Any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:

- **They have symptoms of COVID-19**

The main symptoms of COVID-19 are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

- **They have received a positive PCR test result**
- **They are awaiting results of a PCR test result following a positive lateral flow test**

They must not attend the school and must follow the following guidance:

[Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

This must be reiterated through communication with staff and parents. All staff should be encouraged to receive vaccinations against COVID-19 and other vaccines in line with the national immunisation programme (such as MMR or BCG.)

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

- All staff must continue, as far as possible, to reduce the number of contacts, the duration of contact, and the frequency of contact across the school day.
- Large staff meetings should continue to be held virtually where possible.
- Schools are encouraged to continue recommending adult visitors to the school wear a face covering when moving around the site and in communal/shared spaces.
- Schools are encouraged to implement a 'keep left' system in corridors.
- Furniture/displays should be minimised as much as possible to ensure walkways are unobstructed and do not create 'pinch points'
- Details of visitors must be recorded - this includes the date and time of visit, who they visited and their contact details.
- Tissues should always be readily available in classrooms for good respiratory hygiene. Everyone should be regularly reminded to use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing.
- Ensure bins are available in each classroom and other key locations to encourage 'catch it, bin it, kill it.' Bins must be emptied frequently.
- PPE to be available and worn as appropriate.
- Use outdoors for activities as much as possible.
- Encourage staff to undertake asymptomatic testing through lateral flow device tests regularly, such as twice weekly. If a positive lateral flow result is received the individual must self-isolate and arrange a PCR test.
- Make use of electronic communication to staff and parents as much as possible

<p>Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance ■ Spread of infection due to poor practices. <p>Who Might be Affected:</p> <ul style="list-style-type: none"> ■ Staff ■ Contracted staff ■ Students ■ Supply Staff ■ Visitors/Contractors 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Record details of visitors to the school ✓ Minimise close contacts as much as possible ✓ Promote the 'catch it, bin it, kill it' message and have plentiful supply of tissues 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Attend work if you have symptoms of infection ✗ Arrange large staff gatherings where this can be done through safer means, such as MS Teams.
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Indirect Transmission (Contact with infection through contaminated equipment or surfaces)

- Display posters which support the key messages of infection control prominently throughout the school site.
- Access to handwashing facilities or hand sanitiser should always be available throughout the school, including in toilets and each classroom if possible. Cleaning hands must be done more frequently and thoroughly than usual by staff, pupils and visitors, including (but not limited to):
 - Upon arrival at school,
 - Before and after eating,
 - After coughing or sneezing,
 - When they change rooms
 - After using shared equipment (such as photocopiers, trim trails, curriculum resources)

Soap and water is preferable before eating. Hand sanitiser must include a minimum alcohol content of 60%. For younger children, or children with skin sensitivities, skin friendly cleaning wipes are an acceptable alternative.

- Ensure that all cuts, grazes or other areas of broken skin are covered by clothing and/or a waterproof dressing.
- Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles, light switches, hand dryer buttons, the kitchen servery, etc) and equipment (sports equipment, IT equipment). The cleaning solution must meet the EN14476 standard which is effective against coronavirus, and ideally be completed using disposable cloths or wipes.
- Prepare a 'Disinfection & Hygiene Station' within each classroom with access to disposable towels and disinfectant spray, tissues and hand sanitiser to allow staff to regularly sanitise as required.
- Consider the use of shared staff equipment such as photocopiers, telephones, or kitchen appliances. Cleaning supplies must be available for use in between individuals. Make staff aware of the need to clean before using and make this as easy as possible by making cleaning supplies accessible.
- Ventilate occupied spaces to minimise transmission through inhalation and contact with contaminated surfaces.
- Ventilated spaces will be monitored and CO2 monitors used as per guidance and as provided.

<p>Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance ■ Spread of infection due to poor practices. <p>Who Might be Affected:</p> <ul style="list-style-type: none"> ■ Staff ■ Contracted staff ■ Students ■ Supply Staff ■ Visitors/Contractors 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Clean hands frequently and thoroughly ✓ Have a cleaning regime in place that pays particular attention to shared areas and equipment 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Work in unventilated or poorly ventilated areas for extended periods
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General Information - Parents

- The school is continuing to use external classroom doors where provided to avoid forming crowds and pinch points - signage is displayed at key points and external classroom doors to remind parents where to drop off and pick up.
- Parents can enter through the pedestrian buzzer gate at Bellfield and the front pedestrian path and the gate at Ashfield at drop off (between 8.40am and 8.50am) and collection at the end of the day (3.30pm).
- No parents/carers are allowed to enter any part of the school building including the reception, office and classrooms.
- Parents must leave the school site promptly and not congregate on site or by school gates.
- Parents are not to give verbal or written messages to any staff - any messages that are not for teachers and urgent messages such as illness and absence, must be telephoned or emailed to the office. Parents will be asked to pass on non-urgent messages that need to be given to teachers through the Class Dojo system in school.
- The school will use alternative means of communication wherever possible – electronically communicating messages and documents to parents and through online meetings and phone calls.
- Parents late for drop off will ONLY be allowed to enter via the pedestrian gate at the front of the school and will need to report via the office and wait outside the entrance but not enter the building/reception.
- If any medical appointments need to be attended by children, parents are to make arrangements by emailing or telephoning the office.

- Medical consent forms must be emailed by parents to admin@carrlaneprimary.net and not brought into school. The school cannot administer medication without a completed consent form.
- Medication from parents to be brought to classroom exit at drop off time and given to teaching staff promptly - teaching staff are responsible for medication to be stored appropriately within the classroom unless the medication needs refrigeration. If parents are dropping medication off during the day, please use the front pedestrian gate to notify the office staff, who will collect the medication from you.
- Parents reminded that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Pupils may therefore wear additional and suitable indoor clothing.
- The Breakfast Club and Out of School Club will be open for children.
- After school clubs (such as sports, drama) will start from w/c 13th September 2021.
- The school will provide hot meals and packed lunches to eat in the Halls.
- Birthday sweets and cake can be brought into school from children's homes for the class but must be taken home and eaten at home under parental supervision due to allergens (no nuts in products).
- Children to wear school uniform as per school uniform policy (including school shoes) every day and to ensure they bring PE kit for PE sessions.
- Parents must remind children of appropriate hand hygiene whilst at home, when leaving for school and arriving home.
- Children who are unable to attend school because they are complying with clinical and/or public health advice will be offered access to remote education and weekly contact will be made by the school between parents/children.
- Devices loaned to families who meet the Government's criteria will follow loan procedures, including requiring a signed loaned device agreement and returning procedures as notified by the school.
- No cash is to be brought into school. Payments for items such as school meals are to continue to be paid online via Pay 360.
- Specific arrangements created for dropping off and collecting using external classroom doors to avoid gatherings and pinch points on site:

Morning drop off and Afternoon collection

- All entrances and exits will be open (no parents are permitted to use the car park between 8.30am and 5.00pm – they will not be allowed through).
- School officially starts at 8.50am. Doors will be open from 8.40am to ease the flow of children into the building. Please note, external doors will be locked at 8.50am and late arrivals will need to enter via the office and will be marked as late.
- External classroom doors will be locked at 8.50am and gates will be locked by 9.00am.
- Children in all year groups, except Year 3 and Year 6, will continue to enter via their own individual class door.
- Year 3 children only are to enter via the normal year 3 doorway
- Year 6 children only are to enter via the normal Year 4-6 doorway
- KS2 children arriving unaccompanied must not arrive early and must enter directly into class.
- Children in EYFS, Year 1 and Year 2 must be picked up by an adult as per normal.
- Children in Years 3 to 6 may make their own way home, at 3.30pm, as per normal.
- Playgrounds are not supervised and children should not arrive on school grounds before 8.30. As usual, for safety, infant children must not arrive unescorted.

School Day Timetable

	EYFS/KS1	KS2
Class doors open	8.40	
Class doors close	8.50	
Session 1	8.50- 10.00	
Assembly	10.00 - 10.15	
Break	10.15 - 10.30	
Session 2	10.30 – 11.55	10.30 – 12.10
Lunch	11.55 – 1.10	12.10-1.10
Session 3	1.10-2.15	
Break	2.15-2.30	
Session 4	2.30 – 3.30	

General Information - Visitors/Contractors



Adult visitors are asked to continue wearing a face covering when moving around the site and in communal/shared spaces.

Visits must be by appointment only and close contact minimised as much as possible.

Details of visitors must be recorded - this includes the date and time of visit, who they visited and their contact details.

Supply Staff must be provided with a copy of the school's COVID Prevention Safe System of Work.

- Staff to ask their visitor to bring a face covering.
- Staff to identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for minimised close contact and that the room is well ventilated.
- Staff to provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a lidded pedal bin.
- Cleaning hands must be done more frequently and thoroughly than usual by visitors, including (but not limited to):
 - Upon arrival at school,
 - Before and after eating,
 - After coughing or sneezing,
 - When they change rooms
 - After using shared equipment (such as curriculum resources)

General Information/Infection Control - All Staff

- All staff must continue to reduce the number of contacts, the duration of contact, and the frequency of contact across the school day between individuals as much as possible, especially at break and lunch times - wherever they are, inside or outside the building. Contact within 2 metres should be avoided at all times and not for more than 15 minutes during one day, except in certain circumstances such as administering first aid to other staff members.

A close contact is with someone who has tested positive for COVID-19 and includes:

- Face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- Being within one metre for one minute or longer without face-to-face contact
- Being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

- The staff room use should be minimised and restricted to preparing and eating meals and drinking and should be well ventilated. Staff should minimise contact with other staff, use cleaning supplies to clean all equipment after use (dishwasher, fridge, hot water boiler) and surfaces used and maintain robust hand hygiene. Staff must clean school provided cutlery and crockery themselves after personal use and not leave on the worktop or draining board. If staff use their own utensils, please ensure you take them home to clean. Only one person can access the staffroom kitchen at any one time and an entrance poster is on display to remind staff. Furniture will be positioned appropriately to minimise close contact between staff.
- Large staff meetings should continue to be held virtually where possible.
- We will continue to implement a 'keep left' system in corridors, with lines down the middle of the floor for segregation
- Furniture/displays should be minimised as much as possible to ensure walkways are unobstructed and do not create 'pinch points'.
- Instructions provided for staff on how to wear, store and dispose of face coverings – see guidance regarding wearing of PPE at the end of the document.
- Guidance on display in toilets on hand hygiene.
- Staff to remind children not to put hands in mouth/lick hands after touching hand sanitiser and staff are to avoid touching their mouth, nose and eyes.
- Cleaning hands must be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day. Soap and water

is preferable before eating. Minimum 60% alcohol content hand sanitiser is available to be used at the front entrance, in all classrooms and the staffroom and instructional sanitising posters on display with each sanitiser dispenser.

- A 'Disinfection & Hygiene Station' is provided in each classroom and other key areas with access to PPE, disposable towels and sanitising spray, tissues and hand sanitiser to allow staff to regularly sanitise as required.
- Tissues are available at all times across school for good respiratory hygiene. Everyone should use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff should monitor children doing this within their class. Staff and children to use tissues to cover mouths and noses when coughing or sneezing. If no tissue is immediately available, crook of elbow should be used to capture droplets. Tissues are to be disposed of in bagged lidded pedal bins.
- Double bagging (e.g. place used tissues and PPE in one bag and place bag inside a bagged lidded pedal bin) required if cleaning activity performed following a suspected or confirmed case of COVID-19 and stored for 72 hours.
- Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' pedal bins. You do not need to put them in an extra bag or store them for a time before throwing them away.
- Ensure spaces can be ventilated through opening windows and internal doors (as long as they are not fire doors) to enable cross ventilation as much as possible.
- Black pedal lidded bins are available in various locations across school (including classrooms) to encourage 'catch it, bin it, kill it'.
- All stocks of soap, paper towels, PPE, wipes and dispenser gel will be checked daily and replenished by cleaning staff.
- An enhanced cleaning programme is in place to enable more frequent cleaning of rooms / shared areas and frequently touched surfaces being cleaned more often than normal, particularly at lunchtime.
- Computer and individual office equipment is cleaned by the staff member using the equipment, such as keyboards, mouse, stapler.
- Shared equipment such as photocopier, telephones, shredder must be used sensibly by staff and close contact minimised from other staff as much as possible and maintain hand hygiene. If staff are already using the copier, please wait at an appropriate distance or return as appropriate. Staff are not to congregate near the facility and must clean equipment and maintain appropriate hand hygiene after using the equipment.
- Assemblies involving multiple school class groups and also collective groups of staff or children can take place.
- Staff are asked to undertake asymptomatic testing through lateral flow device tests twice weekly, before coming into school. If a positive lateral flow result is received the individual must self-isolate and arrange a PCR test.
- Staff car-sharing must be discouraged to enable close contact to be minimised between staff.
- For safety and security purposes, only office staff are to let visitors through the car park or pedestrian gates.

General Information - Teaching Staff

Teaching staff are to minimise risk of transmission as follows:

- Staff minimising close contact from other staff as much as possible unless this cannot be accommodated, e.g. providing first aid to other staff.
- Staff can use the PPA Room for PPA if available, which can accommodate 1 staff member at once.
- Staff can continue to work in classrooms after the school day minimising close contact from cleaning staff as much as possible.
- Make use of outdoors for activities as much as possible.
- Staff to clean and disinfect frequently touched classroom surfaces and equipment throughout the day: door handles/plates, sink/ taps, sanitiser dispenser, furnishings, toys and equipment to reduce cross contamination.
- Ensure spaces can be ventilated but thermal comfort must not be compromised – refer to Premises section.
- Cloakrooms can be used by children for storing coats and PE kit.
- Children are to place packed lunches (where home provided) on their respective labelled trolleys.
- Teaching staff are to keep all classroom surfaces tidy and organised at all times to ensure appropriate cleaning.
- Singing activities can take place.
- Water bottle and packed lunch box is to be taken home daily and cleaned appropriately with detergent and water.
- Water fountains around schools have been adapted to incorporate a filling water bottle facility and therefore can be used for children to fill up water bottles. Children can also fill water bottles at classroom sinks (KS1) - manual taps wiped after use, then appropriate hand hygiene and taps turned off with tissue. Children are not to use the water fountains for direct drinking and to use them for filling water bottles only. Signs are displayed reminding children of this and staff asked to remind the children.
- Educational day visits and domestic residential education visits must be conducted in line with relevant COVID-19 secure guidelines and the Local Authority's Visits' risk assessment followed when planning a visit.

General Information - Kitchen and Lunchtime Staff

- Lunchtime staff to clean tables before and after use and must wear appropriate PPE (aprons and gloves) following guidance at the end of the document – wiped down first with warm soapy water and then sanitise sprayed. Please spray on to cloth and not direct on to tables to avoid airborne spray droplets.
- School provided sandwich options will be provided on plates in KS2 Hall.
- Cutlery, beakers and water to be placed on the tables.
- Puddings to be obtained by staff on request by children.
- Trays will not be used.
- Lunchtime staff to ensure halls must be well ventilated.
- Lunchtime staff to minimise close contact with other staff as much as possible.
- More detailed allergen information for sandwich options required for school trips or children self-isolating after following public health guidance will be available to view by parents on the school website for compliance.
- A list of children with allergies will be provided daily to the kitchen by the office for children requiring school meals/sandwich options.
- Checklists are provided to KS2 Hall lunchtime staff detailing pupil lunch and dietary requirements to enable checklists to be ticked off as children queue for food.
- Lunchtime staff to clean the KS2 Hall floor daily.
- Appropriate hand hygiene to be carried out by children.
- Children are to clean/sanitise their hands on entering the classroom after play.
- All equipment which can be cleaned, is regularly cleaned with clinical surface wipes after use (e.g. footballs). All used cleaning materials are to be disposed of in the black lidded pedal bin and hands must be washed with soap and running water after any cleaning activity. Double bagging is required if cleaning following a suspected or confirmed case of COVID-19 and stored for 72 hours.
- First aid bags are to be taken on to the playground and minor first aid administered on the playground. Recording forms to be completed as appropriate, i.e. if significant mark/injury or head injury is sustained by the pupil, the A4 record form must be completed to enable parents to be notified by staff.

General Information – Premises / Cleaning Staff

- Staff to ensure that spaces can be ventilated. This can be achieved through natural ventilation – opening windows (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 (as long as they are not fire doors and where safe to do so). If necessary external opening doors may also be used (taking in to account safeguarding and security arrangements.)
- Thermal comfort must not be compromised. Heating can, and should, be used as necessary in occupied spaces.
- Staff should avoid propping internal fire doors open, to ensure fire safety and safeguarding and to prevent long-term door damage.
- Staff and parents reminded that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Staff and pupils may therefore wear additional and suitable indoor clothing.
- Furniture may need to be rearranged to reduce direct draughts.
- Emergency evacuation procedures are reviewed to facilitate minimal close contact between staff.
- Monitor the site to ensure walkways remain clear and unobstructed – staff are not to leave debris on floors.
- General premises checks are carried out daily by premises staff to check walkways are clear and staff are reminded to ensure walkways are unobstructed from furniture or anything that creates ‘pinch points’.
- Each classroom has designated entry/exit doors and most classrooms have their own individual external exit/entry door which can be propped open to aid ventilation.
- Staff must familiarise themselves with fire evacuation procedures if working in a different area and are reminded to do so through email communication.
- In the event of the fire alarm sounding, normal evacuation procedures - as indicated in each classroom/area - to be followed and all staff and children to proceed to the field in their year group and line up against the corresponding green year group ID muster point sign on each fence post.
- Regular building checks are completed to comply with legislation.

- Enhanced cleaning arrangements following a checklist are completed at lunchtime which includes cleaning shared spaces (toilets, staffroom, The Hub and Out of School Club) and regularly touched surfaces (door handles and door plates) and emptying bins that are left outside classrooms.
- Cleaning staff to clean allocated areas after school as per cleaning programme to include classrooms, offices, toilets, staff room, reception, corridors, Halls, door handles/plates, light switches, window openings.
- Cleaning staff to minimise close contact with other staff.
- Correct PPE is worn in accordance with the cleaning chemical handling instructions and spillages cleaned quickly by using appropriate cleaning chemicals and disposable paper towels or appropriate spill kit only and not using mops.
- When emptying bins, cleaning staff are to take the lined bin bag over the edge of the bin and tie appropriately and dispose of in the general bins as normal. Any bags containing contaminated items from a suspected or confirmed case of COVID-19 must be double bagged, tied and then stored outside in the general bins for 72 hours awaiting collection on a Tuesday (contents from emptied contaminated bins on a Monday are not to be placed inside the general bins until after general bins emptied on a Tuesday, contents to be stored near the general bins). Staff must notify cleaning staff if the bins contain any contaminated items.
- Cleaning staff should wear appropriate footwear (enclosed, flat and non-slip tread).
- Follow guidance regarding wearing of PPE (end of the document).

Preparing for the Task:

- ✓ Clean and disinfect regularly touched objects, furniture and surfaces (particularly door handles, light switches, window openings, desks, toys and equipment (that can be cleaned) and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses and must comply with British Standard EN14476 (such as Dymasan Peach or Selgiene Extreme) in line with training.
- ✓ Do not enter a room where someone is working unless 2 metres distance can be maintained.
- ✓ Use only equipment that is assigned to you.
- ✓ Use disposable cloths or paper towels, if possible. If disposable items are not available, items must be washed.
- ✓ Avoid creating splashes or sprays when cleaning.
- ✓ Hands **MUST** be washed immediately after completing the activity
- ✓ Staff to be made aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓ Thoroughly wash all your clothing as soon as you arrive home on a normal wash cycle. Avoid shaking clothing before placing in the washing machine.
- ✓ Decontaminate your vehicle or bike regularly. Disinfectant cleaner should be used to clean down door handles, gear sticks, steering wheel, handle bars, seat, etc.

Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions/first aid etc)

There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.

In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk

Specific guidance has been produced for settings where aerosol generating procedures have been identified as taking place.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron*

**If there is likely contact with blood and/or bodily fluids as part of the activity.*

Follow guidance regarding wearing of PPE (end of the document).

Preparing for the Task:

- ✓ Clean hands thoroughly using soap and water
- ✓ Put on the required PPE as above

Completing and Finishing Task:

- ✓ Deliver care in adherence with infection control guidance and training, and health care plan if applicable.
- ✓ Remove and bag PPE in the immediate area (double bagged if containing contaminated items).
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles and surfaces must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home at the end of a day. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

Classroom

For minor injuries:

- ✓ Child to be treated in their year group classroom by a Teaching Assistant (who is trained as an emergency first aider) - first aid box and PPE available in EYFS and portable first aid bag available. If there isn't a Teaching Assistant within the specified classroom, a Teaching Assistant in the next classroom is to administer first aid, who is trained as an emergency first aider. In EYFS, Paediatric First Aid trained staff are available during class times. Office staff, who are either Paediatric First Aid trained or 3 Day First Aid trained are available to provide additional support as required through phone contact or to provide ice packs as required. First aid reporting procedures to be followed as normal.
- ✓ First aid posters available in all classrooms with details on who is first aid trained and first aid categories.
- ✓ When administering minor injury first aid, staff to wash hands with soap and running water or use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE.
- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.

- ✓ First Aider cleans up and places used materials in a bagged lidded pedal bin and then takes off PPE and places in the same lidded pedal bin.
- ✓ Any contaminated clothing should be double bagged, labelled and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water.

For other injuries:

- ✓ Where the First Aid Room is required, child to be taken to the First Aid Room by the Teaching Assistant or lunchtime staff (who is trained as an emergency first aider). Where a Teaching Assistant is not available within the year group and support is required, then telephone contact to be made with the office. If external first aid/ambulance is required, staff to telephone the office using their mobile phone.
- ✓ When administering first aid, staff to use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE outside the First Aid Room.
- ✓ Door handles must be cleaned before entering the First Aid Room and wipes put in a black pedal bin outside the First Aid Room.
- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Clean door handles when leaving and then remove PPE outside of the First Aid Room. Place used PPE in the black lidded pedal bin (double bagged if containing contaminated items).
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water in the classroom.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.

Playground/Halls

For injuries in EYFS:

- ✓ Paediatric First Aid staff on site available to provide first aid support to EYFS children as required. Minor first aid is administered on the child's playground by the Teaching Assistant or lunchtime staff (appropriate first aid trained) or in the Halls at lunchtime by lunchtime staff. Office staff also available for additional support through phone contact. Staff to wash their hands with soap and running water before supervising. When administering first aid, use hand sanitiser gel in the first aid bag, wear PPE as appropriate and dispose of used items and take off PPE and place within a white bag in the first aid bag. Sanitise hands after taking PPE off. When play has finished, place the bag in a black lidded pedal bin in EYFS. Wash hands with soap and running water. If more significant injuries and the child needs to come into school, ensure appropriate supervision is provided by allocated staff to supervise remaining children on the playground whilst the Teaching Assistant or designated lunchtime staff administers more significant first aid in the classroom (access ice packs) or First Aid Room in Year 3 corridor.

For injuries in other year groups:

- ✓ Minor first aid is administered on the child's playground by the Teaching Assistant or lunchtime staff (appropriate first aid trained) or in the Halls at lunchtime by lunchtime staff. Office staff also available for additional support through phone contact. Staff to wash their hands with soap and running water before supervising. When administering first aid, use hand sanitiser gel in the first aid bag, wear PPE as appropriate and dispose of used items and take off PPE and place within a white bag in the first aid bag. Sanitise hands after taking PPE off. When play has finished, place the bag in a black lidded pedal bin in a classroom or outside the First Aid Room. Wash hands with soap and running water. If more significant injuries and the child needs to come into school, ensure appropriate supervision is provided by staff to supervise remaining children on the playground whilst the lunchtime supervisor administers more significant first aid in the classroom (access ice packs) or First Aid Room in Year 3 corridor.

For other injuries:

- ✓ Where the First Aid Room is required and available, child to be taken to the First Aid Room by an available Teaching Assistant/Lunchtime Supervisor (who is trained as an emergency first aider). If external first aid/ambulance is required, staff to telephone the office using their mobile phone.
- ✓ When administering first aid, staff to use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE outside the First Aid Room.
- ✓ Door handles must be cleaned before entering the First Aid Room and wipes put in a lidded pedal bin outside the First Aid Room.
- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Clean door handles when leaving and then remove PPE outside of the First Aid Room. Place used PPE in the black lidded pedal bin.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water in the classroom.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ If the First Aid Room is not available and the child needs external treatment/to be collected by the parent, the child is to be taken to the Reception area for office staff to supervise/support. Fabric chairs have been replaced with wipe clean chairs. Following procedures regarding hand hygiene and PPE equipment as appropriate.
- ✓ If lunchtime staff or Teaching Assistant staff absent, other staff will be asked to support with first aid cover.

Personal Care Activities where child IS presenting symptoms (such as toileting, supporting with managing medical conditions etc)

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible. If they require use of a bathroom whilst awaiting collection they should use separate facilities if possible, which should be thoroughly cleaned and disinfected before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must not otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE requirements are recommended when caring for a symptomatic individual within close proximity (ie less than 2 metres.) New PPE must be worn and discarded upon completion of the care.

The school's isolation room is the Music Room and children must isolate in the Music Room whilst waiting to be collected and to receive any first aid treatment – this is a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Window should be opened for ventilation, following similar precautions for other infectious conditions such as influenza. If the Music Room is not available, please use the Green Room. The Music Room is not to be used for any other purpose than as an isolation room.

New PPE **MUST** be used for each episode of individual care delivery as per below for aerosol generating procedures where the child is in a highly infective state (persistent coughing).

Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Surgical Face Mask*

*Eye Protection worn where contact is within 2 metres (either eye protection or a face shield).

Preparing for the Task:

- ✓ Put on all the required PPE BEFORE entering the Music Room. Please use supplies outside of the room.
- ✓ Wipe clean chairs and a black lidded pedal bin with bags and tissues are provided in the Music Room for use.
- ✓ Child to be taken to the Music Room by a Teaching Assistant or Lunchtime Supervisor (trained as an emergency first aider) or for EYFS, Paediatric First Aid trained staff.
- ✓ Ensure the room is as well ventilated as possible.
- ✓ Use hand sanitiser gel to clean your hands and the child's hands and put on the required PPE outside the Music Room before entering the Music Room.
- ✓ Door handles must be cleaned before entering the Music Room and wipes put in a white bag outside the Music Room.
- ✓ Deliver care if required, following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Child to then wait in the Music Room whilst First Aider cleans up and places used materials in a bag and which is then double bagged. Cleaning staff must be notified to appropriate remove bags and deep clean the Music Room.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.

- ✓ Clean door handles.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. Disposable PPE items **MUST** be double bagged in white bags and securely tied and placed in the black lidded pedal bin. The bins will be emptied and the contents stored securely for 72 hours. The face visor must be disinfected.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

Keeping your workforce safe

NHS
Test and Trace

Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**

Put on plastic apron, making sure it is tied securely at the back.

Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose make sure it is extended to cover mouth and chin.

Put on eye protection if there is a risk of splashing.

Put on gloves.

You are now ready to enter the testing area.

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Keeping your workforce safe

NHS
Test and Trace

Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**

Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

Perform hand hygiene using alcohol hand gel or rub, or soap and water.

Snap or unfasten apron ties around the neck and allow to fall forward. Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into 'offensive' tiger waste bins.

Once outside the testing area. Remove eye protection

Perform hand hygiene using alcohol hand gel or rub, or soap and water.

Remove surgical mask.

Now wash your hands with soap and water. Run water over hands before applying soap, to avoid damage to skin as a result of frequent washing.

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