


COVID Prevention (Schools) Safe system of Work

Risk Assessment combined with Beverley St Nicholas Primary School specific arrangements

 <p>EAST RIDING OF YORKSHIRE COUNCIL</p> <p>Beverley St Nicholas Primary School</p>	<p>COVID-19 – Infection Prevention and Control (Schools) Risk Assessment and Safety Systems of Work September 2021</p>
<p>Date of Assessment: 3rd September 2021</p>	<p>Name of School Assessor: Terri Turton</p>

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 risk assessment 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.

This model safe system of work should therefore be adapted to suit the specific arrangements in place at your school.

Schools must continue to regularly review their own control measures, discussing with staff and recording any revisions to arrangements. Any changes must be communicated as necessary. This is particularly important where a COVID 'outbreak' occurs. Guidance contained within the ERYC Schools Coronavirus (COVID-19) Support and Guidance document should be followed.

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
- × For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
 - 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Schools should have in place a reporting procedure for positive cases, and a contingency plan. Additional measures identified (in conjunction with Public Health) must be included as part of the school's infection prevention and control risk assessment as part of ongoing review.

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

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

Risk assessments should be uploaded to school websites to ensure ongoing communication with stakeholders.

The following are the system of prevention controls.

Schools must always implement the following:

1. Ensure good hygiene for everyone
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.

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**
- 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.

- Schools are encouraged to continue to manage arrivals/departures at their site to avoid crowds and pinch points.
- 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 and consider zoning staff rooms or allocating dedicated welfare areas for groups of staff.
- In secondary schools, staff are encouraged to continue to work from a 'teacher zone' at distance from students as much as possible.
- Seating in secondary schools is recommended to be side-by-side rather than face-to-face as much as 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'
- Records, such as registers, must continue to be made of attendance to support in contact tracing of close contacts of a positive case.
- 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 – staff should monitor children doing this within their class where applicable.
- Ensure bins are available in each classroom and other key locations to encourage 'catch it, bin it, kill it.' Bins must be emptied frequently.
- Use outdoors for activities as much as possible.
- Encourage staff and secondary students 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, students 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, banister rails, 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. A dedicated cleaning safe system of work is available. You may wish to consider devising a checklist and making record to verify that cleaning has been completed.
- Prepare a 'Disinfection & Hygiene Station' within each classroom with access to disposable towels and disinfectant spray, tissues and hand sanitiser to allow teaching 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. Ventilation can be achieved through:

<ul style="list-style-type: none"> o Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) o 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.) <ul style="list-style-type: none"> ● If concerns are raised regarding poorly ventilated spaces, consider purchasing a CO2 monitor for areas of concern, and regularly review and record readings to identify issues. <ul style="list-style-type: none"> o Thermal comfort must not be compromised. Heating can, and should, be used as necessary in occupied spaces. <ul style="list-style-type: none"> ● Furniture may need to be rearranged to reduce direct draughts. <p>NOTE: Guidance on operating heating systems has been provided by ERYC. If you have queries or concerns regarding your heating or ventilation systems, please contact Building Facilities.</p> <ul style="list-style-type: none"> ● Communicate to staff and parents that to reduce the risk of infection, ventilation will need to be increased. Staff and students may therefore wear additional and suitable indoor clothing.

<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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Risk measure	Action
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<p>Minimise contact between phases</p>	<p>We will do our utmost to keep children within their phases:</p> <p><u>Phases</u></p> <p>EYFS - two classes consisting of two classes</p> <p>Year 1 and 2 - three classes</p> <p>Year 3 and 4 – three classes</p> <p>Year 5 and 6 – four classes</p> <p>Playtimes will be within their phases in their area as designated with their teachers/TA's from their phase to be decided by staff.</p> <p>Staff may have their lunch in the staff room now but are asked to ensure that they maintain a distance from others and that if there are more than 6 people in there to find somewhere else to eat – using the spaces that each year group designated to themselves last year. Please ensure that both windows and the door are open to ensure adequate ventilation.</p> <p>The staff room can be accessed to heat food or get hot drinks but in line with the Health and Safety Policy hot food and drinks are not to be transported around the corridors unless in sealed containers. When using the staff room ensure distancing and they should wipe down all surfaces used before and after use and wash their hands using soap and water before eating.</p>
<p>PPA/staff meetings</p>	<p>Staff may use the PPA room for their PPA time but are to ensure that they maintain adequate distance from others/ensure windows are open and that all surfaces are wiped after use.</p> <p>Meetings will be held in phases for INSET and distancing will be ensured.</p> <p>If staff are meeting with others during their PPA they must ensure that they distance and have adequate ventilation in the spaces that they use.</p> <p>Staff meetings will continue to take place via teams or similar – this will be reviewed at the end of September.</p> <p>SLT meetings will be held face to face in a well ventilated space with distancing in place.</p> <p>If using communal spaces all surfaces and equipment should be wiped down before use. A clean desk policy should be in operation to ensure thorough daily cleaning of all areas.</p>
<p>Supply cover</p>	<p>Supply staff will be taken from the East Riding service and will be given a copy of this document which takes into account government and LEA guidelines and will continue to be encouraged to socially distance in class. We will endeavour to use wherever possible staff who are already known to us or use HLTA's wherever possible.</p>
<p>Visitors in school</p>	<p>Visitors to make appointments to the school with the relevant staff member via email or phone call. We will continue to carry out as much as we can via teams or over the telephone.</p> <p>Before entry admin staff to ask whether they have been displaying any symptoms. Expectations to be explained about social distancing by the admin staff. A record should be kept of all visitors. Face coverings to be worn by visitors if possible.</p> <p>Parents to be encouraged to make appointments if they wish to see a member of staff or the headteacher. These meetings are to be held in a well ventilated space and both parties to wear face coverings if possible.</p>

Keep social distancing where possible	Children will be in phase groups. A return to all starting and finishing at the same time but parents reminded of the importance of maintaining their distance and children being dropped/collected at different places to try and ease congestion. Parents asked to drop and then leave the school premises wherever possible. Staggered break and toilet and lunch time
Assemblies and other gatherings	Assemblies will continue via google meet for the first few weeks back. Phase assemblies will then be introduced that are face to face. This will be reassessed at the end of September to see whether this needs to continue or whether whole school assemblies can now be held.

Break times:

Time	Class/year group	Areas to play
10:30-10:45	Year 5 and 6 Year 3 and 4	Far end of playground/field MUGA and the area outside the hall
10:45-11	Year 1 and 2	Outside Y1 and 2 classrooms

Arrival and departure times:

All children to arrive for school by 8.50am (8.55am for FS) but parents encouraged to distance and to leave the premises as soon as they have dropped off. Staff outside to greet parents, directing parents to their drop-off and pick-up points and encouraging them to Terri and Terry out there every day wearing face coverings. Louise/Jonny out there during their leadership time. Staff are encouraged to be on time with opening doors/coming out to collect parents.

Pick up time is 3.25pm(3.20pm for FS). Gates to be opened at 3.20pm for years 1-6 parents to access the playground but encouraged to not turn up before this.

Year group	Entrance
EYFS FF	EYFS entrance – encouraged to queue up the side of the path as before
Year 5 and 6	To come in and out via hall door – member of staff to greet them and to dismiss them at the end of the day.
Years 3 and 4	On the MUGA – teachers to identify an area for their classes to line up when they come out.
Years 1 and 2	To be dropped and collected at the classroom door

Come in and sanitize hands at their entrance. Hand sanitisers are available at the entrance for y3/4, 5/6, year 2 and 1 and EYFS entry points. Hand sanitizers and soap are available in every classroom.

Sanitisers topped up frequently – staff to notify Terry as soon as they notice an empty container.

Teachers to ensure each phase have their own play equipment which is kept in their classrooms. Wet playtimes will be as normal in the classrooms. Tuck shop **will not** be provided. Children will be encouraged to bring their own fruit from home. EYFS and KS1 to be provided with fruit from the free fruit scheme.

Toilet slots

Toilet slots link to break and dinner times – ensure wherever possible that you are accompanying your class and avoiding congestion with other classes. Children will be taken before their break and lunch. In an emergency or a medical condition then TA will escort to toilet.

EYFS -2 sets of toilets

Year 1 -one side 1A and 1 side 1CH

Year 2 -one side 2P and 1 side 2B

Upstairs toilets:

Boys and girls but children to be encouraged to not loiter and to be reminded about the need for good levels of hygiene.

Staff toilets

Staff may now use any of the designated staff toilets but must ensure that they clean appropriately after use.

Staggered lunch times:

FS will continue to use the small dining hall. Laura Farnell allocated as lunchtime supervisor

Years 1-4 will continue to eat in their classrooms.

The kitchen staff will put the food into the trays into the kitchen area and the dinner supervisors will bring the hot food on a trolley (in their packages) to outside the classroom. The teacher in the class will wait until they arrive and assist with handing out. They will be escorted by the lunchtime supervisor into their designated play area where they will be supervised. Classroom surfaces to be cleaned before they leave the classroom.

Years 5 and 6 will now begin eating in the hall. They will be escorted down by 12.30 by their class teacher. Work will need to be done with all classes on expectations and expected behaviours and also around encouraging them to be supportive with the cleaning and tidying away. It would be good if for the first few days one of the teachers could stay in the hall to assist with getting routines set up. HT to be available for this as well. Three lunchtime supervisors will be with them. When the majority are ready two lunchtime supervisors will escort them along the corridor to their outdoor corridor. Each day one will stay behind to clear and tidy. If necessary the others will return at the end of the outdoor session to further assist with the cleaning.

Lunch time:

CLASS	LUNCHTIME SUPERVISOR	LUNCHTIME PLAN
Seahorse	Sue (Monday-Wednesday) XXX	Lunch period : 12pm – 1pm Return the pupils to their classes; collect the black rubbish bags and trays and return to agreed places.
Octopus	Rachel K	
Giraffe	Gemma Julia 30 minutes	
Turtle	Charlotte R	Lunch period : 12.15pm – 1.15pm
Panda	Jacky H	

Rhino	Claire Hall	<p>Collect lunches from the service hatch and deliver to classes for 12.15pm.</p> <p>Supervise classroom lunch to 12.45 (wipe tables and collect rubbish). Outdoor play until 1.15pm.</p> <p>Return the children to their classes; collect the black rubbish bags and trays and return to agreed places.</p>
Jellyfish	Nicola	<p>Lunch period : 12.30pm – 1.30pm</p> <p>Class teachers to take children to hall.</p> <p>Supervise the children in the hall</p> <p>Outdoor play until 1.30pm.</p> <p>One to remain in the hall each day for cleaning</p>
Leopard	Sandra – Tues/weds/thurs	
Gecko	Hayley Ruddock	
Mantis	Gill to assist with Wednesday and Friday of first week back	

Use of hall:

Windows and doors must be kept open for ventilation.

Foundation will aim to use the small hall for dinners.

The hall floor must be cleaned every day.

Outdoor equipment will be cleaned at the end of the day by the teachers who have used them.

Registers -please ensure that registers are completed in a morning/afternoon and that these are put outside the classroom. Where possible could TAs in classes take registers to outside the office area. If classes have PE in the afternoon, registers still must be filled in before doing PE.

Diabetic children where possible need to be kept and treated in the classroom for hypo and hypes. However if they need to go to the office for medication then a special area will be kept for them to sit.

First aid: Please deal with any first aid (where possible) within the classroom/phase as most phases have a first aid trained TA. If the injury is serious, such as a nose bleed or head injury then please send with an adult to first aid. If someone displays possible covid symptoms then please send them to the office who will deal with them using the protocols discussed within this risk assessment.

Site layout

Children to be met at the gates/classroom doors. Parents encouraged to leave the site as quickly as possible.

Throughout school please train the children to walk on the left in order to reduce congestion and encourage distancing wherever possible,

The staff may now use communal spaces such as the staff room but to be aware of the need for adequate ventilation and to distance and clean the area after use.

Staff are encouraged to wear face coverings in corridors or areas of heavy footfall.

Classroom	<p>Classrooms may now be set up in the more traditional manner with children working in groups. It is however recommended that the children have set places so that if any track and trace involvement is needed we can easily say who sits in close proximity to who.</p> <p>Sanitising and washing of hands is to be encouraged at regular intervals and there should be tissues available and children should be made aware of the catch it, bin it, kill it regime.</p>
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	<p>Staff are to ensure that windows are open within the classroom on the tilt facility every day and that the door is left open to increase ventilation.</p> <p>Site manager to ensure that windows in staff room and other communal areas are opened each day.</p>
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Communication	<p>As guidance changes the SLT will evaluate risk assessments and adapt to the new guidelines.</p> <p>All procedures and systems will be monitored by members of the SLT, SBM and site manager throughout the day. Any concerns regarding procedures or their own wellbeing or the wellbeing of other staff, to be reported immediately to the headteacher (in the absence of the HT, a member of SLT).</p> <p>Staffing levels will be reviewed daily.</p> <p>A risk assessment will be undertaken should any of the key members of staff (Headteacher, Deputy, SLT, DSL and deputy DSL, SENDCo, site manager, SBM) be unavailable to work through sickness absence or unavoidable circumstances. A decision will be made at this point by the LA as to whether the school remains open or closed.</p> <p>If parents wish to speak to a member of staff then they need to communicate this wish through email or a phone call to the office.</p> <p>Parents are regularly advised through the weekly newsletter of any changes and are issued with reminders through this medium.</p> <p>Should a parent need to have an appointment with the headteacher or class teacher they will meet in the reception socially distancing and be asked to wear face coverings. The headteacher will also wear a face covering.</p> <p>Should a member of staff be approached by a parent for an appointment they should arrange to see them in a well ventilated area or outside if possible. The office must be informed if an appointment has been arranged.</p> <p>Regular updates and advice will be given to parents via text/letter/newsletter as appropriate reflecting any changes in national/East Riding guidance.⁷</p> <p>We will decide in the coming weeks whether we will hold face to face parents evening sessions or continue with telephone calls. Likewise we will also make decisions about any open morning sessions or similar once we have seen the effect on case levels after the first few weeks.</p> <p>NB* The usual meeting room is not to be used until further notice because of its current use as an isolation room.</p>
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Windows to be open in the classrooms(only on the slant fitting when children are in school due to health and safety reasons) and doors to be left open to ensure as much air circulates as possible. This is to happen even through the winter – LA have advised encouraging children and staff to wear layers if necessary during colder weather.

Site manager to ensure that windows are opened in the staff room and hall during the day to increase the flow of air.

Outdoor equipment	<p>Outdoor playground equipment should be more frequently cleaned. EYFS spray clean at the end of every day.</p>
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<p>Emotional wellbeing of staff</p>	<p>Staff must discuss with SLT any concerns they have regarding being in any vulnerable category or at-risk group to ensure appropriate provision and support is put in place. Headteacher will send individuals their risk assessments once they have had chance to read this document and identified any potential areas of concern for them.</p> <p>The SLT cannot plan for issues they are not aware of. It is the individual staff responsibility to communicate this to SLT. It is also the individual's staff responsibility to carry out their own risk assessment, based on their individual, in consultation with the Headteacher.</p> <p>Any concerns regarding procedures or their own wellbeing or the wellbeing of other staff, to be reported immediately to the headteacher (in the absence of the HT, a member of SLT).</p> <p>Ensure all staff have access to numbers for support and these are displayed in the staff room:</p> <p>Employee Assistance Programme BHSF</p> <p>Telephone counselling 0800 107 6147 available 24/7 365 days a year.</p> <p>Any employee of East Riding of Yorkshire Council can phone.</p> <p>NHS Emotional Wellbeing Service</p> <p>People registered with an East Riding GP can self-refer to Telephone 01482 335 451</p> <p>Email HNF-TR.SelfReferral@nhs.net</p> <p>Lets Talk</p> <p>01482 247111 www.letstalkhull.co.uk</p> <p>Self-referral counselling service if registered with a Hull GP</p> <p>Teachers Support</p> <p>0800 0562 561</p> <p>Telephone counselling support for school employees 24/7 365 days a year</p> <p>Adviceline is a national phone service operated by Citizens Advice. You can contact an Adviceline adviser on 03444 111 444 (Text relay: 03444 111 445)</p> <p>https://www.mind.org.uk/coronavirus-we-are-here-for-you/</p> <p>Mental health Foundation</p> <p>Looking after your mental health while working during the coronavirus outbreak</p> <p>https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak/while-working</p> <p>Mental health Foundation</p> <p>https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak</p> <p>Coronavirus (COVID-19): Mental health and returning to the workplace</p> <p>https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return</p> <p>Other useful Links for Staff Wellbeing:</p> <p>Mentally Healthy Schools: Staff Wellbeing Anna Freud: Looking after each other and ourselves and Anna Freud: Supporting staff wellbeing in schools Mind: Five ways to wellbeing</p>
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	Education Support MindEd: CBT Art Workbook for Managing Stress
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PPE	<p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> ● where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ● where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.” <p>(pg 12 of https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools).</p> <p>However, staff have been provided with appropriate PPE-masks, shields, aprons, gloves and it is their choice and responsibility to decide when and if they wear it . Apart from where recommended in the safe systems of working document for personal care activities when it must be worn.</p> <p>It is staff’s responsibility to know where their PPE equipment is in class and it must be readily available for use. Sick buckets must also be readily available for immediate access if needed.</p> <p>All used PPE will be double-bagged, clearly dated and stored in the disabled toilet in the entrance foyer: signposted as ‘safe disposal room’. This will be removed by site manager after 72 hours in storage (3 days).</p> <p>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.</p> <p>Staff on the gates will wear a face covering. Staff collecting children from the playground and sending them home are encouraged to wear a face covering and maintain distance from parents. The use of face covering is personal choice but highly recommended and is one of the things that may be reintroduced if we have an outbreak.</p>
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<p>Cleaning and hygiene</p>	<p>The risk of coronavirus (COVID-19) infection depends on many factors, including:</p> <ul style="list-style-type: none"> ● 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 <p>Surfaces and belongings can be contaminated with COVID-19 when people who are infectious cough or sneeze or touch them. Transmission of COVID-19 can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.</p> <p>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.</p> <p>All staff and children will regularly wash their hands following the 20-second rule. This procedure will be monitored and supervised by the staff member responsible for each class.</p> <p>This specific teaching of handwashing must be carried out regularly; each group will have their own hand sanitisers; children will also be reminded not to touch their faces.</p> <p>Increased enforced use of handwashing at key times-on entry to school, before break, after break, before lunch, after lunch, before leaving the school site.</p> <p>Soap and hot water are available in every toilet and every classroom (classrooms also have hand sanitizers). Meaning that each staff member in each class will monitor handwashing.</p> <p>All classrooms and key areas have a lidded bin and will be double bagged and emptied by the cleaners at the end of the day. Before the site manager leaves his morning shift, he will empty the bins, provide fresh bin bags and clean the touch points in the children’s toilets on the upstairs floor. Staff within EYFS will spray the touch points or wipe with a wipe their toilets when needed.</p> <p>At 11.00am each day the site manager will go round and thoroughly wipe all ‘touch points such as door handles and bannisters’. This will continue.</p> <p>Children will be taught and expected to follow the ‘catch it, bin it, kill it’ tissues and disposal rule when sneezing or coughing; and will be taught to avoid touching their mouth, nose and eyes with hands. If children are unable to follow the guidance then staff will need to follow the appropriate cleaning guidance.</p> <p>Each class room has been provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a surface or any equipment.</p> <p>All staff must ensure that they clean their own computer, mouse and keyboard before leaving the school site (cleaning wipes provided)..</p> <p>All staff to be vigilant regarding hygiene and cleaning. Photocopiers to be sanitised after use.</p> <p>Any concern regarding this, please contact: HT direct line 01482 476502; main office 01482 476500 or 476501; school business manager 01482 476503; site manager 01482 476504 mobile 07950 873128.</p> <p>In emergency situations e.g. a child displaying covid symptoms, all staff will be expected to wear appropriate PPE and help with the safe removal of and cleaning of soiled items/areas.</p> <p><u>Cleaning and disinfection</u></p> <p>Regular cleaning plays a vital role in limiting the transmission of COVID-19.</p> <p>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</p>
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<p>attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day (by teachers with wipes provided), and one of these should be at the 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.</p> <p>Teachers to be asked to get children to put their belongings on chairs at the end of the day in order to facilitate thorough cleaning.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>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.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 15.7.20)</p> <p><u>Cleaning and disinfection</u></p> <p>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.</p> <p>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</p> <p>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.</p> <p><u>Waste</u></p> <p>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):</p> <p>Should be put in a plastic rubbish bag and tied when full</p> <p>The plastic bag should then be placed in a second bin bag and tied</p> <p>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>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.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste</p>

	arrange for collection by a specialist contractor as hazardous waste There will be a charge for this service.
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First Aid or Intimate Care where a child presents NO symptoms

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.*

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 your infection control guidance and training, and health care plan if applicable.
- ✓ Remove and double bag PPE in the immediate area
- ✓ 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.

Potential Hazards and Injuries:

- Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19
- Unpredictable behaviours leading to scratches and bites etc.
- Failure to respond to child's injury or health care need, leading to acute or chronic health implications

Do:

- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands

Don't:

- × Deliver care without wearing PPE.
- × Use the same PPE for more than one task.
- × Touch your eyes, nose and mouth.
- × Consume food and drink until you have removed all PPE and washed your hands.

First Aid or Intimate Care Procedure for Dealing with Symptomatic Individual

Should a child start to display symptoms of COVID-19 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 of upon completion of the care.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Disposable Fluid Resistant Face Mask (Surgical Face Mask)



Eye protection where contact is within 2 metres (either goggles or a face visor)

Preparing for the Task:

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolation area. You may wish to consider placing PPE and hygiene supplies outside of the dedicated room for ease.

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.

- ✓ Ensure the room is as well ventilated as possible.

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Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training, and health care plan if applicable.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.

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.**

- ✓ Hands **MUST** be washed immediately after removing PPE
- ✓ The affected area must be secured and thoroughly cleaned and disinfected using appropriate cleaning products before being accessed by anyone else.
- ✓ Continue to ventilate the space after using.
- ✓ 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, door handles, etc.

<i>Significant identified hazards</i>	Control measures required to reduce level of risk to acceptable level.
Exposure to contagious disease	<ul style="list-style-type: none"> ● Staff and students do not attend school if they are infectious or are awaiting test results for COVID-19. This is reiterated through regular communication with staff and parents. ● Guidance regarding the incubation period within the Managing Medical Conditions at School Management Resource Pack is followed to reduce likelihood of spread. ● All staff provided with basic information and instruction on good hygiene practice ● Staff immunised against some infections through the national immunisation programme. Staff are encouraged to verify their own immunisations with their GP. ● Procedures in place to manage a 'notifiable disease' or positive case of COVID-19. ● Staff always exercise good hygiene practice – hand-washing facilities available throughout the school (warm water and hand soap) ● Staff encouraged to ensure that all cuts and abrasions are covered by waterproof dressings. ● Cleaning regime in place within the school, including fixtures, fittings and furnishings and toys and equipment to reduce cross contamination ● Cleaning chemicals and PPE, including disposable gloves and aprons, available. ● Occupied spaces are well ventilated. ● Possible exposure to infectious individuals is minimised through reducing the frequency and duration of close contact as much as possible.
Exposure to blood borne virus or bodily fluid – Direct contact with contaminated blood or bodily fluid or handling of an object contaminated with blood or bodily fluid from an infected person.	<ul style="list-style-type: none"> ● All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately. ● Staff wear disposable gloves where exposure is possible, and wear a disposable apron where there is a risk of splashing or contamination with blood/bodily fluids (such as nappy changing) ● Appropriate cleaning chemical used to clean the spillage. ● Dedicated COVID-19 cleaning risk assessment must be followed when cleaning following suspected or confirmed case of COVID-19 or other infectious disease. ● Mops not used – spillages cleaned by using disposable paper towels or appropriate spill kit only. Correct PPE worn in accordance with the cleaning chemical handling instructions. ● All cuts, abrasions or any area of broken skin must be covered with wash-proof dressing. ● Laundry dealt with in a dedicated facility. Soiled linen washed at the highest possible wash temperature (60° wherever possible). PPE worn when handling soiled linen. Children's soiled linen is bagged to be returned home, never rinsed by hand.

<p>Sharps/Needle Stick Injury</p>	<ul style="list-style-type: none"> ● Sharps bin available, conforming to relevant standards ● Staff trained in disposal of sharps. ● Sharps bin kept off the floor and out of the reach of authorised persons. ● First aid arrangements in place to deal with any needle stick injuries. ● Visual inspections of areas are completed prior to use, including outdoor play areas, for any evidence of potential sharps hazards. The area is isolated until any identified hazards have been safely discarded and an enhanced inspection regime of the area found is put in place to monitor future contamination.
<p>Animal-borne virus spread by contact, scratching or biting or psychological impact due to fear/anxiety</p> <p>(Permanent 'residents' of the school or temporary visitors)</p>	<ul style="list-style-type: none"> ● The school will not host animals deemed to be of higher risk, such as monkeys, apes, poisonous reptiles, or crocodiles or those which are not suitable for handling/petting. ● The school will ensure that any allergies or phobias of the children or staff are considered and risk assessed accordingly. ● Guidance from CLEAPPS will be sought relating to specific animals to ensure the needs of the animal can be met ● Animals to be kept in school will be sourced from reputable providers. ● Members of staff will be appointed to take responsibility for the environment, health and welfare of the animal and a proper care programme established. ● Children will be provided with information and instruction on how to handle the animal. Appropriate levels of close supervision will be in place. ● All those who handle or come in to contact with the animal or its environment will have access, and use, hand washing facilities. Younger children will be supervised when washing hands to ensure it is done thoroughly. ● Those who are coming in to contact with an animal will ensure that cuts, abrasions or any broken skin will be covered. ● Pregnant women may be excluded from activities where necessary to reduce the risk of infection to both themselves and the unborn baby. ● Any contaminated surfaces will be properly washed and disinfected. ● Any waste generated following animal-based activities will be disposed of suitably. ● The cage/aquarium etc of the animal will be maintained and regularly visually inspected to check for defects and will be subject to an appropriate cleaning regime. ● Appropriate public liability cover in place which covers animals on site

Clinical waste	<ul style="list-style-type: none"> ● Arrangements in place to ensure that domestic and clinical waste are separated where possible. ● Contaminated items are double bagged and included in the normal waste stream if there is no clinical waste facility available. ● Used nappies, sanitary pads, gloves, aprons or soiled dressings, etc are stored in correct clinical waste bags, in foot operated bins. ● Clinical waste bags are emptied when reaching around 2/3 full and are secured from unauthorised access. ● Clinical Waste disposal arrangements in place through a registered waste contractor. ● Specific arrangements in place for managing COVID-19 waste in line with cleaning of non-healthcare settings. Dedicated safe systems of work in place for first aid/intimate care and cleaning.

GENERAL COVID PRECAUTIONS

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**
- 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](#)

All staff are encouraged to receive vaccinations against COVID-19 and other vaccines in line with the national immunisation programme (such as MMR or BCG.)

The following are the main symptoms of COVID which you should be vigilant to in yourselves and others:

- **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 three 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.

To prevent the risk of getting or passing on COVID you MUST at all times do the following:

- Minimise close contact with people you work with. You may be asked to start and finish at staggered times to be able to manage this. Do not gather together at any time, and work only in your designated area. Do not all collect or put away cleaning equipment at the same time – wait a safe distance away from others until you can do this.
- You are recommended to use equipment that is allocated for your use. You may wish to colour code or name equipment to minimise sharing. You must clean equipment after you have used it.
- You must regularly and thoroughly clean your hands using soap and water or hand sanitiser. You must clean your hands for 20 seconds.
- You must sign in to the site you are working. Remember to sanitise your hands on arrival, especially if you are using shared pens etc.
- You are recommended to wear a face covering when moving around the site and may come in to contact with others. You can remove your face covering when you are not in close contact with others.

- You must make sure you catch any coughs or sneezes, using either a tissue or the arm of your sleeve if you don't have a tissue. Dispose of tissues quickly in a bin and then clean your hands immediately.
- You must make sure you are working in a ventilated space. Open windows and doors as much as possible.

COVID 'Enhanced Cleaning'

You have a huge role to play in COVID Prevention as a general 'enhanced' clean is absolutely crucial.

Surfaces, equipment and furniture must be cleaned and disinfected more thoroughly and more often than usual (recommended twice daily) to reduce the risk of COVID transmission. The cleaning product used must meet EN14476 standard which is effective against coronavirus.

This will include identifying all 'frequently touched surfaces' which the site can help you to identify, and which you can then include on your cleaning schedule.

Frequently touched surfaces include toilets, door handles/plates, light switches, window openings, desks, etc.

You may wish to write a checklist to help make sure you clean everything, which you can then tick off. This would be really useful if another cleaner has to come in to help.

To make sure cleaning is done in line with government guidance, systems will need to in accordance with the following:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Personal Protective Equipment:



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

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

Completing and Finishing Task:

- ✓ You are recommended to wear your face covering when moving around the site. When you are working in your assigned area, and not in close contact with others, the face covering can be removed. You should store your face covering safely (ideally in a little bag or purse) so that it doesn't become dirty.
- ✓ Use only equipment that is assigned to you or has been cleaned prior to you using it.
- ✓ Clean and disinfect regularly touched objects and surfaces (particularly door handles, hand rails, desks and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses, and must comply with British Standard EN14476, in line with your training.
- ✓ Check and follow the usage instructions and the required 'contact time' to ensure the product is most effective
- ✓ Use disposable cloths or paper roll and disposable mop heads if possible. Cloths must be washed if you are not using disposable.
- ✓ Avoid creating splashes or sprays when cleaning.

- ✓ DO NOT enter a room where someone is working unless 2 metres distance can be maintained.
- ✓ Hands **MUST** be washed immediately after completing the activity
- ✓ Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓ Make sure you know where the safety data sheet is in case of a first aid incident or spillage. Actions to take will be included on that.

- ✓ 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.

Potential Hazards and Injury	DO:	DON'T
<ul style="list-style-type: none"> ▪ Contact with bodily fluids and droplets. ▪ Spread of infection due to poor practices. 	<ul style="list-style-type: none"> ✓ Wear appropriate PPE ✓ Minimise close contact with others ✓ Regularly and thoroughly clean your hands ✓ Clean all surfaces carefully and thoroughly using an appropriate disinfectant cleaner 	<ul style="list-style-type: none"> ✗ Gather with other staff either when arriving, collecting/putting away equipment, or when leaving ✗ Use dirty cloths ✗ Work in unventilated areas – open doors and windows ✗ Forget to clean equipment once you have finished with it

Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

You may be asked to do a 'deep clean' of an area after a person with COVID symptoms, or who has had a positive test result has left the site. In this situation the following government guidance must be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

With the correct precautions, this will not increase the risk of you catching COVID. You must therefore follow the instructions below which are in line with the government guidance.

Personal Protective Equipment:



Appropriate footwear



Disposable Gloves



Disposable Apron



Fluid Repellent Surgical Mask*



Eye Protection (either goggles or a face visor)*

**If the area to be 'deep cleaned' is heavily contaminated with bodily fluids or where the nature of the setting means there may be a higher level of virus (such as sleeping accommodation) additional PPE to cover your eyes, nose and mouth may be needed. This would include eye protection and a fluid repellent surgical mask.*

Preparing for the Task:

- Make sure you know exactly where needs to be 'deep cleaned.'
- Gather your Personal Protective Equipment as above
- Wash hands with soap and water before putting on PPE
- Put your PPE on before you enter the area to be cleaned using the guidance below:



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.



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- Prepare the correct cleaning solution in a well ventilated space. This must be a 10% bleach solution. **DO NOT MIX CLEANING SOLUTIONS** – this can create toxic fumes.
- Gather disposable cloths, paper towels and disposable mop heads.
- Make sure you have a bin bag available so you can discard cleaning materials and PPE after completing.

Completing and Finishing the Task:

- All surfaces that the symptomatic or positive case individual have come in to contact with must be cleaned and disinfected. This includes all hard surfaces and frequently touched surfaces including floors, chairs, desks, door handles, and sanitary fittings.
- If contaminated items cannot be cleaned using detergent either launder (warmest wash cycle, do not shake before placing in the washing machine, and allow to air dry completely) or steam clean.
- When you have finished the 'deep clean' put all cleaning materials (cloths, disposable mop heads, tissues etc) and your worn PPE in a bin bag. Tie when full. Put this full bag in a second bag and tie up (ie. Double bag.) Follow the advice below on how to remove PPE:

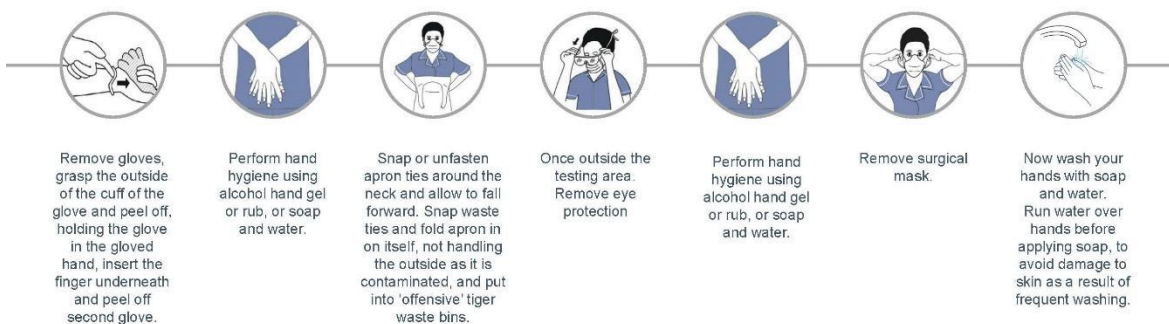


Keeping your workforce safe



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.**



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- Put in a secure place, away from children and not in the communal waste area.
- Mark for storage until test result is known.
- If negative test result is received, place in normal waste stream
- If positive test result is received, store for a further 72 hours before placing in the normal waste stream.
- If urgent disposal is required before the 72 hours it must be discarded as clinical waste
- Bathe or shower and change in to clean clothing as soon as arriving home.
- Wash clothing as soon arriving home. Avoid shaking clothing before placing in the washing machine, and wash on the warmest wash cycle.
- Decontaminate your vehicle or bike. This includes frequently touched surfaces such as gear stick, hand brake, door handles, steering wheel, handlebars or seat.

Potential Hazards and Injuries:

- Contact with bodily fluids & droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Wear all the PPE required and put it on/take it off correctly
- ✓ Minimise close contact with other people

Don't:

- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.
- ✗ Mix chemicals – this can cause toxic fumes

	<ul style="list-style-type: none">✓ Use the correct cleaning solution✓ Use disposable cleaning materials✓ Wash hands thoroughly as soon as you have finished	
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Name of Document: COVID19 – Cleaning Activities

I acknowledge that I have read and understood the information relating to the above document and I confirm that I will work in accordance with this; informing my line manager should I require further clarification or training on this subject

<u>Staff Member</u>	<u>Signature</u>	<u>Date</u>

