

# Rawmarsh Ryecroft Infant School Covid 19 Risk Assessment for School - September 2021

Covid 19 confirmed cases – Local Authority (LA) notification template (September 2021 version)

\*\*\* Please note – this document will be used for monitoring and reporting purposes

School/Setting to notify LA of confirmed cases by completing this form and sending it to:

[Dean.fenton@rotherham.gov.uk](mailto:Dean.fenton@rotherham.gov.uk)

[Christopher.stones@rotherham.gov.uk](mailto:Christopher.stones@rotherham.gov.uk)

[Andrew.guest@rotherham.gov.uk](mailto:Andrew.guest@rotherham.gov.uk)

| Date | Name of School/Setting | Confirmed case - Staff                          | Confirmed case - Pupil / student                | Year Group | Covid Test Date<br><br>LFT<br>PCR | Potential Transmission                              | Action Taken                                                                                                                                                                                              |
|------|------------------------|-------------------------------------------------|-------------------------------------------------|------------|-----------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                        | Vaccination status                              | Vaccination status                              |            |                                   | Community School/Setting Travel Family/home Unknown |                                                                                                                                                                                                           |
|      |                        | Single<br>Double<br>None<br>Exempt<br>Not known | Single<br>Double<br>None<br>Exempt<br>Not known |            |                                   |                                                     | Self-Isolation Service Hub on 020 3743 6715<br><br>DfE COVID helpline: 0800 046 8687<br><br>Public Health England (Health Protection Team) Tel: 0113 386 0300<br><br>* out-of-hours number: 0151 909 1219 |
|      |                        |                                                 |                                                 |            |                                   |                                                     |                                                                                                                                                                                                           |

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk-based approach to support staff in their roles. Therefore: -

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings
- Minimising contact and mixing

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE should be used in line with DfE Guidance and your own Risk Assessment.
- **PPE does not negate the need for social distancing and hand and respiratory hygiene.**

The national guidance and response require that where possible we: **Stay Alert and Stay Safe**

## Factors to Consider

| Potential Hazard                                                 | Risk                                                                   | Who might be harmed                   | Existing control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Additional control measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Covid-19                                                         | Transmission of the virus – leading to potential ill health & fatality | Staff & pupils                        | <p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>When pupils arrive at School, they must clean their hands for at least 20 seconds with warm soapy water on entry</li> <li>Each class has a basic cleaning box with masks, aprons, kitchen rolls, antibacterial wipes and a 'sanitation station' with antibacterial gel/ foam. Dispose of wipes &amp; PPE by double bagging and put in the external waste</li> <li>School follow current Government on self isolation and testing.</li> </ul> | <p>Allow staff time to read the guidance and voice any concerns they have.</p> <p>Regularly send updates to staff on any changes to the guidance<br/>PPE is generally not recommended outside of the clinical setting.</p> <p>The majority of staff in educational settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. For guidance on the appropriate use of PPE in educational settings , see the <a href="#">guidance on safe working in education, childcare and children's social care</a>.</p> |  |
| Staff using public transport to get to and from the school site. | Transmission of the virus – leading to potential ill health & fatality | Staff                                 | <ul style="list-style-type: none"> <li>Staff should be encouraged to walk or cycle to work where safe and possible</li> <li>Where staff use public transport, they should try to maintain social distancing at all times and avoid contact with hard surfaces (where possible)</li> <li>Face coverings should be worn when using public transport</li> <li>Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face</li> <li>When staff arrive at their workplace, they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc.</li> </ul>                                                                                                                        | <p>Further information is available on the government website</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>                                                                                                                                                                                                                                                                                                                                                   |  |
| Visitors / parents and pupils accessing the site                 | Transmission of the virus – leading to                                 | Staff, parents, pupils, visitors etc. | <ul style="list-style-type: none"> <li>No one should visit/ enter the School premises if they are displaying symptoms of</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

|                                     |                                    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------|------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| dropping off /<br>collecting pupils | potential ill health &<br>fatality |                  | <p>Covid-19 e.g. staff, parents, pupils, contractors etc.</p> <ul style="list-style-type: none"> <li>External visitors to the school site will be limited to necessary persons only, following school's visitor 'sign in' procedures. As advised, where possible visitors 'sign in' at reception will be carried out by office staff and no pens will be visible</li> <li>They will also be required to leave contact details for future reference so that 'Track and Trace' systems can be followed.</li> <li>Schools should limit the external visitors to the school during school hours</li> <li>Parents should only enter school buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required).</li> <li>Any such meetings should take place at a safe distance</li> <li>Manage external site access points to enable social distancing where possible</li> <li>Allow plenty of space (where possible two metres) between people waiting to enter site</li> <li>Clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, regularly</li> </ul> <p>The handling of cash is discouraged from parents and where possible online / contactless payments are made</p> | <ul style="list-style-type: none"> <li>A queuing system and process should be in place for staff to greet each child, ensure they wash their hands immediately on arrival and then go straight to their classroom</li> <li>Parents are reminded that wearing masks is optional and to wear masks/ face coverings when dropping or collecting children from school site or if have to visit for any reason. They are also requested to leave the site promptly to ensure all stakeholders have sufficient space at busy times.</li> <li>Parents are reminded not park in the school car park and adhere to parking sensibly to avoid conflict with local residents</li> <li>Antibacterial wipes to be made available at the side of the high touch areas</li> <li>Sanitation stations are in place throughout the building.</li> <li>Appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis. (Each class base has a designated 'cleaning box' with requisite materials.)</li> </ul> |  |
| Staff availability                  |                                    | Staff and pupils | <ul style="list-style-type: none"> <li>Staff may need to work with different groups of children (but the same group on a daily basis)</li> <li>Some staff may be prepared to undertake different roles, work different times on a temporary basis.</li> <li>As far as possible staffing arrangements will be consistent. <ul style="list-style-type: none"> <li>Where cover is needed as far as possible this will be consistent to limit contacts</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Support for staff has been signposted. SLT team will continue to be vigilant to the possible impact of the Covid 19 pandemic on staff and pupils alike. Mental Health and Emotional Wellbeing is a school priority . Opportunities for discussion and reassurance will be regularly provided</p> <p>Staff have been/ will be allocated agreed PPA time and arrangements are in place to cover this with known staff who have been allocated to support within a set year group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Attendance reporting                |                                    | Staff and pupils | <ul style="list-style-type: none"> <li>Prepare to resume the attendance reporting and continue to complete the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Taking the attendance register resumed in September 2021. The school follow their normal attendance procedures checking on reasons for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

|                                          |  |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|------------------------------------------|--|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                          |  |                  | weekly data returns using the DoFE portal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>absence and recording these following guidance on completing the attendance register, along with which codes to use, <a href="#">is available</a>.</p> <p>Schools should also continue to submit the <a href="#">Educational Setting Status form</a> via the online portal to report whether they are open and how many children and staff are in school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Planning what to teach and how           |  | Staff and pupils | <ul style="list-style-type: none"> <li>The full National Curriculum will be taught for all pupils.</li> <li>Schools should ascertain where children have fallen behind and or progressed further than the school's curriculum.</li> <li>Re-teach and practice this material where necessary</li> <li>School will provide opportunities for children to discuss their concerns about transition and missed activities</li> </ul>                                                                                                                                                                                                  | <p>Refer to DfE Guidance.</p> <p>Activities, targeted interventions and specific teaching will be put into place to address 'gaps in learning'. These will be identified through teacher assessment and relevant support provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Managing mental health of staff & pupils |  |                  | <ul style="list-style-type: none"> <li>Whilst getting back to normal is important staff may need to consider how they support children who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back in school</li> <li>Some children may have experienced bereavements or had increased/new caring responsibilities</li> <li>Staff may wish to provide opportunities for children to talk about their experiences, one to one conversations with trusted adults, refocused lessons on relevant topics, pastoral activity and other enriching activities.</li> </ul> | <p>All children will have missed the routine of school, seeing friends, and being supported by their teachers. The different experiences of all pupils will play a part in how easily they adapt to school and its routines</p> <p>Schools should also give consideration to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders</p> <p>Bereavement counselling / support to be offered to staff and pupils where necessary</p> <p>Staff have access to confidential support, counselling and advice via Human Resources</p> <p>All colleagues have been provided with Rotherham Education Psychology Service training materials to support emotional wellbeing and transition back to work.</p> <p>All colleagues have the opportunity for 1:1 support and advice from SLT whenever necessary.</p> |  |

|                                                  |                                                                        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|--------------------------------------------------|------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Teaching & Learning in the Classroom environment | Transmission of the virus – leading to potential ill health & fatality | Staff & pupils          | <ul style="list-style-type: none"> <li>All persons are to wash their hands upon entering classrooms using warm soapy water</li> </ul> <p>Hygiene rules to be implemented, all staff and pupils to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry</li> <li>Use alcohol-based hand sanitiser</li> <li>Wash hands regularly</li> <li>All hand contact surfaces to be cleaned throughout the day</li> <li>Tissues should be provided in classrooms and pupils encouraged to use them and put them in the lidded waste bin</li> <li>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul> | <p>Ensure that hand gels and sanitisers and wipes are available for staff and pupils to regularly use</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds<br/> <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>All cleaning products should be stored out of the reach of children.</p> <p>Pupils should be encouraged to hand wash regularly or use antibacterial gel</p> |  |
| Educating pupils on the risks of covid-19        |                                                                        | Pupils                  | <ul style="list-style-type: none"> <li>There is a concern that different age groups of pupils will interpret the information differently on the risks of covid-19. Therefore: -</li> <li>Staff should consider delivering the information in different formats pitched at the right level for the age groups</li> <li>Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> </ul>                                                                                                                                                                                                                                                                                                                              | <p>Ensure all government advice and resources are provided in the correct format to the different year groups</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Pupils Toilets                                   | Transmission of the virus – leading to potential ill health & fatality | Pupils, Staff, Cleaners | <ul style="list-style-type: none"> <li>Ensure access to hot running water</li> <li>All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc.</li> <li>Hand washing frequently with soap and in hot water where possible</li> <li>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>Noting that some children and young people will need additional support to follow these</li> </ul>                                                                                                                                                                                                                                                                                                                | <p>Pupils regularly reminded about appropriate use of toilets and the need to wash their hands more regularly and after every time they have used the toilet</p> <p>Staff to clean the toilet using wipes/ spray provided after use so that it is clean for other staff. Wipes if used to be disposed of in lined bins.</p>                                                                                                                                                                                                                                                                                                                         |  |

|                                                    |                                                                        |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                              |  |
|----------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                    |                                                                        |                                                      | <p>measures (for example, social stories to support them in understanding how to follow route around school and rules)</p> <ul style="list-style-type: none"> <li>Staff to wear appropriate PPE if dealing with body fluids including vomit.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                              |  |
| Breakfast and after School clubs                   | Transmission of the virus – leading to potential ill health & fatality | Staff & pupils                                       | <ul style="list-style-type: none"> <li>All food items are taken to the pupils seating area by a member of staff</li> <li>All food items and utensils are collected by staff and handed over to the catering staff</li> <li>All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Breakfast club will be organised in year group bubbles with these pupils seated together</p> <p>Breakfast club will open daily from 8 am</p> <p>Children will be escorted from breakfast club (or collected) by staff at their year group start time.</p> |  |
| Governors Meetings, SEN meetings with parents etc. | Transmission of the virus – leading to potential ill health & fatality | Staff                                                | <ul style="list-style-type: none"> <li>Meetings to be held both virtually and in person with visitors offered the options of mask wearing and social distancing.</li> <li>Large scale meetings may be held virtually</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                              |  |
| Administering Medication                           | Transmission of the virus – leading to potential ill health & fatality | Staff & pupils                                       | <ul style="list-style-type: none"> <li>Children, young people or learners who require administration of medicines should continue to receive care in the same way</li> <li>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</li> <li>Staggered times of administration of medicines should be considered</li> <li>Wash hands and ensure the affected area is cleaned upon completion</li> <li>All waste and PPE should be disposed of by double bagging and put in the external waste</li> </ul>                                                                                                                                                                                                      | If a child's care plan requires updating a virtual meeting should be arranged where possible with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan                      |  |
| Providing intimate care                            | Transmission of the virus – leading to potential ill health & fatality | Employee, pupils, agency staff, member of the public | <p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing</a>, <a href="#">handwashing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</p> <p>If you are not providing intimate care to someone, PPE is not needed.</p> <ul style="list-style-type: none"> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li></li> </ul> | <p>Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</p> <p>PPE pack available in school.</p>                                                                       |  |
| Cleaning                                           | Transmission of the virus – leading to potential ill health & fatality | Staff, Pupils, Cleaners, visitors etc.               | A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you                                                                                                               |  |

|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  | <p>window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting</li> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used</li> <li>• Extra attention is to be given to frequently “touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.</li> <li>• Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used</li> <li>• Bin liners should be used in all bins</li> </ul> | <p>may need to consider increasing resources and extending the hours cleaning staff operate</p> <p>For further information on cleaning visit the governments advice</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p> <p>It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine-based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>Ensure that all COSHH assessments are carried out for all cleaning products</p> <p>Staff are trained in the safe use of cleaning products</p> <p>Ensure that all cleaning products are stored safely and out of the reach of pupils</p> |  |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                        |                                                                        |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                      |  |
|----------------------------------------|------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                        |                                                                        |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste                                                                                                                                                                                    |  |
| Home Visits to be undertaken by staff  | Transmission of the virus – leading to potential ill health & fatality | Staff                            | <ul style="list-style-type: none"> <li>Home visits should only be undertaken if necessary</li> <li>Once they arrive, they must knock on the door and step back to maintain social distancing</li> <li>Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School</li> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Home visits should be pre-planned, and risk assessed which may result in staff member maintaining social distancing by remaining outside the premises.</li> <li>If staff are concerned over a pupil's welfare this must be reported immediately to the Headteacher</li> </ul> |  |
| Deliveries                             | Transmission of the virus – leading to potential ill health & fatality | Staff, pupils & delivery drivers | <ul style="list-style-type: none"> <li>Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>Hands are to be thoroughly washed after handling all deliveries</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | All deliveries to School (including milk and fruit) should be left at the main entrance and sanitised with wipes before taking them inside the School premises                                                                                                                                                       |  |
| Contractors / essential repair work    | Transmission of the virus – leading to potential ill health & fatality | Staff, pupil, Contractors etc.   | <ul style="list-style-type: none"> <li>Only contractors carrying out essential maintenance work are to be allowed on the School site during the school day</li> <li>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>All contractors are to wash their hands upon entering the site</li> </ul> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising every hour.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>Contractors completing necessary work may be allocated a work area which is not accessed by staff on site and will be thoroughly cleaned prior to re-use. Special toilet facilities will be allocated and cleaning materials -wipes etc made available for use as required.</li> </ul> | The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned                                                                                                                                                                                |  |
| Information to Staff, pupils & parents |                                                                        | Staff, pupils, parents etc.      | <ul style="list-style-type: none"> <li>Regular meetings with staff and weekly briefings will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Staff encouraged to regularly visit the government website for updated information<br><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>                                                                                                                                                    |  |

|                                               |                                                                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|-----------------------------------------------|------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                               |                                                                        |                                           | <ul style="list-style-type: none"> <li>Regular updated information will be shared with parents via a letter, Class Dojo, email, newsletter, school website etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Suspected case of covid-19 on the School site | Transmission of the virus – leading to potential ill health & fatality | Staff, pupils, cleaners, contractors etc. | <ul style="list-style-type: none"> <li>If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the <b>latest guidance</b></li> <li>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul> | <p><b>What happens if there is a confirmed case of coronavirus in a setting?</b></p> <p>See top of this document for how to report a positive case to the LA/ DfE advice line. Support will be sought as necessary.</p> <p>See Resource Pack and Yorkshire and Humber Poster on Rotherham website and also previously distributed to all schools. Protocols as advised on this document and by professionals to be followed.</p> <p>If a child is awaiting collection, they s will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <u>symptoms</u>, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>You can find <a href="#">guidance on cleaning in non-healthcare settings</a>.</p> |  |

|                               |                                                                        |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                         |  |
|-------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Personal Protective Equipment |                                                                        |                                                                         | <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>• Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required</li> <li>• Staff should be trained in the use of PPE</li> </ul>                                                                                                                                                                                                                                                                                     | <p>All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste.</p> <p>See posters below.</p> |  |
| Visitors to school            | Transmission of the virus – leading to potential ill health & fatality | Staff, pupil, Visitors – external agencies and other professionals etc. | <ul style="list-style-type: none"> <li>• Only professionals carrying out essential work with children, necessary to teaching and learning or safeguarding will be onsite during the school day.</li> <li>• Other visits to be arranged outside of the school day</li> <li>• </li> <li>• All professionals are to wash their hands upon entering the site</li> </ul> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising every hour.</li> <li>• Professionals completing necessary work may be allocated a well ventilated work area and this will be thoroughly cleaned prior to re-use. Special toilet facilities will be allocated and cleaning materials -wipes etc made available for use as required.</li> </ul> | <p>The professional is to notify the Headteacher / Senior manager of areas visited, in order that these can then be thoroughly cleaned</p>                              |  |



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1** Put on your plastic apron, making sure it is tied securely at the back.  

- 2** Put on your 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 your mouth and chin.  

- 3** Put on your eye protection if there is a risk of splashing.  

- 4** Put on non-sterile nitrile gloves.  

- 5** You are now ready to enter the patient area.  


### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1** 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.  

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

- 3** Snap or unfasten apron ties the neck and allow to fall forward.  

- 4** Once outside the patient room. Remove eye protection.  

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

- 6** Remove surgical mask.  

- 7** Now wash your hands with soap and water.  


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

|      |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i    | Hand washing protocol        | Attached at appendix 1 below<br><a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>                                                                                                                                                                                                                                                                                                                                         |
| ii   | Respiratory hygiene protocol | This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.<br><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>                                                                                                                                                            |
| iii  | Momentary contact            | Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.                                                                                                                                                                                                                                                                                                                                                                   |
| iv   | Sessional use                | Surgical facemask can be used multiple times and need not be disposed of until wet, damaged, or uncomfortable.<br><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6</a>                                             |
| v    | Prolonged / Intimate care    | Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.                                                                                                                                                                                                                                                                                                                                                 |
| vi   | Donning and doffing          | Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a><br><br><a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>          |
| vii  | Disposal of PPE              | PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.                                                                                                                                                                                                                                                                                                                                                                                    |
| viii | Shielded person              | Definition at appendix 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ix   | Single use                   | Refers to disposal of PPE after each client interaction.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| x    | PHE Covid-19 IPC             | <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a> |