

Date compiled: 07/01/2021

By:SLT

Title: Staff attending school supporting keyworker and vulnerable children

What are the risks?	Action to be taken	By whom	When	Resources
Risks to individuals	<p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice.</p> <p>Shielding staff to submit NHS letters to JT.</p> <p>All staff who have underlying health conditions or are shielding others to have individual risk assessments prior to returning.</p> <p>Clear guidance on social distancing and expectations in school</p> <p>Staff to wash and change clothes immediately when arriving home and wear fresh clothes daily.</p>	<p>Individuals</p> <p>Staff and CoHeads</p> <p>All staff</p> <p>All staff</p>	<p>Completed</p> <p>Completed</p> <p>May 2020 Updated June 2020</p> <p>On going</p> <p>Daily</p>	
Testing for Covid 19	<p>No staff or student to come to school if they feel unwell.</p> <p>Staff in school to be tested on a weekly basis using Lateral Flow testing.</p> <p>Testing to take place at 8.15am in the hall as the test site.</p> <p>Upper school students with consent to be tested on a weekly basis</p> <p>Staff trained to undertake and process LFT and record results</p> <p>All subjects to follow direction when in the testing site</p>	<p>All</p> <p>Staff</p> <p>Upper school students</p> <p>SLT organize</p> <p>All</p>	<p>Immediate</p> <p>On going</p>	
Confirmed case of	<p>Where the young person or staff member tests positive, the rest of their class or group, including the staff member supervising will then be tested</p>	<p>Staff and</p>	<p>Immediate</p>	

	<p>Alcohol hand sanitiser provided and should be used by all persons when entering/leaving. All staff with limited access to hand washing facilities to be offered a personal mini sanitiser.</p> <p>Rooms need to be well ventilated.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for all rooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Wearing a face covering in school in corridors is recommended . Visors will be offered to those providing intimate care and they will need to wear a face mask too.</p>	<p>Staff</p> <p>Site team</p> <p>Staff</p> <p>Site team</p>		<p>Quantities of soap, sanitizer, wipes, cloths</p> <p>Order suitable bins</p>
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	All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.			
Travel to and from work	<p>Staff who use public transport agree start and finish times with CoHeads to avoid travelling in rush hour.</p> <p>All staff to travel in own vehicles unless sharing with someone from same household.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception.</p> <p>Staff to use swipe in system only</p>	Staff	Daily	
Proximity of staff	<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2M distancing cannot be maintained.</p> <p>Staff can use corridors or outside of building.</p> <p>All corridor doors propped open. Staff to be vigilant and beginning of corridor and allow others who are already using to pass by first. Maximum of five staff using the staffroom.</p> <p>Staff to use empty rooms for breaks.</p> <p>If staff bring own lunch ensure that it requires minimum preparation</p> <p>Staff can bring in hot drinks from home in suitable flask and keep with them in classrooms to reduce use of staffrooms</p> <p>Inner school doors propped open to reduce contact</p>	Staff	Daily	

	<p>A midday clean of all well used surfaces i.e. teachers desks, flush handles will take place daily,</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.(Wipes)</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice <i>link</i> and disposable cloths / mop heads etc.</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to: Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Fluid resistant surgical mask if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed. PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p>	<p>Site team plus wipes available if staff wish to use more frequently</p>		
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	<p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school are to be used.</p>	Site staff		
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