



Risk Assessment for School Activities during COVID 19 outbreak

During this evolving situation, all government guidance listed in the web links provided at the end of this document and any subsequent updates will be carefully monitored and followed. As such, this is a live document and will be updated accordingly.

June 2020

Establishment: PARMITER'S SCHOOL	Assessment by: Headmaster and the Senior Leadership Team	Date: 3rd June 2020
Risk assessment ref: Covid 19	Governor Approval:	Date: 5th June 2020

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	Action by who?	Action by when?	Done
Strategic Planning						
Strategic Planning	Staff, Students/ wider contacts Spread of COVID 19	JJO to work with SLT to review and update health and safety plans, and associated risk assessments, to reflect public health requirements, emergency management and first aid provision. Consider plans based on re-opening partially as appropriate and depending on timing. See DfE Guidance: https://www.gov.uk/government/publications/actions-foreducational-and-childcare-settings-to-prepare-for-wider-openingfrom-1-june-2020/actions-for-education-and-childcare-settings-toprepare-for-wider-opening-from-1-june-2020 https://www.gov.uk/government/publications/actions-foreducational-and-childcare-settings-to-prepare-for-wider-openingfrom-1-june-2020/opening-schools-for-more-students-and-youngpeople-initial-planning-framework-for-schools-in-england	Ongoing daily review – taking into account DfE Guidance (and updates) and feedback from all stakeholders	JJO	April – June 2020	Yes

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Safeguarding	Staff, Students/ wider contacts	<p>Continue to follow current government guidelines and update the policy as appropriate. (Covid19 Appendix already in place)</p> <p>Be prepared for increased disclosures to the DSL.</p> <p>Maintain the regular contact already in place with families of concern.</p> <p>As more students return, we will consider any necessary changes and referrals. Check for revised protocols and update safeguarding policy if necessary.</p>	Ongoing	JST JST BHU	June 2020	Ongoing
Student Numbers	Staff, Students/ wider contacts Spread of COVID 19	Identify likely numbers of students who will be attending. Agree required staffing resource and approach in liaison with the SLT and Academy Governance.	Continue to review staffing needs and ensure that the rota for supervising students fits and supports the model	JST	June 2020	Ongoing
Covid19 Risk Assessments and Procedures	Staff, Students/ wider contacts Spread of COVID 19	Line Managers will ensure that their teams are aware of policies and procedures to be followed by staff and students in areas under their jurisdiction. For example: Fire evacuation and cleaning procedures.	SLT to support leaders and managers to adhere to procedures	JJO	June 2020 and ongoing	Ongoing
Student Covid19 Risk Assessment and Procedures	Staff, Students/ wider contacts Spread of COVID 19	<p>Staff, students and parents will be provided with clear and concise guidance regarding travel, arrival at and departure from school and movement on site. See Appendix 1.</p> <p>Ensure all staff are aware of the overview plan for students.</p>	Ongoing daily review with comments and suggestions for improvement being sent to JJO for potential action/adaptation of plans	JJO	From 8 June	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Communication						
Communication Plan	Staff, Students/ wider contacts Spread of COVID 19	Plan content and timing of communications to parents and students (including attendance expectations and other specific things that parents should do to help prepare returning students, for example, arrangements for drop-off/collection). See DfE Guidance: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopeningschools-and-other-educational-settings-from-1-june Plan content and timing of staff communications to ensure that all staff are fully aware of expectations and operational measures in place.	Ongoing actions and communication required	MJO	March - June 2020	Ongoing
Student Attendance and Behaviour for Learning						
Attendance		Student attendance will continue to be recorded in line with Government direction. Clearly establish which students are due to come on-site each day/week Plan arrangements for non-attendees who should be in, for example, a phone call home		BHU	From March 2020 June 2020 and ongoing	Ongoing
Behaviour for Learning	Staff and students	Review Positive Behaviour for Learning Policy to reflect the new rules and routines necessary to reduce risk in our setting and agree how to communicate this to school staff, students and parents and review uniform expectations.		BHU	June 2020	Yes

Staffing						
What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Staffing Levels	Staff, Students/ wider contacts Spread of COVID 19 Wider safeguardin g/safety risks	Decisions on staffing levels made dependent on numbers/needs of students present in school Reviewed regularly to ensure adequate number of staff to maintain an appropriate staff:student ratio and ensure key competencies (first aid etc. maintained) Consider options for cover in the event of staff shortages. Consider options if necessary staffing levels can't be maintained. Plan and agree who is working onsite and offsite; timetable allocations and duties. Consider appropriate timetable structure.	Some review of keyworker students supervision rota needed	JST GAB	June 2020	Ongoing
Flexible Working	Staff, Students Spread of COVID 19	Agree any flexible working arrangements needed to support changes to usual patterns (for example, staggered start/end times).		JST	Ongoing as required	Ongoing
Wellbeing of Staff and Students						
Staff Wellbeing	Staff, Students Spread of COVID 19	Put in place measures to check on staff wellbeing (including leaders). Consider plans for Induction of new staff. Impact on mental health - consider options available to support e.g. staff welfare support, occupational health referral and signposting information and support	Continued monitoring and review Revised Induction process All staff have access to the 'Optum' Employee Scheme	JST ABA JST	Ongoing as required ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
		<p>Consider reporting systems for monitoring and responding to staff absence.</p> <p>Include appropriate ongoing adjustments to application of sickness absence policies to reflect Covid-19 related absences/issues.</p> <p>Consider the approach to handling cases of staff subject to any ongoing/pre-existing processes under sickness absence, capability or disciplinary policies on an individual, case by case basis.</p> <p>See HSE Guidance: https://www.hse.gov.uk/toolbox/workers/home.htm</p>		JST	June 2020	
				JJO		
Student Wellbeing	Students	<p>Consider mental health, pastoral or wider wellbeing support for students returning to school (for example, bereavement support) and discuss what wider support services are available.</p> <p>Consider services for additional support and early help where beneficial (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to students and students who were not previously affected.</p> <p>See DfE Guidance: https://www.gov.uk/guidance/supportingstudents-wellbeing</p>	Ongoing review of provision	BHU	June 2020 and ongoing	Ongoing
Health Factors						
Individual risk factors	Staff, Students/ wider contacts Spread of COVID 19	<p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice.</p> <p>Staff communication will highlight groups identified as being at greater risk. If any member of staff or student believes they are in one of these groups, they may request a personal risk assessment by contacting Mrs Johnstone.</p>	Ongoing review of guidance	JJO	March 2020 onwards	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Individual risk factors	Staff, Students/ wider contacts Spread of COVID 19	<p>These groups currently include:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable Those who live in a household with someone who is extremely clinically vulnerable Clinically vulnerable Black, Asian and minority ethnic (BAME) <p>We will continue to monitor government guidance and respond to any changes and consider each staff member's case individually.</p> <p>Staff/students who live in a household with someone who is extremely clinically vulnerable should be assessed on a case by case basis and if possible, working from home should be supported. If staff in the vulnerable category return to work, they should be offered additional protection to ensure they can adhere to strict social distancing measures at all times.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing.</p> <p>Consider if these members of staff are able to work from home (supporting remote education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Clear message sent to staff that they should not attend school if unwell for both Covid-19 and any other illnesses/symptoms.</p>	<p>Ongoing review of guidance</p> <p>Devised by individual staff with support from HR and Line Managers as appropriate</p>	<p>JST</p> <p>MJO</p> <p>JJO</p> <p>JJO</p> <p>MJO</p>	<p>March 2020 onwards</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Suspected Case Whilst Working on Site	Staff, Students/ wider contacts Spread of COVID 19	<p>If a student or member of staff displays symptoms of Covid 19; high temperature (37.8 or more) or a new continuous cough, or sudden loss of taste or smell, a member of the SLT should be notified immediately.</p> <p>Any affected student or member of staff must go home immediately (if awaiting collection by a parent, students should isolate in a ventilated room or in a ventilated area at least 2m away from others).</p> <p>For full details refer to Appendix 2.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p>	Continue to remind all stakeholders of current/latest guidance	JJO	Ongoing	Ongoing

Use of Shared Equipment						
Contact Points Equipment Use Printers, Workstations, Apparatus, Machinery etc.	Staff, Students/ wider contacts Spread of COVID 19	<p>Students should have their own water bottles in school to reduce contact with water fountains.</p> <p>Common contact surfaces to be cleaned regularly (Reception, office, access control etc. (screens, telephone handsets, desks).</p>	Ongoing reminders, signage etc./Intouch to parents	BHU	June 2020	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Contact Points Equipment Use Printers, Workstations, Apparatus, Machinery etc.	Staff, Students/ wider contacts Spread of COVID 19	All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use Avoid, where practicable, working with paper/other materials that are shared in a way that may aid transmission; i.e. photocopying, etc. Ensure 'high touch' equipment (board pens etc.) are not shared.	Surfaces wiped over by Cleaning Team end of the day.	BHU	June 2020	Ongoing

Cleaning Regimes

Cleaning Regimes						
Cleaning	Staff, Students/ wider contacts Spread of COVID 19	Following Government guidelines, a strict cleaning protocol has been devised and can be seen in Appendix 3		JJO	March 2020 and ongoing	

First Aid and Personal Care

First Aid and Personal Care						
Provision of first aid	Staff, Students/ wider contacts Spread of COVID 19	Protocol for First Aid and Personal Care can be seen in Appendix 2 . In the absence of Matron, a First Aider will be identified each day.		JJO	As required	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Premises and Maintenance						
Emergency procedures (Fire alarm activations etc)	Staff, Students/ wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants.	Need to plan a practice evacuation	JJO	June 2020	
Deliveries & Waste collection.	Staff, Students/ wider contacts Spread of COVID 19	Allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials.		JJO	April 2020 and ongoing	Ongoing
Premises safety	Staff, Students Spread of COVID 19 Wider safeguarding /safety risk	Ensure all 'normal' tasks/compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time.	Ongoing review and monitoring as required	JJO	April 2020 and ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Contractors	Contract Staff, Students/ wider contacts, Spread of COVID 19	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled/ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School's to seek confirmation of the contractor's method statement/risk assessment.</p> <p>See DfE Guidance: https://www.gov.uk/government/publications/managing-schoolpremises-during-the-coronavirus-outbreak/managing-schoolpremises-which-are-partially-open-during-the-coronavirus-outbreak</p>		JJO	April 2020 and ongoing	
Lack of awareness of PHE/School controls	Staff, Students/ wider contacts Spread of COVID 19	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>		HCL JJO		

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Student Learning						
Learning Provision	Students	<p>Learning during partial reopening Summer Term</p> <p>HoDs/HoFs to agree what learning is appropriate, identify curriculum priorities, provide necessary procedures for any practical work and ensure a coherent programme of remote learning and face-to-face learning.</p> <p>Teaching staff to continue to provide remote learning for all students, with material provided to ensure those missing any face-to-face sessions are not disadvantaged.</p> <p>Review workload of teachers responsible for delivering face-to-face learning and remote learning.</p> <p>Planning for learning in September</p> <p>HoDs/HoFs reviewing Schemes of Work to ensure opportunity for review of material covered during school closure.</p> <p>HoDs/HoFs to have a plan for blended learning of face-to-face and remote learning continuing in September.</p> <p>HoDs/HoFs to agree strategies for identifying and addressing gaps in students' learning.</p> <p>HoDs/HoFs to review staffing on Year 11 and Year 13 groups for September 2020.</p>		EBE	March 2020 and ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Action	What further action is necessary?	by who?	by when?	Done
Remote Learning	Students/ staff	<p>Agree ongoing learning offer for eligible students who can't attend school, as well as offer for those that continue to be out of school.</p> <p>Staff fully trained on June 1st INSET on Live streaming of lessons with guidance clearly given to staff with what they are required to adhere to with regards safe guarding updates at all times.</p> <p>Monitor and ensure consistent standard of work is being set across a subject area.</p>	Creating acceptable behaviour when conferencing' guidance and share with school community	ABA	March 2020 and ongoing	Ongoing

Relevant Links Underpinning this Risk Assessment:

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educationalsettings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-students-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings

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

COVID-19 poster

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st) Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Appendix 1

Protocols for travel, arrival and departure, movement around the site and classroom management

Travel

- Travel to and from school should only be with other people you have followed the isolation period with.
- Car sharing should not take place.
- Students are encouraged to not use public transport where possible.
- If students and staff have no other choice than to use public transport, they are to wear face masks.
- The School bus service will not be provided during this period.

Arrival

Students

- Avoid congregating at the gate to avoid disruption to the arrival process of others.
- Start times will be staggered to minimise grouping.
- A member of staff will be present at the entrance to the site to assist with directing students.
- Hand sanitiser will be available at all entrances.
- On arrival at your study area, you will be assigned a seat, in order to minimise risk and maintain social distancing.

In the Classroom

- Each classroom will be arranged in a way to provide sufficient social distancing - meaning that class sizing and arrangement of furniture has been carefully considered (maximum 15 students per study area)
- It is vital that student have their own equipment to work with.
- Students will maintain their allocated seating position for the duration of their time in school.
- Each room will have hand sanitising available as well as disinfectant wipes.
- Windows will be kept open where practicable.
- Rooms will be cleaned and disinfected overnight
- No personal belonging should be left in classrooms.
- Students will remain in small, consistent groups with the same staff assigned to that group.
- IT Suites – All monitors, keyboards and mice have been sanitised. Screen wipes will be available in each IT Suite, again after each lesson, please ensure all equipment is wiped down
- Classrooms will be deep cleaned daily, all classrooms will be disinfected once a week, or more frequently should the need arise.

Rooms in Use

- Keyworker and vulnerable group students will be accessing the library/LRC in the main building.
- Additional identified students will be accessing the IT rooms in the main building from w/c 8 June.
- Review meetings for Year 10 will take place in the Main Hall w/c 15 June.

Breaktimes

- Breaks will be staggered and take place outside following the social distancing guidelines.
- Outdoor furniture will be spaced appropriately.

Movement

- Signage and floor tape will direct people in school buildings.
- Ensure the appropriate distance is maintained by keeping strictly to the left against the wall and follow one way systems outlined when walking in the corridors and using stairways.
- Do not loiter in the corridors, they should only be used for entrance and egress
- A number of offices have been marked off with Hazard Tape to ensure the 2m distancing rule – please be mindful of the taped off areas in particular when entering small offices and the main reception area
- Doors - all doors will be wedged opened excluding toilet doors. However, these are to be closed whilst leaving in the case of a fire evacuation.

Visitors

- Only essential visitors will be allowed onto the school site.
- All visitors will be made aware of expectations in relation to social distancing, hand washing/use of sanitiser on entry and will adhere to any restrictions on accessing parts of the building stipulated by the school.
- All visitors and contractors who need to access the school beyond Reception will be asked to sign in and make a declaration to say “To my knowledge, I am not suffering from COVID 19 like symptoms or in the recovery phase”.

Further Guidance

- You are permitted to wear a mask but gloves are not recommended as hand washing is much more efficient
- School to promote to all staff and students in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”.
- Food and drink will not be available to purchase at school for this initial period so please do bring a drink if required
- Students will be required to follow the school’s uniform code
- No assemblies, school events, school trips, extra-curricular activities etc.
- Hire of facilities and Lettings is currently suspended.

Meetings/ 1-2-1’s/Training

Face to face meetings will only be held if essential. These will be conducted in large areas to maintain 2m distancing; or ‘virtually’ (Google Meets etc.)

Protocol for hygiene, First Aid and action in the event of a suspected case of Covid 19

Hygiene

- The focus will remain 'Catch it, bin it, kill it' with supplies of tissues and waste bins readily available.
- Appropriate signs will remind staff and students of the importance of handwashing.
- Hand wash, hand sanitiser, antibacterial wipes and paper towels will be readily available in all areas. Supplies will be monitored and maintained by the Premises Team.
- Hand driers will be disconnected in line with Government guidance.
- A perspex screen will protect the Reception area.
- Parcels and packages are to be placed against the wall in reception before they are distributed by the caretaking staff.
- Toilets – Signage is on all toilet doors, limiting a maximum of 1 person at any one time.

First Aid

- It is accepted that 2 m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so.
- Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.
- First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room/area as a waiting/collection area.
- If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.
- Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)
- Wear a student falls ill with Covid 19 symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the student while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2 m cannot be maintained.
- If direct care (such as a student with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.

Close Contact with Student

- Teaching assistants or staff that are required to work within a 2-meter distance with individual students are required to wear a face mask. These can be found at Reception or in the SEN department.

Suspected Case of Covid19

- If a **student** or member of **staff** displays symptoms of Covid 19; high temperature (37.8 or more) or a new continuous cough, or sudden loss of taste or smell, a member of the SLT should be notified immediately.
- Any affected student or member of staff must go home immediately (if awaiting collection by a parent, students should isolate in a ventilated room or in a ventilated area at least 2m away from others).

- See <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions>
- School staff supervising a student while they await collection should wear PPE (a fluid resistant surgical mask, disposable apron and gloves) **if** a distance of 2 m cannot be maintained.
- If direct care (such a student with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.
- It will be made clear to parents that if a student is unwell at school they are to be sent home or collected immediately.
- Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>)
- The person must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.
- All staff to be made aware of protocol for sick students.
- Symptomatic staff will be excluded for 7 days from when symptoms started.
- Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started.
- See <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Testing

- As part of national programme for essential workers, school staff with symptoms should book a test confirming the results to the school.



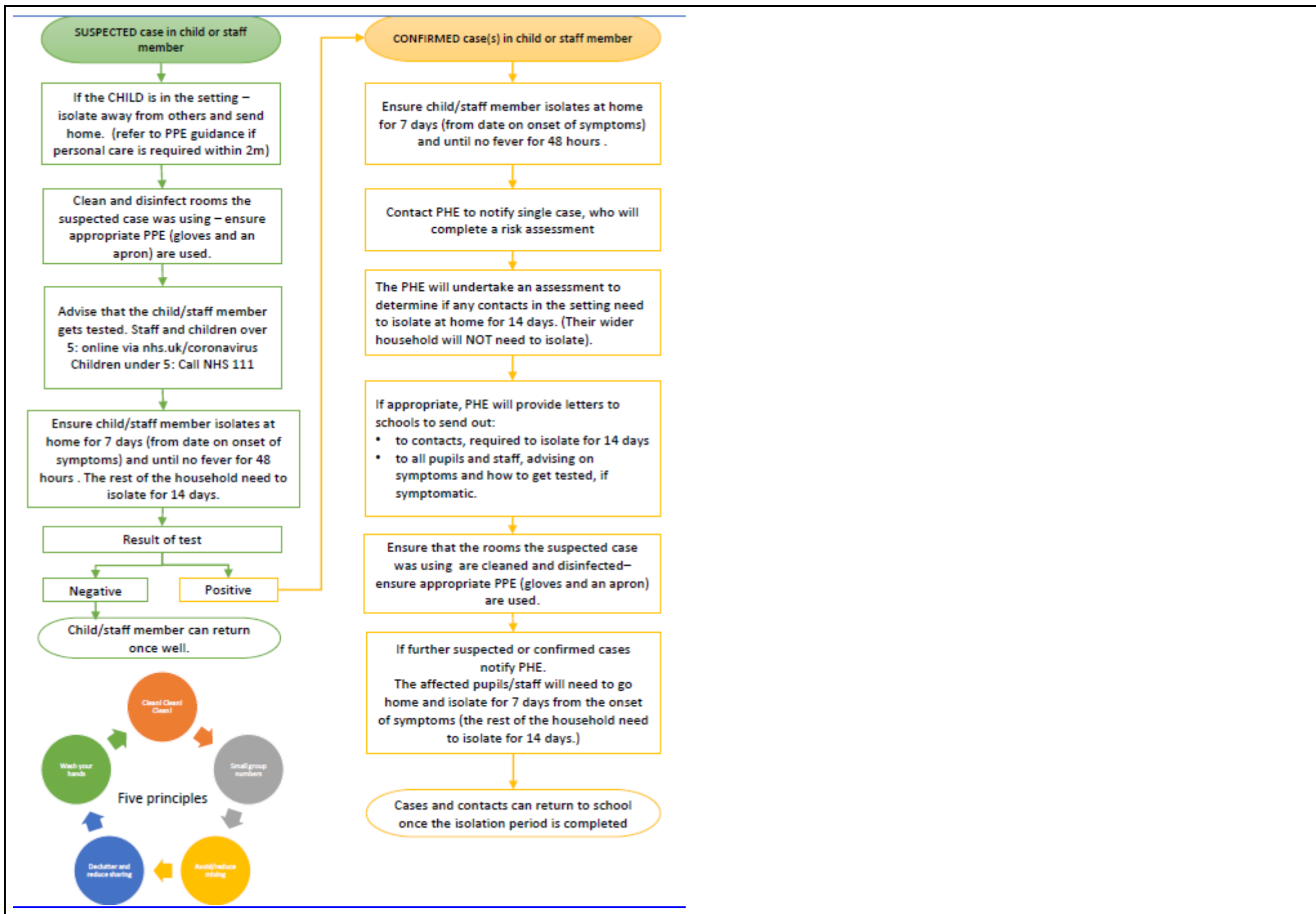
Public Health
England

Action to be taken by schools (version 5 June 2020)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases. If you have any general questions or concerns, please contact HCC Public Health Team advice for school headteachers on 01992 556285. Please note: THIS IS ONLY FOR USE BY SCHOOL AND EARLY YEARS SETTINGS STAFF ONLY and it is not to be given to parents or students.

To notify a case(s), please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eo.e.crc@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.



Appendix 3

Protocol for cleaning

A robust cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.

Cleaning protocol is as follows:

- Cleaners will wear disposable gloves, face mask and apron.
- Wash their hands with soap and water once they remove their gloves and apron.
- Maintain the cleanliness of hard surfaces using standard cleaning products and paper towels throughout day.
- Any cloths and mop heads used must be disposed of as single use items.
- Hand towels and hand wash are to be checked and replaced as needed by site/cleaning staff.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.
- Only cleaning products supplied by the school are to be used.
- School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.
- 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.).
- See PHE advice the COVID-19: cleaning of non-healthcare settings guidance
- COSHH regulations for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.
- Classrooms will be deep cleaned daily, all classrooms will be disinfected once a week, or more frequently should the need arise

When cleaning a contaminated area:

- Cleaners will wear a fluid resistant surgical mask with gloves and apron.
- Wash their hands 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.