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| Risk Assessment September 2021 |

**Risk Assessment under constant review in line with Government Guidance and Local Outbreak Team**

**Covid Outbreak at the Haven is 2 members of the school community – Guidance will be followed from Local Outbreak Team.**

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| **Subject of Assessment** | Coronavirus (COVID-19) | | |
| **Task/Activity** | Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities- updated in light of new government updates for return to school September 2021 | | |
| **Assessor** | Tom Morris/Zoie Stevenson | **Location of Assessment** | The Haven School |

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| **Risk Rating Matrix (RR)** | **Likelihood (L)** | | |
| **Consequence (C)** | Certain or near certain to occur (High) | Reasonably likely to occur (Medium) | Unlikely to occur (Low) |
| Fatality; major injury or illness causing long term disability (High) | **HIGH (H)** | **HIGH (H)** | **MEDIUM (M)** |
| Injury or illness causing short term disability (Medium) | **HIGH (H)** | **MEDIUM (M)** | **LOW (L)** |
| Other injury or illness (Low) | **MEDIUM (M)** | **LOW (L)** | **LOW (L)** |

| **Ref** | **Hazards**  **(***Unsafe Condition***)** | **Who is at risk?**  **(***and how***)** | **Controls in place** | **L** | **C** | **RR** | **Adequately controlled?** |
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| 1 | **COVID-19**  (*Someone infected entering the workplace*) | **Employees, pupils**  (*A visitor or employee enters the workplace and passes the virus onto employees*) | * An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. * Staff to be tested weekly using LFT. Students to be tested after each break and then again after 3/5 days (see separate LFT RA). Individuals who are positive for CV-19 are to be sent home with a PCR test and to self-isolate. Track and tracing in school to be carried out and appropriate actions taken. * All pupils are being provided with LFT to take home so regular asymptomatic testing can take place. * Anyone who tests positive to LFT, Or showing symptoms are advised to seek a PCR test and stay at home until the results have come back Further guidance can be found :[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * Pupils who eligible for FSM will be provided with £25 per week if they are required to stay home * COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. * Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. * If a visitor has to come into the building/carry out works, where the meeting cannot take place virtually, ~~PPE must be worn.~~ Best practice hygiene will be encouraged * All phones used on loudspeaker where possible and thoroughly cleaned after use. * ~~All Pupils/Staff to wear a clean face covering with 3 layers, preferably of medical standard, when moving around the building unless individual reasonable adjustments have been made and agreed by the Headteacher~~ * ~~Face coverings ideally to be put in a clear plastic bag when not being warn and hands sterilised before and after taking them off/putting them on.~~ * **face coverings** No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas. However if pupils or staff wish to wear face coverings they may do so. | M | M | M | Yes |
| 2 | **COVID-19**  (*Someone becomes ill in the workplace*) | **Employees pupils & Visitors**  (*Contract COVID-19 in workplace*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * A designated safe area has been identified away from other staff and pupils. Persons showing signs of COVID-19 infection will be removed from the School to the reflection room, away from staff/pupils and sent home with support required. The person will be advised to follow [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). * If the person is a visitor their organisation will be informed. * The workplace will be decontaminated following [governmental guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees and pupils have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Visitors are asked to hand sanitise on entry to the school. * This information has been passed onto all employees and pupils.   **Ref appendix 3 Updated Cleaning Guidance**  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | M | M | M | Yes |
| 3 | **COVID-19**  (*Contaminated Workplace*) | **Employees pupils & visitors**  (*Contract COVID-19 in workplace*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) is being followed. * Hand sanitisers have been placed in reception, on entry to the school, and throughout the building and employees are encouraged to carry their own. * ~~Pupils will be supervised washing hands~~ to ensure [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) is followed. Posters are on display. * All staff and pupils to hand sanities at the start and end of each lesson and before and after handling equipment. * Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Paper towel dispensers are used and towels disposed of after use in a pedal bin. * All staff are trained in infection prevention and control * Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. This will include cleaning their workstation/desks on arrival and when leaving the classroom/office. * All surface should be kept as clear as possible so surfaces and be cleaned easily * This information has been passed onto all employees. * Rooms should be well ventilated. Windows and doors to be kept open where possible . * The school communal areas and open rooms will be cleaned daily in line with best practice. * ~~Table Tennis will no longer be available for free times. It is only to be used as part of PE lessons where extra precautions can be taken.~~   **Ref appendix 1 Daily Procedure**  **Ref appendix 3 Cleaning Guidance** | M | M | M | Yes |
| 4 | **COVID-19**  (*proximity, workplace gatherings*) | **Employees pupils & visitors**  (*A person catches COVID-19 due to working closely with an infected person*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed. * ~~The Haven will be operating as a whole school bubble.~~ * Students will be supervised by a member of staff moving between areas of the school and reminded to keep their distance where possible. * ~~Social distancing to be implemented where possible.~~ * ~~Employees may be asked to work from home if practical to do so for short periods of time to reduce numbers in school.~~ * ~~Numbers of pupils in school will be kept to a maximum of 9 to ensure social distancing of 2 m is possible at all times.~~ * ~~Lessons will be taking place as normal with some adjustments: Students will sit one to a desk and be 2m apart. Where possible teachers will teach from the front of the room and minimalise their movement around the class.~~ * ~~No handshaking, large meeting or assemblies to take place~~ * ~~Students to be in designated rooms for form, break and lunch times. Where possible they will be encouraged to go outside after eating.~~ * Where possible and appropriate the occupied rooms/classroom to be well ventilated * It is advised that the spacing * At break times pupils can either got to the hub or outside the front of the building, hand sanitiser to be provided on re-entry to the building   ~~PE/Sports and Physical activity risk assessment to be reviewed in line with Government Guidance when this is available. Until then where possible PE will take place outside.~~  PE/ Sports and Physical activity to reviewed with  Guidance on CV-19 Measures for grassroots sports participants, providers and facility operators  [Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators)  This information has been passed onto all employees.   * When a member of a household informs the school they are showing symptoms of Covid-19 [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) in line with NHS [Track and Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/) will be followed .   [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)   * ~~Home visits will be cancelled for the duration of the new lockdown but doorstep visits (following the procedure below appendix 2) will take place. For these students online supported home working will be put in place.~~ * If isolating Students cannot attend school, they will be provided with online learning to complete at home   **Ref to appendix 1 Daily Procedure**  **Ref to appendix 2 Door Step Visits** | M | M | M | Yes |
| 5 | **COVID-19**  (V*ulnerable employees*) | **Employees/ pupils with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.**  (*Contract COVID-19 in workplace*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * ~~Employees/ pupils have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days Track and Trace procedure should be followed and testing should be arranged– there have been no instances of either of these to date.~~ * ~~All vulnerable members of staff to have risk assessment written and reviewed regularly. Clinically extremely vulnerable staff are to work from home and their risk assessment amended to reflect this.~~ * Any clinically vulnerable employees will have their RA reviewed, and where safe to do so will be able to work in school. (No CEV staff) * Pregnant women ~~are specifically advised to work from home after 28 weeks’ gestation..~~ Can attend school as the measure in place from this risk assessment significantly reduce the risk of transmission. * Pregnant workers may be asked to commence maternity leave early if Government guidance changes. * ~~If necessary~~ Where possible and at the request of meeting attendee the school will arrange for meetings with parents/external agencies/pupils (for pupils with underlying health issues) to be completed by video or audio conferencing.   **Ref appendix 1 Daily Procedure** | M | M | M | Yes |
| 6 | **COVID-19**  (*Employees who have contracted COVID-19*) | **Employees, pupils, visitors, members of the public, family members** (*Contract COVID-19 in workplace*) | * An Outbreak at the Haven will be if 2 members of the school community have confirmed CV19 – Guidance will be sought and followed from the Local Outbreak Team * Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow [NHS Online Guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/). Further guidance can be found here to see if it is required for an individual to self isolate.   [Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)   * The workplace will be decontaminated following [governmental guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * This information has been passed onto all employees. (All documents available on Myconcern and staff are to indicate when it has been read) | M | M | M | Yes |
| 7 | **COVID-19**  (Presenteeism. *Symptomatic or exposed employees remaining in workplace.*) | **Employees, pupils, members of the public, family members** (*Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * Employees are advised to follow [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). * Symptomatic employees and pupils will be instructed to go home. * The reflection room to be used for isolating staff/pupils who become symptomatic until they can be collected. * Government guidance on track and trace to be followed [Government guidance](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)(Track & Trace) * Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). | M | M | M | Yes |
| 8 | **COVID-19**  (Self-Isolation *and wellbeing*) | **Employees, pupils**  **(***Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation* **)** | * NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist ([Stay at Home Advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)) * A homeworkers risk assessment – either general or specific depending on risk levels – will be completed * All staff to have the option to complete stress analysis toolkit and for this to be discussed with their line manager. * Supervision to take place every half term * SLT Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Zoom/ Google Meet. * This information has been passed onto all employees. (all documents available on Myconcern and staff are to indicate when it has been read) | M | M | M | Yes |
| 9 | COVID-19  (*Travelling/ home visits to pupils*) | **Employees, Pupils & visitors**  (*A person catches COVID-19 due to travelling abroad/ visiting a pupils at home*) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed   The Haven School ~~should~~ may require staff to make Doorstep/ Home visits:  -To fulfil a statutory duty/well-being check which cannot be fulfilled in any other way and/or  -When risk assessment deems it necessary to protect a pupils emotional wellbeing and reduce risk of deterioration of mental health and/or  -when risks of infection to staff and pupils visited have been mitigated in accordance with this guidance and national protocols.  The Haven will optimise use of digital technologies and telephone contacts wherever possible to maintain contact, assess and review.  Please see appendix 2  **Haven School – Doorstep/ Home Visit- Risk Assessment** | M | M | M | Yes |
| 10 | COVID- 19  *(Behaviour Management of*  *Pupils)* | **Employees, Pupils**  *Pupils displaying defiant/ unsuitable behaviour –*  *(avoiding the use PI)* | * The same standards of behaviour are expected That are set out in The Haven Positive Engagement Policy this has been amended to reflect some of the changes to our school risk assessments made as a result of CV19.   ~~Students with/without a history of requiring a Physical Intervention (PI).~~   * ~~If the foreseeable outcome may lead to the use of a Physical intervention which means the CV 19 RA cannot be followed.~~ * ~~Staff may have to use their professional judgement to send pupils home if their behaviour is escalating or is unsuitable, and non-physical behaviour management strategies are failing. Should a student leave the school site without permission they may not be allowed to re-enter the building and collection will be arranged.~~   **Ref appendix 1 Daily Procedure** | M | M | M | Yes |
| 11 | COVID-19  (*Information failure*) | **Employees, pupils & visitors**  (*Escalation/de-escalation of Pandemic*) | * The company has a designated COVID-19 Appointed Persons (SLT) whose responsibilities include; * Signing up to relevant websites to receive timely updates * Monitoring relevant websites & news outlets * Information read and discussed weekly at SLT * Key staff members take part in all relevant Health and Safety and DfE webinars to ensure the school stays up to date with guidance, current trends and best practice. | M | M | M | Yes |

| **Hazard Ref** | **Additional control** | **Assigned to** | **Date Completed** | **L** | **C** | **RR** |
| --- | --- | --- | --- | --- | --- | --- |
| 1,2,3,4,5,6,7,8,10,11 | New daily procedure document created for pupils and parents  (Appendix 1) | TM | 20/4/20- updated 13/07/20/  Updated 02/11/20  Updated 05/01/21  Updated 01/09/21 | M | M | M |
| 9 | Additional risk assessment for home visits created  (Appendix 2) | ROG | 20/4/20  Updated/reviewed 02/11/20  Updated 05/01/21  Updated 01/09/21 | M | M | M |
| 3,4 | COVID-19: cleaning in non-healthcare settings  (Appendix 3) | TM | 21/04/20- reviewed 10/07/20  Updated/reviewed 02/07/20  Updated 05/01/21  Updated 01/09/21 | M | M | M |

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| --- | --- | --- | --- |
| **Date of Assessment** | 01/09/21 | **Signature** |  |
| **Review date** | **Currently daily, to ensure Government Guidance is being followed. Discussed weekly at SLT meetings and amended where necessary.** | | |

**Appendix 1**

**Haven School Covid-19 Daily Procedure and Health and Safety**

This Procedure has been created in accordance with the risk assessment for managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities.

~~As a result of the COVID-19 pandemic, the R value rising still further and in light of the new more transmissible strain, it is now even more important that students who will be attending The Haven School know that the school day and procedures will be very different. This is in line with Government guidance for reducing the risk of catching or spreading the COVID-19 virus. Failure to follow these procedures may result in students being sent home immediately for them to continue their learning at home. This is for the safety of the school community. All parents and carers should go through this document with their child to ensure that they understand the COVID-19 daily procedure and that parents/carers and pupils can meet the requirements set out. Parents and carers also need to agree that they would be available to pick up their child immediately if they cannot with support, follow this risk assessment, or in the event that their child tests positive or becomes unwell whilst at school.~~

**~~Arrival to School~~**

~~Student arrival times will be staggered naturally to avoid congestion in the entrance and allow time for each pupil to get settled ready for their lessons. students are asked to be vigilant on arrival that if they do arrive at the same time as another pupil, they ensure they maintain social distancing. We ask that students are dropped off no earlier than 8.50.~~

**Social Distancing where possible**

All members of the school community should take a sensible approach to CV-19 and we would recommend maintaining safe distance from other members of the community when possible.

~~Students should try to maximise are to maintain 2M+ distance from all other people in the building and will be supervised when moving around the building, to ensure compliance with this is upheld. Pupils and staff should avoid talking/breathing with anyone face-to-face and should perform side-by-side breathing/ talking, maintaining a 2m+ social distance where possible. We will not hold any whole school assemblies, or large group sporting events/activities. Class sizes will be kept to a maximum of 3 (5 in the hub at break times) and will typically be 2/3 students where possible.~~

**Wearing of face coverings**

Students and staff may can wear a face covering if they wish.

S~~tudents and staff to wear a face covering (preferably made of 3 layers and cleaned/replaced daily) where possible when they move around the school. Face coverings can be removed when sat at desks. Face coverings to be attached to lanyards/put in plastic bags where possible to prevent contamination of surfaces. Face coverings should be cleaned/replaced regularly to reduce the risk of infection (this is the responsibility of the parent/carer). If a face covering cannot be worn, please contact the Head teacher so that a plan to make reasonable adjustments can be considered.~~

**School Building**

~~Some areas of the school will now be out of bounds to students. Toilets and handwashing facilities (1 person at a time).~~ All doors to the building and classrooms will be propped open where possible at the start of the day to reduce the number of surfaces that are touched by students. Classrooms should be well ventilated (windows open). Increased cleaning will be taking place.

**Equipment**

Communal equipment will be in use when it is possible to thoroughly clean the items. ~~Student will be issued with a tray which will contain a selection of stationery and work. They will also be assigned where to sit.~~ Pupils will have to sit on separate tables, all facing the front where possible and teaching allows. ~~Pupils should avoid touching surfaces and equipment if it can be avoided. Students will be responsible for their tray at all times.~~

**Uniform**

Uniform Policy is now in effect.

~~Students will be allowed to come to school in warm~~ **~~and appropriate~~** ~~non-school uniform. As the windows will be open to allow for adequate ventilation, students will need to ensure they are warm enough in school. They need to bring a warm coat for outside activities but also wear a t-shirt underneath their jumper in case they get hot during PE sessions~~.

**Hand washing/ Hygiene**

Students will be expected to wash their hands/ hand sanitise with soap for 20 seconds; on arrival to school, after eating, if they cough or sneeze into their hand or tissue and when directed by staff throughout the school day, and before they leave. ~~Hand washing will be supervised to ensure good hand washing practice is followed~~.

Hand sanitizer will also be available for use periodically throughout the day. All staff and pupils requested to hand sanitise their hands throughout the school day ~~at the start and end of each lesson and during change over.~~

**Illness or symptoms of COVID-19**

Should a student start to feel unwell or show symptoms of the COVID-19 Virus they will required to go to the reflection room and await collection. Parents and Carers of students that require a taxi should be aware that if a student starts to feel ill, the taxi firm will be called and informed, ~~However, it is possible the taxi firm will refuse to collect~~, in which case it will be the parents or carers responsibility to collect their child from school as soon as possible.

**Drinks, Snacks, Mobile phones and Personal Belongings**

Mobile phones will need to be placed in the personal storage containers by students and be taken out by the student it belongs to at the end of the day. This will also apply to 6th formers. ~~All items brought into school must be kept in their tray~~. If students need to bring in bags and coats these will have to be stored on the coat racks in the kitchen upstairs. Their packed lunch boxes need to remain inside their bags until required. Students are not allowed into the kitchen, unless they are accompanied by a member of staff.

**Lunch Time/break time**

Before break/lunch students will be asked to wash their hands/use hand sanitiser. They will have to eat lunch in their designated rooms and then can go outside or to the Hub ~~will be encouraged to go outside~~ ~~where possible~~ . At the end of break/lunch students will be asked to wash their hands/sanitise.

**End of day procedure**

At 1.45 Students to go to Hub Club ~~students will sterilise their hands and return to their form rooms~~. 2pm onwards students ~~will be~~ ~~asked to wash their hands and~~ collect their belongings and called down to the office when their lift has arrived. ~~to allow for a staggered finish to the day.~~

**After School Clubs**

~~These would be~~ 2-2.30. ~~Unfortunately, these will have to be cancelled until further notice. This will be reviewed after lockdown.~~

**This procedure will be reviewed and amended when any new guidance is issued by the Government.**

**~~I apologise that many of these measures seem very strict and goes against the Havens’ ethos in how we normally support the young people and their families. However, as I am sure you understand due to the seriousness of this unprecedented time, our main priority is the health, safety and well-being of all the Haven pupils, staff and wider community.~~**

**Appendix 2**

**Haven School – Home visit/ Doorstep Visit- Risk Assessment**

**The Haven School should require staff to make Doorstep visits only**:

-To fulfil a statutory duty/well-being check which cannot be fulfilled in any other way and/or

-When risk assessment deems it necessary to protect a pupil’s emotional wellbeing and reduce risk of deterioration of mental health and/or

When risks of infection to staff and pupils visited have been mitigated in accordance with this guidance and national protocols.

Organisations should optimise use of digital technologies and telephone contacts wherever possible to maintain contact, assess and review.

**1. Contact before the visit**

**Contact the Child/family/Carer before the visit:**

Ensure the pupil or their family/carer understands the purpose of the visit and the plan for the visit

Explain about coronavirus and why special precautions are needed at this time: to protect them, to protect visiting professionals and protect the community. (see checklist)

**Call Checklist (prior to visit)**

Do they or anyone in the household have confirmed Covid-19?

Do they or anyone in the household have any Covid-19 symptoms? (a dry persistent cough; raised temperature; sore throat; loss of smell and taste or other symptoms)

Are they or anyone in the household in a higher risk group/shielding (e.g. have cancer or an immune-suppressing condition)

Are they or anyone else in the household in self isolation due to exposure to COVID-19?

Seek their agreement to maintain a distance of at least 2 metres and explain the benefits for them.

Seek their agreement to thoroughly wash their hands before and after the visit and explain the benefits to them

Provide an opportunity for the person to challenge the organisation’s decision if needed and possible.

At this point, weigh up again the benefits and risk of doing/not doing a visit. Seek advice and endorsement of your approach from SLT as needed.

**2. During the visit**

Before doing your doorstep/ Home visit, check your information (step 1)

Follow public health guidance during the visit.

Call on arrival -Confirm who is in the house and the health status of the person you are visiting and any other household members.

Ask the student to wait on the doorstep (so you don't have to touch the door)

Ask the pupil to wash their hands immediately before and after your visit.

Try not to touch your face during the visit.

Both pupils and staff must NOT have their mobile phone out during the visit.

~~keep at least 2 metres~~ ~~away from the pupil at all times and~~ follow any other public health guidance about minimising infection.

~~Keep the visit focused and as concise as possible. If you consider that the risks are not proportionate or being managed, explain why you need to end the visit and how you will plan to follow up.~~

**3. After the visit**

Follow public health guidance immediately after the visit.

Wash your hands in line with public health guidance before touching other items, for example using hand sanitiser.

Wash your hands before going into another building for 20 seconds with soap in line with public health guidance or sanitise them.

At the end of the day, remove and wash clothes that may have been exposed to the virus.

Inform your organisation of any concerns or risks that you have identified.

**Appendix 3**

**Daily Cleaning Procedure- the Haven School April 2020 (COVID 19 response)**

**Cleaning and disinfection**

Public areas where students or members of staff have passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids to be cleaned thoroughly as normal.

All surfaces that students or members of staff may have come into contact with must be cleaned and disinfected, including:

* objects which are visibly contaminated with body fluids
* all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and if possible disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

* use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

* a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants

or

* if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

**Minimalising the Risk to Staff**

Sara to wear gloves and a plastic apron at all time when cleaning the building.

To have access to clean cloths so they can be re-placed more regularly.

When finishes gloves and apron to be disposed of in the outside bins along with the rubbish. Sara advised to wash her hands thoroughly before leaving and to lauder her clothes when she gets home.

For Cleaning after suspected contamination of COVID 19 ref to the following guidelines

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

(Copy of Guidance)

Guidance

**COVID-19: cleaning in non-healthcare settings**

[COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

## **Background**

The risk of coronavirus (COVID-19) infection depends on many factors, including:

* the type of surface contaminated
* the amount of virus shed from the individual
* the time the individual spent in the setting
* the time since the individual was last in the setting

COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.

Keeping your distance, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, it is advised that you store personal waste for 72 hours as an additional precaution.

## **General principles of cleaning during the COVID-19 pandemic**

This section provides general cleaning advice for non-healthcare settings where no one has symptoms of, or confirmed COVID-19. For guidance on cleaning where there has been a person with symptoms of, or confirmed COVID-19, please refer to the section on [principles of cleaning after a case has left the setting or area](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area).

There is also [additional guidance for employers and businesses on working safely during the COVID-19 pandemic](https://www.gov.uk/guidance/working-safely-during-covid-19).

### Cleaning and disinfection

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

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

### Laundry

Items should be washed in accordance with the manufacturer’s instructions. There is no additional washing requirement above what would normally be carried out.

### Kitchens and communal canteens

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](https://www.food.gov.uk/business-hygiene), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.

Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Food business operators should continue to follow the Food Standard Agency’s (FSA) [guidance on good hygiene practices in food preparation](https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene), [Hazard Analysis and Critical Control Point](https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp) (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

### Bathrooms

Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

### Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in ‘black bag’ waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

## **Principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area**

### Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The local Public Health England (PHE) [Health Protection Team](https://www.gov.uk/health-protection-team) can advise on this.

### Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

* a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

* a household detergent followed by disinfection (1,000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants

or

* if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as [outlined in the waste section below](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#waste-bags).

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

### Laundry

Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

* keep it separate from your other waste
* arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household waste can be disposed of as normal.

~~Guidance~~

**~~COVID-19: cleaning in non-healthcare settings~~**

[~~COVID-19: cleaning of non-healthcare settings guidance~~](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

~~Updated 16~~~~th~~ ~~Oct 2020~~

## ~~What you need to know~~

* ~~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~~
* ~~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~~
* ~~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~~
* ~~wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning~~

## ~~Background~~

~~Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:~~

* ~~the type of surfaces contaminated~~
* ~~the amount of virus shed from the individual~~
* ~~the time the individual spent in the setting~~
* ~~the time since the individual was last in the setting~~

~~The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.~~

## ~~Principles of cleaning after the case has left the setting or area~~

### ~~Personal protective equipment (PPE)~~

~~The minimum~~ [~~PPE~~](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe) ~~to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.~~

~~If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.~~

~~Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.~~

### ~~Cleaning and disinfection~~

~~Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.~~

~~All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:~~

* ~~objects which are visibly contaminated with body fluids~~
* ~~all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells~~

~~Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:~~

* ~~use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine~~

~~or~~

* ~~a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants~~

~~or~~

* ~~if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses~~

~~Avoid creating splashes and spray when cleaning.~~

~~Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.~~

~~When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.~~

~~Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.~~

### ~~Laundry~~

~~Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.~~

~~Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.~~

~~Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.~~

### ~~Waste~~

~~Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):~~

1. ~~Should be put in a plastic rubbish bag and tied when full.~~
2. ~~The plastic bag should then be placed in a second bin bag and tied.~~
3. ~~It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.~~

~~Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.~~

* ~~if the individual tests negative, this can be put in with the normal waste~~
* ~~if the individual tests positive, then store it for at least 72 hours and put in with the normal waste~~

~~If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.~~

**Cleaning Checklist**

**The Haven School Coronavirus health and safety checklist**

**Daily cleaning**

| MEASURE TO TAKE- By School Cleaner Sara | ✓ |
| --- | --- |
| Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:  Banisters  Classroom desks and tables  Bathroom facilities (including taps and flush buttons)  Door and window handles  Furniture  Light switches  Kettle/appliance switches that are used regularly  Reception desks  Teaching and learning aids  Computer equipment (including keyboards and mouse)  Window catches  Telephones  Soap dispensers to be replenished on a day-to-day basis and cleaned between refills (not simply topped up).  **Measures to take by school staff**  Mid-day cleaning of flush handles taps in toilets and any door handles that may have been touched (SLT in that day)  All staff to wipe down their work area before and after they start/finish work using HOLC disinfectant spray |  |
| Remove rubbish daily and dispose of it safely. |  |

**Cleaning / Mop color coding**

These are;

|  |  |
| --- | --- |
| **BLUE** | Generally used when cleaning areas that are considered to present a low risk of infection. All equipment can be used to clean classrooms/offices/reception areas etc. |
| **GREEN** | All kitchen areas within the school/nursery should use green equipment. |
| **RED** | This is for **high risk** areas in relation to the spread of infection, such as toilets/washrooms/showers. Including all fixtures and fittings |
| **YELLOW** | Should be used in washroom areas for cleaning all fixtures and fittings and surfaces that are not considered critical in terms of infection. These include worktops/ doors/pipework/towel dispensers/sink and basins |

**Cleaning if there’s been a suspected case in school- SLT to inform Cleaner (Sara) ASAP.**

Use this list to make sure you’re following government guidance. If you’re looking for a checklist for deep cleans to share with your cleaners, go to the last section in our article on [how to approach cleaning.](https://schoolleaders.thekeysupport.com/uid/5e767d43-2d87-4d00-8acb-6d85347d73df/)

| MEASURE TO TAKE | ✓ |
| --- | --- |
| Clean and disinfect surfaces the person has come into contact with, including:  Objects which are visibly contaminated with body fluids  All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)  You don’t need to specially clean public areas they’ve passed through briefly (e.g. corridors) which aren’t visibly contaminated with body fluids |  |
| When cleaning hard surfaces and sanitary fittings, use either:  Disposable cloths, or  Paper rolls and disposable mop heads |  |
| When cleaning and disinfecting, use either:  A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine  A household detergent, followed by a disinfectant with the same dilution as above  An alternative disinfectant, that’s effective against enveloped viruses |  |
| Make sure all cleaning staff:  Wear disposable gloves and apron  Wash their hands with soap and water once they remove their gloves and apron  If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment. |  |
| Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products. |  |
| Launder any possibly contaminated items on the hottest temperature the fabric will tolerate. |  |
| If items can’t be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning. |  |
| Dispose of any items that are heavily soiled or contaminated with body fluids. |  |
| Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full. |  |
| Place these bags in a suitable and secure place away from children and mark them for storage.  Wait until you know the test results to take the waste out of storage. |  |
| If the individual tests negative, put the bags in with the normal waste.    If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.  If you don't have a secure place, you'll need to arrange for a collection for ‘category B’ infectious waste from either your:   * Local waste collection authority (if they currently collect your waste) * Or, by a specialist clinical waste contractor |  |

**Contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. The DfE CV-19 helpline will be called in the first instance 0800 0468687, and then the local PHE HPT will be contacted if directed to do so and the instructions they provide to be followed.

## Results near **ST17 9DJ**:

1. PHE West Midlands North Health Protection Team,  
   Stonefield House, St Georges Hospital Corporation Street,  
   Stafford,  
   ST16 3SR
   * [View on Google Maps](https://maps.google.com/maps?z=16&ie=UTF8&q=loc:52.810589195039995%2C-2.1090881540607493&ll=52.810589195039995%2C-2.1090881540607493)
   * [View on Open Street Map](http://www.openstreetmap.org/index.html?mlat=52.810589195039995&mlon=-2.1090881540607493&zoom=16)

* Phone: 0344 225 3560 option 2
* Out of hours for health professionals only: please phone 01384 679 031

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

LOC can be contacted 08:00 – 18:00 Monday to Friday and 10:00 – 14:00 weekends. A messaging service is available on 01785 27854004 – a member of the team will contact you as soon as possible. An emergency number is available on the messaging service. Alternatively you may email [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)