



**Euro-Pacific  
Partnerships Ltd**

*Living Brand Safety*

**BRYN MELYN CARE (Schools)  
Covid-19 Risk Assessment V1**

---

**LOCATION: Overton School**

**DATE OF REVIEW: 24/08/2020**

**NAME OF MANAGER: Omar Salahuddin**

WORK IN PROGRESS

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is copy of the Bryn Melyn Schools **Risk Assessment** for dealing with the current Covid-19 situation.

The first step is to look at the Operational Flow instruction and create a plan of the site including pinch points; this will be used to support the social distancing specific controls.

Upon receipt of this document,

- Management will review the controls required (Column A)
- Add additional controls to enable the hazard identified to be controlled on an ongoing basis (Column B).
- Delete any controls already in Column B which may not be relevant
- DO NOT delete any controls in Column A as they represented controls which must be addressed.
- You can enter how this will be done in Column B

The risk assessment will be signed and dated by the Manager and will be reviewed by EPP and the manager;

- When the Government / NHS/ etc guidance changes
- When the manager changes
- After any incident which indicates the necessity to review this document.
- On a quarterly basis

All staff will be trained in the contents of this risk assessment and attend an online COVID course

Details of training and signatures of trainees will be recorded.

Details of review of the risk assessment will be recorded.

Training will take place for staff as soon as possible and prior to the reopening of the schools and any subsequent new starters will be fully trained in this information prior to commencing work at the school.

It is recognized that as the understanding of COVID-19 develops revision of this document will be necessary to incorporate appropriate controls.

All staff in all roles must have a telephone interview before returning to work to determine they are fit to return to work. Use the Employee Daily Return to Work Questionnaire and record and retain the information.

It is recognised that some pupils will need additional support to follow the measures (controls) required by these risk assessments. This may include marking of routes round the schools, one to one walk through of the routes and changed procedures and social stories to help them in understanding how to follow the new rules and changes.

**This document is supported by and cross referenced to individual's EHC plans as appropriate.**

Any questions regarding this document can be directed to:

Liz Dunphy CMIOSH, MCIEH, MRSH  
Euro Pacific Partnerships Ltd  
liz@eppartnerships.com  
0333 567 0774

WORK IN PROGRESS

**What is the hazard:** Spread of Covid-19 Coronavirus

**Who might be harmed:** Staff, Young Persons/ Service Users, Pupils, Visitors to the premises, Cleaners, Contractors, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with us in relation to our business

<b>General Controls Required (A)</b>	<b>Additional Controls which you can add to base on specific site (B)</b> <b>Delete comments in this column as required and add comments as to how you will manage the controls in column A</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>
<p><b><u>Hand Washing</u></b>                      Hand washing facilities with soap and water in place.</p> <p>Staff and young people /pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Provide ongoing training to pupils in how to wash hands correctly and develop these habits through songs, games and repetition</p> <p>Bryn Melyn Covid-19 – Schools - RA V1 10/06/20</p>	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p>	<p>Agnes Clark</p>	<p>Every morning</p>	<p>Ongoing</p>

<p>Staff and young persons reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Ensure any bins for tissues are emptied throughout the day</p> <p>Staff and pupils will be required to wash their hands</p> <ul style="list-style-type: none"> <li>• On arrival at work</li> <li>• Before starting work</li> <li>• Moving between rooms such as classrooms</li> <li>• Whenever they enter the kitchen (kitchen team)</li> <li>• Before and after eating</li> <li>• Whenever they re-enter the building</li> <li>• After coughing or sneezing</li> <li>• If hand washing facilities are not in place to allow this then appropriate hand sanitiser will be used instead.</li> </ul> <p>Ensure support is available for pupils who may have trouble cleaning their hands independently</p> <p>This is in addition to normal food safety hand</p>	<p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><b>Bins are available in common space, offices and classrooms.</b></p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Sanitiser is available throughout the building for staff and young person / pupil use. This is controlled to ensure its safe use.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p>	<p>Agnes Clark</p> <p>Agnes Clark</p> <p>SLT</p> <p>Agnes Clark</p> <p>SLT</p> <p>Form Tutors, Teachers, TA, Mentors, SLT</p>	<p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>01/02/20</p>	<p>19/06/20 – To update posters as of when they are update by Public Health.</p> <p>01/06/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	---	---	---	--

<p>washing practices as per food safety management system which relate to the kitchen team</p> <p>See hand washing guidance.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul> <p>Drying of hands with disposable paper towels.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – <a href="https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAYASAAEgK2i_D_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAYASAAEgK2i_D_BwE</a></p> <p>Gel sanitisers (minimum 60% alcohol) in any areas where washing facilities not readily available</p> <p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p>	<p>Teaching schedules include cleaning routines and times embedded to allow bubble groups for non-contact staff on site. This is to reduce any contamination between staff with contact with pupils and staff</p>	<p>SLT</p> <p>Agnes Clark</p> <p>SLT</p>	<p>01/02/20</p> <p>18/03/20</p> <p>01/06/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	---	--	---	--



<p>Appropriate cleaning products and sanitiser to be used ( BS EN 14476) which is based on hydrogen peroxide, peracetic acid or sodium hypochlorite (World Health Organisation - WHO) and are solutions containing greater than 60% alcohol</p> <p>Generic products are: -          -Alcohol Based – available as a ready to use solution or a pre-impregnated wipe based on 70% Propyl alcohols. The product should have verified viricidal efficacy under BS EN 14476          -Peracetic Acid Based (foaming) – an OPC Peracetic Acid disinfectant containing at least 250 ppm PAA at 1% v/v          -Peracetic Acid – 5 and 15% w/w respectively Peracetic Acid disinfectant concentrates suitable for CIP.          The products have verified viricidal efficacy under BS EN 14476          -Sodium Hypochlorite - solutions of Sodium</p>	<p>Hand sanitizers are available in all common places as well as classrooms. Hand sanitizers are accessible for staff and pupils.          Individual risk assessment to identify any antecedent behaviours and allergies. Where risks assessments identify risks to young people due to alcohol based hand sanitiser, and then alternatives should be designated and available instead. These alternatives should be COVID suitable.</p> <p>Details of Antiviral sanitisers in use for hands and for surface cleaning (BSEN14476)          Hands: BS Hand Hygiene Total Gel          Surfaces: BS Selegiene and pro 2 sanitiser</p> <p>All reach BS standards.</p> <p>In the kitchen sanitise hand contact surfaces regularly</p> <p>Kitchen door to be kept open to avoid the need to touch the door</p>	<p>Agnes Clark</p>	<p>01/06/20</p>	<p>Ongoing</p>
---	--	--------------------	-----------------	----------------



<p>Hypochlorite, typically 14 – 15% delivering 1,000 PPM free °Chlorine          -Hydrogen Peroxide – Only really useable as a stabilised solution often in a ready to use trigger spray          based on Hydrogen Peroxide, stabilised with ionic silver (other methods may leave a residue) and a suitable shelf-life at ambient temperatures. The product should have verified viricidal efficacy under BS EN 14476.</p> <p>The company will purchase appropriate cleaning solutions based on the above World Health Organisation recommendation and complaint with BS EN 14476</p> <p>Safety Data sheets and COSHH Risk assessments to be provided for new chemicals</p> <p>All staff to be trained in safe use of cleaning chemicals especially in relation to COVID-19. This includes awareness of contact times for sanitiser.</p> <p>Cleaning schedules to be fully reviewed to encompass COVID-19 controls</p> <p>With respect to washing of dishes, crockery, utensils , glasses etc, the rinse cycle or water must exceed 60°C</p>	<p>Toilet taps and flusher to be sanitised before and after use/ hourly</p> <p>Hand contact surfaces sanitised at the end of each school day</p> <p>All Data sheets kept on School Site with the school administrator. All staff to use first aid procedures and guidance from the COSHH sheets.</p>	<p>Agnes Clark</p>	<p>01/06/20</p>	<p>Ongoing</p>
--	--	--------------------	-----------------	----------------



	<p>to.</p> <p>Assessment of work required and how tradesperson will work to be carried out prior to entry and shared with the tradesperson.</p> <p>Where work is being carried out in the building by a tradesperson, it is done outside working hours or staffs is relocated to another part of the building and 2 metre gap maintained.</p>	<p>Michael Balshaw</p> <p>Michael Balshaw</p>	<p>01/06/20</p> <p>01/06/20</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Social Distancing - Generally</b>  Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Review of work schedules:</p> <ul style="list-style-type: none"> <li>• Teaching Days</li> <li>• Start and finish times of lessons</li> <li>• Working from home</li> <li>• Pupil free days</li> <li>• Pupil and staff ratio during classes</li> </ul>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Overton School will be open on staggered room/staff allocations. This is assigned by a 2 period block/bubble with the same staff and pupils. Cleaning takes places for the common areas, toilets, educational materials,</p>	<p>SLT</p> <p>SLT</p>	<p>01/06/20</p> <p>01/06/20</p>	<p>Ongoing</p> <p>Ongoing</p>

<p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in staff room area.</p>	<p>offices and classrooms during breaks/lunches. Pupils then have a new set of staff in sanitised areas for the next 2 periods till lunch. Sanitise process occurs again. Duty staff during break and lunches is with the staff that are on shift with the pupil for the next consecutive periods.</p>			
	<p>Break and lunches are in split locations with care pupils in the dining hall and the day pupils in the classrooms (set for the next 2 periods)/outdoor space.</p>	Duty Manager	01/06/20	Ongoing
	<p>Seating plans support the social distance rule.</p>	Teaching staff	01/06/20	Ongoing
	<p>Pupils have their own named pencil cases and stationary that the school has bought to limit sharing.</p>	Form Tutors	01/06/20	Ongoing
	<p>Where sports are delivered, then equipment is thoroughly sanitised and not shared with other pupils and staff. This concepts applies to other subjects where educational materials have staggered use</p>	Teaching Staff	01/06/20	Ongoing

	<p>and thorough clean and sanitise process.</p> <p>Cooking is currently not being delivered in the kitchen as this space is used by care provision.</p> <p>Non-heating processes in cooking such as decorating are still encouraged as part of D&amp;T with no sharing of materials. All materials when not in use are to be thoroughly sanitised.</p> <p>Staffs have staggered breaks, 12.30 and 12.45 entry and exit, staff numbers are limited in the dining hall and are encouraged to eat elsewhere to adhere to social distancing.</p> <p>Desks have been placed Two metre's apart to ensure distance boundary around work area in all offices. 3 people in the main staff office at any one time.</p> <p>No hot desking – staff will use their own workspaces</p> <p>Desks to be arranged with a 2 metre circumference around the</p>	<p>Teaching staff</p> <p>Teaching Staff</p> <p>Duty Manager</p> <p>Agnes Clark</p> <p>All Staff</p> <p>All Staff</p>	<p>18/03/20</p> <p>18/03/20</p> <p>01/06/20</p> <p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	--	---	---

	<p>desk at all times</p> <p>Desk telephones are not to be shared.</p> <p>Radios are in place to enable effective communication, reduce traffic of people moving around school grounds. To communicate messages.</p> <p>Meeting consisting of more than 2 people should be conducted through conference calls however if they are to go ahead larger spaces should be used. The room will be arranged so there is a 2 metre gap between participants and windows are opened during the meeting. If the gap cannot be maintained then the meeting should be held electronically.</p> <p>Conversations not to take place in corridors and contact via emails and telephone is recommended</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>18/03/20</p> <p>18/03/20</p> <p>19/06/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b><u>Social Distancing – Toilets/ Rest Rooms and Staff Facilities</u></b>	Maintain a 'lone person zone' on stairs, staff room, rest room/	All Staff and Pupils	18/03/20	Ongoing

<p>All staff to ensure that they do not pass in space restricted areas such as stairs, kitchen area, staff rooms and rest rooms/ toilets</p> <p>Limit the number of pupils who use the toilets at any time.</p>	<p>toilet and kitchen. This applies to pupils where possible</p> <p>Staff to make their own drinks</p> <p>Staff will not gather in the staff room areas to eat or drink</p> <p>Only <b>5 persons</b> in the staff room area at a time and wait until the person using it before you has finished and exited before you enter.</p> <p>Only one person in the toilet area at a time. <b>Single staff toilets only available Overton.</b></p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Pupils</p> <p>All Staff</p>	<p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b><u>Class Sizes and Classroom layout</u></b></p> <p>The difficulty in keeping young people 2 metres apart is recognised</p> <p>General controls include:</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms</li> <li>• Frequent handwashing and good respiratory practices</li> <li>• Regular cleaning</li> <li>• Minimising contact and mixing</li> </ul> <p>Reviewing the size of classrooms against a 2 metre circumference around each pupil , the number of young people per class is</p>	<p>Signs in place to communicate new class sizes at the school are as follows:</p> <p><b>English - 5 People</b></p> <p><b>Maths – 5 People</b></p> <p><b>Science – 5 People</b></p> <p><b>Humanities – 5 People</b></p> <p><b>Art – 7 People</b></p> <p><b>Wellbeing - 3 People</b></p> <p><b>Calm Room – 2</b></p> <p><b>Hall – 8 People</b></p> <p><b>Dining Hall – 12 People</b></p>	<p>Agnes Clark</p>	<p>01/06/20</p>	<p>Ongoing</p>

indicated in column B (note this may need no change due to current small class sizes)	Sanitisers available in each classroom and supervised by staff.	SLT & Agnes Clark	18/03/20	Ongoing
	Posters displayed.	Agnes Clark	18/03/20	Ongoing – Subject to Public Health Advice
	PPE available in each classroom/office and all students are monitored to ensure sanitiser is applied correctly.	Agnes Clark	18/03/20	
	All students and staff have been supplied with their own stationary.	Agnes Clark	18/03/20	Ongoing
	Refresh timetable to allow for reduced contact between students.	Jade Marsh	18/03/20	Reviewed Weekly
	Classes and activities to take place outdoors where possible.	Teaching Staff	18/03/20	Ongoing
	Ventilation of classrooms by keeping windows open	Teaching and Admin Staff	18/03/20	Ongoing
	Non- Essential soft furnishings removed from classrooms.			
Remote learning introduced since the start of COVID19 to all students when they are not in	Teaching Staff	18/03/20	Ongoing	



<p>Sanitiser available at the entry point to each classroom</p> <p>Pupils and teachers to be trained/ instructed to ensure that sanitiser is applied correctly each time they enter and exit a room</p> <p>Individual sets of equipment (pens, stationary etc) for each child are provided and no communal items in use</p> <p>Maintain pupils in small groups with the same teacher as far as practicable taking into account for subject rotations</p> <p>It is acknowledged that if the general controls above are in place, transitory contact such as passing in corridors is a low risk</p> <p>Review which classes can be carried out whilst maintaining social distancing and adjust timetable accordingly</p> <p>Remove non-essential soft furnishings, soft toys or items which are which are hard to clean where reasonably practicable</p>	<p>school.</p>	<p>SLT</p> <p>Agnes Clark</p> <p>Jade Mash</p> <p>Agnes Clark</p> <p>SLT</p> <p>Agnes Clark</p>	<p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>Mealtimes and breaks</b> Dining hall layout to be assessed to ensure 2 metre gap between chairs.</p>	<p>Tables cleaned at daily at end of day.</p>	<p>Duty Staff</p>	<p>18/03/20</p>	<p>Ongoing</p>

<p>Sanitiser available at the entrance of the dining hall and pupils and teachers to be trained/ instructed to ensure that sanitiser is applied correctly each time they enter and exit. Clean the dining tables before and after use.</p>	<p>All students receive a pre-ordered packed lunch and will consume in the classroom with their designated teacher.</p>	<p>Duty Staff Kitchen Staff</p>	<p>18/03/20 18/03/20</p>	<p>Ongoing Ongoing</p>
<p><b><u>Start and End of teaching day</u></b></p> <p>Stagger drop off and collection times for non-residential pupils.</p> <p>Only one parent/carer to attend drop off/collection</p> <p>Clearly defined drop off point to enable at least 2 metre distance to where pupil will be received</p> <p>Ensure parents/ carers are advised that they cannot congregate at gates or entrances or in car park. Social distance to be maintained at all times</p> <p>Communicate all of the above to parents/ carers and ensure that any changes or updates are communicated and understood.</p>	<p>All students will be greeted by a member of staff and the temperature will be taken by a medical infrared digital thermometer to ensure persons do not exceed 37.8 degrees.</p> <p>All students will then be escorted to their classroom by their designated teacher to start the day.</p> <p>The end of day will be dismissed by the designated teachers escort students to their care staff and vehicles.</p>	<p>Form Tutors/ Teachers  Form Tutors/ Teachers  Form Tutors/ Teachers</p>	<p>18/03/20  18/03/20  18/03/20</p>	<p>Ongoing  Ongoing  Ongoing</p>
<p><b><u>Wearing of Gloves/ PPE</u></b></p>				

<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE is only required for specific cases for example:-          Young person/ service user/ pupil's care routinely involves the use of PPE for their intimate care needs          Young person / service user/ pupil becomes unwell with symptoms of COVID-19 and needs personal care until they can return home          A fluid resistant face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.          If contact with the young person / service user/ pupil is required then disposable gloves, disposable apron and fluid resistant face mask should be worn by the supervising adult          If a risk assessment determines that there is a risk of splashing to the eyes (from coughing, spitting, vomiting) then eye protection should be worn</p>	<p>Refer to individual EHC Plan if there is a medical exception to this.</p>	<p>All Staff</p>	<p>18/03/20</p>	<p>Ongoing</p>
<p><b>Face Masks</b>          Department of Education is advising that people should NOT wear a face covering or</p>	<p>Refer to individual EHC Plan if there is a medical exception to</p>	<p>All Staff</p>	<p>18/03/20</p>	<p>Ongoing</p>

<p>face mask. This applies to staff; young person's/ service users / pupils.  Face coverings are not intended to help the wearer but to protect against inadvertent transmission of the disease to others if you have it asymptotically.  Face coverings should not be worn in any circumstances by those who are not able to handle them as directed as it may increase the risk of transmission</p> <p><a href="https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces">https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces</a></p> <p><a href="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#personal-protective-equipment-ppe-including-face-coverings-and-face-masks">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#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</a></p>	<p>this</p>			
<p><b><u>Symptoms of Covid-19</u></b></p> <p>Advice not to enter if anyone symptoms of COVID-19 are prominently displayed outside the entrance.  Current symptoms are included in this</p>	<p>Line managers will offer supports to staff that are affected by Coronavirus or has a family member affected.</p>	<p>SLT</p>	<p>18/03/20</p>	<p>Ongoing</p>

<p>information e.g.</p> <ul style="list-style-type: none"> <li>• New persistent cough</li> <li>• High Fever</li> <li>• Loss of sense of taste/smell</li> </ul> <p>Staff - If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If someone with coronavirus comes to work, we follow Government cleaning advice.</p> <p>Detailed controls within The Bryn Melyn Staff Sickness and Cleaning Policy</p> <p>If any pupil becomes unwell they should be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision. A window should be open for ventilation. If there is no suitable room , then an area with at least a 2 metre distance from others</p> <p>IF a pupil needs to go to the bathroom while waiting, they should use a separate bathroom (if possible) and it should be cleaned and disinfected using BSEN 14476 cleaning</p>	<p>Contact details for non-residential pupils are up to date and agreed protocol for arranging for a pupil to return home agreed with parents/ carer</p> <p>Isolation room available should staff need collecting from school.</p> <p>Overton staff start will undertake a deep clean of the school.</p> <p>Isolation room available for any pupil who becomes unwell and shows any symptoms.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
---	---	---	---	---

<p>products before anyone else uses it.</p> <p>PPE as in face masks and gloves can be worn by staff if they cannot maintain social distancing while waiting with the pupil</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work">https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work</a></p>				
<p><b>Shielding</b></p> <p>Young people who have been classed as clinically vulnerable due to pre-existing medical conditions have been advised to shield. These young people should not attend school</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	<p>Refer to individual EHC Plan and update accordingly</p>	<p>All Staff</p>	<p>18/03/20</p>	<p>Ongoing</p>
<p><b>Deliveries and Post</b></p> <p>Post and Deliveries are managed by the receptionist.</p> <p>Wipe down all deliveries with sanitiser wipe or spray</p>	<p>Thoroughly hands after handling post and deliveries</p>	<p>All Staff</p>	<p>18/03/20</p>	<p>Ongoing</p>

<p>If this cannot be done the delivery should not be handled for 72 hours to ensure the virus does not survive on the contact surface</p>				
<p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>SLT</p> <p>SLT</p>	<p>18/03/20</p> <p>18/03/20</p>	<p>Ongoing</p> <p>Ongoing</p>

This document has been reviewed and will be reviewed again when:

- Reissued by EPP,
- Any changes take place the school
- New Manager
- Change in Government Advice
- Every quarter

<b>Reviewed by (Name)</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Omar Salahuddin	Principal	Omar Salahuddin	16/06/20


### STAFF TRAINING SIGN OFF SHEET

I confirm that I have received this information, discussed with my line manager and I understand my responsibilities in relation to COVID-19

Name	Signature	Date
Omar Salahuddin, Principal		16/06/20
Rebecca Roberts, Deputy Headteacher		16/06/20
Agnes Clark, Administrator		16/06/20
Jade Marsh, Maths Teacher		16/06/20
Martin Lease, English Teacher		16/06/20
Maxine Jones, Science Teacher		16/06/20
Richeard Lort, Humanities and Computer Science Teacher		16/06/20
Nathan Garner, Art Teacher		16/06/20
Vicky Benson, Teaching Assistant		16/06/20
Emma West, Teaching Assistant		16/06/20
Kathryn Watts, Teaching Assistant		16/06/20
Lori Caulfield, Teaching Assistant		16/06/20