

# **Preparing Two Rivers High School for wider opening from 1 June 2020**

This document reflects

Staffordshire County Council Health, Safety and Wellbeing Guidance

## 1. Notification of COVID-19 cases

It is the responsibility of staff to inform SLT that if you or someone else in your household test positive for COVID-19

School will report cases of COVID-19 (coronavirus) to the Health Protection Team in Public Health England using the online reporting system

## 2. Who SHOULD NOT attend school?

1. **Any staff, young people and children** who are unwell with a new, continuous cough or a high temperature or a loss of, or change in normal sense of taste or smell (anosmia).
2. Staff or young people and children who have someone in their household who has coronavirus symptoms.
3. **Shielded and children and young people** (0 to 18 years of age) who have been [classed as clinically extremely vulnerable due to pre-existing medical conditions](#) and have been advised to shield. They should continue to be supported at home as much as possible.  
**NOTE** Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus – if a pupil is in this category parents should follow medical advice and advise school accordingly.
4. **Clinically Extremely Vulnerable (Shielding) adults** are advised not to attend work / work outside the home. Those who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) must rigorously follow shielding measures in order to keep themselves safe.
5. **Clinically vulnerable individuals** who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should work from home where possible.

It is important that you are fully aware of the current guidance and abide by these arrangements. Guidance can be found here <https://www.gov.uk/coronavirus/education-and-childcare>

### 3. Risk Assessments

#### 3.1 Individual Risk Assessments

An individual risk assessment will be required for any member of the school community for whom Covid-19 may present a higher risk. This will be conducted between the individual and a member of SLT prior to working on site.

National data indicates that some individuals have been identified as at higher risk/ vulnerability from COVID 19 these include the following;

- [Extremely vulnerable](#) – currently shielding in receipt of letter from Government (very high-risk group).
- [Vulnerable](#) – over 70 or underlying health condition.
- Pregnant
- BAME - staff member or family / household members.

#### 4. Social distancing

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to apply social distancing wherever possible and this applies to adult to adult contact and adult – older pupil contact.

Reducing transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent groups following government guidance. Public Health England (PHE) is clear that if schools do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be managed and lowering the risks effectively.

#### 4.1 Special Schools and settings

Applying social distancing whilst supporting children and young people with special educational needs, disability or an EHC plan will not always be possible. Schools are advised to use their individual risk assessment to make decision on when children and young people can safely return. Staff should minimise close contact where possible, follow good hand hygiene practices at all times and cleaning regimes within school should follow the guidance issued (see Cleaning below).

## 5. Hand washing

Hand washing is one of the key risk control measures for Covid -19.

We will provide hand sanitiser in classrooms and other learning environments, including outside. It is recommended that hand sanitiser stations are available at all main entrance and exit points. It is recommended that hand dryers are taken out of action and paper towels in dispensers are installed to aid infection control management.

## 6. Building changes and arrangements / risk controls

Arrangements for social distancing and changes to school organisation will focus on the principles of minimising contact and mixing and applying social distancing where this is possible.

## 7. Wellbeing

### 7.1 Staff health and wellbeing

Staff wellbeing is important and we recognise the additional pressures and concerns faced by colleagues. See appendix 1

- Thinkwell – see appendix 2
- Bereavement
  - NHS Helpline – 0800 2600 400 (every day 8am-8pm)
  - [Cruse Bereavement Care](#)
  - [EduCare](#)
  - [Child Bereavement UK](#)
  - [Winston's Wish](#)
- NHS Mental Health & Wellbeing (Audio guides and Mood self-assessment)  
<https://www.nhs.uk/conditions/stress-anxiety-depression/>
- Managing our Mental Health & Staying Well during a Virus Outbreak – [www.mind.org.hk](http://www.mind.org.hk)
- The Stress Risk Assessment can be found here [*T:\1 - Learning & Teaching\COVID-19 updates*]

### 7.2 Pupil Wellbeing

Staff continue to be mindful of student wellbeing. Safe and well checks are to continue for those pupils who are not part of phase one of the wider opening.

## 8. Personal Protective Equipment (PPE)

### 8.1 Wearing PPE

Wearing a face covering or face mask in schools or other education settings is not recommended by the Govt guidance. Guidance states that PPE is only needed in a very small number of cases including:

- care for children, young people and students whose care already routinely involves the use of PPE due to their intimate care needs. Where this exists, the individual care plan needs to be reviewed and the PPE needs updated.
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- if contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
- if a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Staff required to wear PPE for specific tasks/activities must be fully aware of the appropriate way PPE must be worn, including the correct way to put on and remove.

The government have not created specific guidance on the appropriate way to put on and remove PPE for schools, however, the guidance and films for care settings provide appropriate information for schools to use when using PPE for care needs.

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures> (see appendix 3 for poster)

Video for donning and doffing

[https://www.youtube.com/watch?v=-GncQ\\_ed-9w&feature=youtu.be](https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be)

**Some PPE such as eye protection can be reusable with suitable cleaning and disinfection.**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877533/Routine\\_decontamination\\_of\\_reusable\\_noninvasive\\_equipment.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877533/Routine_decontamination_of_reusable_noninvasive_equipment.pdf)

(see appendix 4)

**NOTE** Home-made face coverings are not a safe alternative to the provision of PPE. PPE provided should have a CE mark on the item or the packaging and should be purchased in line with risk assessment needs.

### Face Coverings

The government has given advice to the public on the wearing of face coverings on public transport and in confined spaces. It has not said they are needed to be worn in workplaces that are following the appropriate workplace setting guidance.

Employees may come to work wearing face coverings. Any homemade non-disposable face coverings that staff or children, are wearing when they arrive at school must be removed by

the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands

## **8.2 Type of PPE**

When providing personal or intimate care and first aid use a single use apron, gloves and fluid resistant surgical mask (IIR Type). Where a risk of respiratory droplets splashing into the eyes is identified (e.g. repeated coughing, sneezing, spitting or vomit) etc then suitable eye protection must also be worn.

When supervising pupils who are taken ill with symptoms of Covid -19 and need direct personal care until they return home, staff should wear a Fluid Resistant Surgical Mask (IIR Type) if a 2 metre distance cannot be made. Where contact with the pupil is needed then apron and gloves are required in addition to the Fluid Resistant Surgical Mask.

## **9. First aid**

### **9.1 First Aid Provision**

First Aiders are informed of the following key controls:

- Wash/sanitise hands before and after treating a casualty (follow handwashing guidelines <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>).
- Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit etc.
- When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.
- If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available

## **10. Medication**

Those schools supported by the HSW service can view the SLN Medication page <https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Drugs-and-Medications/Drugs-and-Medications-in-Schools-and-Nurseries.aspx>

Schools should continue to administer medication as required and follow their usual procedures, maintaining social distancing where possible.

Where an increased risk is identified then this should be reviewed on a risk assessment basis. Assess PPE requirements (if any) for staff administering medication.

## **11. What happens if someone becomes unwell at an educational or childcare setting?**

If staff, young people or children become unwell with a new, continuous cough or a high temperature or a loss of, or change in normal sense of taste or smell (anosmia) they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, or staff member is waiting to go home, they should be moved, if possible, to the medical room where they can be isolated behind a closed door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

When supervising pupils that are taken ill with symptoms of Covid -19 and need direct personal care until they return home staff should follow the information above.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or a loss of, or change in normal sense of taste or smell (anosmia) they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive in which case follow the government guidance regarding Track and Trace.

Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

## **12. Managing visitors, parental contact and non-essential visits to site**

As far as possible contact with visitors, parental meetings and attendance by colleagues not school based should be undertaken remotely, by phone or video call.

Where visitors/parents must enter the school premises arrangements must be in place to manage social distancing and good hygiene. Multi-use signing in sheets/pens should not be used, waiting areas will be managed and clear directions and signage is in place.

### **12.1 Reception**

School reception is not open to general visitors. Parents and carers have been informed to contact school via phone, email etc.

## **13. Contractors**

### **13.1 Cleaning and Catering contracts**

Cleaning and catering contractors will review their risk assessments and COSHH assessments and share this with school.

## **14. Cleaning**

Infection control information including a film for staff to watch is available from the SLN:

<https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx> and will be download by the school office and shared with staff here

*T:\1 - Learning & Teaching\COVID-19 updates*

Cleaning products and basic PPE will be provided in key areas that are timetabled to be used.

## **15. Control of substances hazardous to health (COSHH)**

### **15.1 -Staff use of substances - COSHH Assessments**

Any new substances brought to site must be risk assessed, this requires a Safety Data Sheet (SDS) to be obtained and a risk assessment of the use of the substance to be carried out, **NOTE** an SDS is not a COSHH assessment.

Staff will also be undertaking some cleaning (e.g. in their classrooms when working with pupils) so a COSHH assessment for substances used will be in place.

### **15.2 Bringing substances into school from home**

Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation if these substances are to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place.

## **16. Staff only areas**

Staff must employ social distancing and good hygiene procedures. Hand sanitiser, cleaning materials and paper towels will be provided.

## **17. Personal belongings**

Where possible staff and pupils should bring their own belongings to school each day and take them home at night-time, Staff lockers can be used during the day for security, students are not to use their lockers. Handwashing after handling bags and belongings should be encouraged and sharing of equipment actively discouraged.



## **18. Toilets**

The use of toilets by children and staff will need to be considered to maintain social distancing and hand hygiene. A maximum of two people using toilets with consideration given to social distancing and hand hygiene, use of paper towels, not hand dryers.

## **19. Breaks/playgrounds/halls**

Social distancing and hygiene measures applied where possible. Break times will be staggered. Hand sanitisers to be used at the start and end of break. Outdoor play equipment must be cleaned between uses by different groups of pupils.

## **20. Restrictive physical intervention/behaviour management**

Transmission may occur during actions taken with behaviour management, where possible actions taken for behaviour management will not involve touching a pupil. Behaviour management plans will be reviewed as part of the PROACT SCIPr refresher, prior to the wider opening of school.

## **21. Fire, Security and emergency procedures**

### **21.1 Emergencies**

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe to do so.

The fire and emergency arrangements for school must remain in place.

### **21.2 Fire Drills**

Slow motion walking drills to be used within the first week of the wider school opening. Social distancing to be employed when lining up at the fire assembly point.

## **22. Accidents**

Accidents should be reported and investigated in the normal way.

## **23. Ventilation arrangements**

Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Consider outside spaces for curriculum activities for exercise and breaks, for outdoor education (although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.)

# MANAGING STRESS: SELF-CARE DURING THE CORONAVIRUS CRISIS

## Prioritise

Break up the stress into smaller and more manageable chunks.

- Make "To do" lists - divide items into Must vs Should vs Could.
- Forgive yourself if you don't achieve something - priorities can change quickly.

## Focus

Disrupt negative thinking by paying attention to the present moment.

- Look at and listen to the sights and sounds in the garden or driveway.
- Notice how your feet hit the floor when walking from room to room.
- Tune in to the smell and texture of your food as you eat.

## Routine

Minimise the impact of stress by maintaining structure and routine.

- Keep doing things which are familiar and meaningful.
- New decorating projects and clear-outs can give you goals to work towards.
- Plan a new meal, start a new book or try different genres for movie nights.

## Connect

Maintain support networks to promote belonging, safety and emotional regulation.

- Get in touch with friends or family that you haven't spoken to in a while.
- Use text, email, video chats or letters to check in and share news/gossip.
- Prioritise positive social media and avoid too much news coverage.

## Breathe

Take control of your breathing to stifle panic.

- Slow and rhythmic breathing in and out.
- Consider movement & vocalizations from the Breath-Body-Mind approach: <https://tinyurl.com/tk4nkq4>

## Exercise

Find creative ways of being active when indoors.

- Perform star jumps, lunges, planks and chair/wall push-ups during TV adverts.
- Learn a dance routine from YouTube.
- Schedule toning and bodyweight exercises each day: <https://tinyurl.com/y57d6cf7>

## Gratitude

Take more notice of the pleasures in life.

- Thank others for what they do and say more often.
- Get into the habit of listing or reflecting on three good things which you are grateful for each day.





## Counselling Service 'ThinkWell'

**There are times when life feels like an uphill struggle but getting help early can make all the difference.**

ThinkWell provides friendly, confidential, fast track access to prevention and early intervention services which meet the needs of individuals who are struggling with their emotional wellbeing. The support available includes self-help courses and independent counselling (either by telephone or face to face).

The counselling Service operates to British Association of Counselling and Psychotherapy Guidelines (BACP) in the workplace which applies a strict code of ethics. [www.bacp.co.uk](http://www.bacp.co.uk)

Colleagues who work for schools or academies who buy the Occupational Health SLA can request support for themselves directly from ThinkWell. These self referrals are strictly confidential and managers will not be notified or receive reports.

*"I feel this is a very valuable service and has helped me find a new perspective on things"*

To ensure individuals get the help they need, we also offer management referrals with reports on a pay as you use basis. Employees will be assessed when the referral is received and allocated the appropriate support. The assessment will provide immediate confidential advice for both the individual and the manager about how to support their wellbeing.

ThinkWell can provide trauma counselling assisting schools/academies to support employees who have been the victim of workplace violence, involved in a serious workplace incident or dealing with the death of a colleague or pupil.

# ThinkWell



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

## for health and social care settings

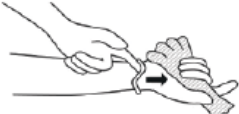






### Donning or putting on PPE

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

- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

### Doffing or taking off PPE

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

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 3 Snap or unfasten apron ties the neck and allow to fall forward. 
- 4 Once outside the patient room. Remove eye protection. 
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 6 Remove surgical mask. 
- 7 Now wash your hands with soap and water. 

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

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

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

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

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



## Routine decontamination of reusable non-invasive patient care equipment

