

## Information for staff, visitors and building users

### STAGE 2 - PREVENTION

**We have increased precautions in place to ensure effective the prevention of the spread of illness.**

All users of the building are asked to follow the following guidance:

#### Do

- ☐ wash your hands with soap and water often – do this for at least 20 seconds
- ☐ always wash your hands when you get home or into work
- ☐ use hand sanitiser gel if soap and water are not available
- ☐ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ☐ put used tissues in the bin straight away and wash your hands afterwards
- ☐ try to avoid close contact with people who are unwell

#### Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Children First Learning Partnership – Managing Sickness Procedures

## Risk Assessment for Hygiene Around School and Safety of Staff

<b>BARDSEY PRIMARY SCHOOL</b>				<b>LOCATION: LEEDS CITY COUNCIL</b>			
<b>ACTIVITY: EDUCATION</b>							
<b>Responsible Person</b>		<b>Mrs Clark</b>		<b>Signature</b>		<b>Date</b>	<b>29/05/20</b>
<b>Assessment by</b>		<b>Mr Knight</b>		<b>Signature</b>		<b>Date</b>	<b>29/05/20</b>
<b>Review Date</b>							
<b>What are the hazards?</b>	<b>Who might be harmed and how</b>	<b>Evaluate the risks. What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action By Whom?</b>	<b>Action By When?</b>	<b>Complete Y/N (Date)</b>	
<b>Picking up virus/germs from door handles/bannisters/other surfaces</b>	Staff Children	Enhanced cleaning around the school. Deep clean has taken place over the last weeks.  Gel/Hand sanitiser available for use on entering the building.	Increase focus cleaning on touch points around the school. Possible increase of hours? Daily cleaning of classrooms. Handles and rails cleaned at mid points during the day.	Mo   Mo  Mo	05/06  Daily  Daily		
<b>Germs being brought by staff to school</b>	Staff Children	Core control measures in place such as dispenser in place in entrance hall. Staff advised to wash hands before coming to school.	Ensure dispensers are full at start of the day. Tissues in each class – staff to replenish from stock. Ensure adequate stock levels.	Mo  Class teachers  Mo	8.45am		

<b>Breaking of social distancing around school</b>	Staff Children	Explain to staff and children the importance of social distancing around school.	Signage around the school. Staffroom on rota basis and aware of distancing.	All staff and children.	01/06 – 05/06	
<b>School visitors and site users</b>	Staff Children	Use of gel/hand sanitiser on entering the building.	Inform site users and visitors of requirements on entering the building.	All staff Mo	01/06 – 05/06	
<b>Everyday hygiene and health procedures</b>	Staff Children	General reminders for hygiene.	Reminders about general handwashing. Effective handwashing facilities and soap available. Tissues used when sneezing and put in bin afterwards.	All staff  Mo/Class teachers  Class teachers	08/06  01/06  01/06	
<b>Contact with pupils/staff around the school-</b>	Staff Children	Explain to whole school about non-contact.	Avoid unnecessary contact (e.g. shaking hands) Avoid touching mouth, nose and eyes.			
<b>Transmission of Germs</b>	Staff Children	Reinforcing the importance of personal hygiene for everybody around school	Posters and signs around school to underline importance of hygiene. Key access to hand sanitisers.	Staff  Mo	01/06 – 05/06  01/06	

<b>Cleaning Staff Absent</b>	Staff Children	Specific cleaning rotas in place but due to be enhanced (for discussion 01/06)	Inform Head Teacher of any staff absent and put contingencies in place. Redirect site staff or employ further external cleaning staff. Viability of school staying open considered.	Head Teacher  Mo  Cleaning Services	Summer Term	
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# Risk Assessment Instruction Record Form

I confirm that I have read, understood and will adhere to the risk assessment for the following event:

Location	Activity

[illegible]

[illegible]