

<p style="text-align: center;"><b>Danes Hill School</b></p> <p style="text-align: center;"><b>Coronavirus (COVID-19): risk assessment for pupils and staff</b></p>						
				Tiffany Callis		Date: 12 May 2020 Reviewed 02/10/20 Updated: 02/03/2021 Updated: 9/03/2021
Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/ No	By whom?	Risk rating following action H/M/L	Extra Control Measures for start of Spring Term 2021
<p><b>Preparing Buildings and Facilities</b></p> <p>Unused facilities over the summer</p>	<b><u>H</u></b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridges checked</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Thorough cleaning throughout the premises</li> </ul>	<b><u>Y</u></b>	<p><b><u>Estates</u></b></p> <p><b><u>Bursar</u></b></p>	<b><u>M</u></b>	
<p>Awareness of policies and procedures</p>	<b><u>H</u></b>	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	<b><u>Y</u></b>	<p><b><u>Health and safety Officer</u></b></p>	<b><u>M</u></b>	<p>Risk assessment sent out to all staff. This will include measures in place to ensure safe return</p>

		<ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and school website – they are informed that they must contact the school as soon as possible, if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via signage and form teachers and are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul>		<b><u>Assistant Head Pastoral</u></b>		<p>Changes to fire procedure</p> <p>Updates to Risk assessment</p> <p>Staff reminded to look out for signs of COVID 19 and report to medical centre</p>
Visitors and contractors on site		<ul style="list-style-type: none"> <li>• All visitors have their temperature taken on arrival</li> <li>• Anyone with a temperature will not be allowed in the school</li> <li>• All visitors sign the visitors book at Reception leaving contact number</li> <li>• Records kept for at least 21 days</li> <li>• Any member of staff inviting a Guest speaker into school must fill in the Guest Speaker/Visitor declaration form. They must confirm that they have spoken to the speaker in order to confirm that</li> </ul>	<b><u>Y</u></b>	<b><u>Reception</u></b>	<b><u>L</u></b>	

		they have no COVID-19 symptoms 24 hours prior to entering school.				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands e.g. before entering and leaving the school.</li> <li>• Pupils wash their hands with soap <b>before and after break times and lunchtimes</b> for no less than 20 seconds.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are encouraged by staff to wash their hands correctly.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance.</li> <li>• The <b>Estates bursar</b> arranges enhanced cleaning to be undertaken where required.</li> <li>• Pupils and staff reminded to social distance</li> </ul>	Y	<b>All staff</b> <b>Estates Bursar</b>	M	<p>Extra signage in place to ensure children and staff regularly use hand sanitiser when entering buildings and hand washing.</p> <p>Signage to ensure correct use of masks.</p> <p>Teachers to ensure pupils comply.</p>
Ill health	H	<ul style="list-style-type: none"> <li>• Parents will be asked to take their child’s temperature before they leave home and come to school. Any person with a temperature over 37.8 degrees is a ‘high temperature’.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. loss of taste and smell, a cough, difficulty in breathing and high temperature, and are kept up-to-date with</li> </ul>	Y	<b>SMT</b> <b>Assistant Head Pastoral</b> <b>Medical Staff</b>	M	Letters sent home to parents regarding testing programme. Year 7 and 8s will be tested twice before

		<p>national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell is immediately moved to the medical centre whilst they wait for their parent to collect them.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by school nurse or a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in Medical Centre.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <b><u>Administering Medications Policy</u></b>.</li> <li>• If a child/staff has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> </ul>				<p>returning to school and then once school starts. Tests will be sent home for home testing twice a week.</p> <p><b>Children tested will have to wait for their negative result before being allowed on school premise and parents will have to wait in case they have a positive result.</b></p> <p>If a child shows any COVID-19 symptoms, parents are asked to take children for a test.</p> <p><b>Track and trace will be used to isolate children who have been in close contact to children who test positive as defined by current guidelines. Only these children will be sent home to isolate</b></p>
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<p>Reducing the Spread of infection</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● <b>Testing :</b></li> </ul> <p>All year 7 and 8 will be tested twice during the week before term resumes and a third test will be carried out during first 2 days of school. Only testing of asymptomatic children and staff will be carried out. Test kits will be sent home to Year 7 and 8 to test at home twice a week.</p> <ul style="list-style-type: none"> <li>● Staff have been given self testing kits to use twice a week.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Face Masks</b></li> </ul> <p>According to new Government regulations children in years 7 &amp; 8 and staff should wear a face mask moving around school, on the school bus or public transport, in lessons except sports and outdoor lessons. Staff may wear masks/shields while teaching if they would like to. Pupils should be told:</p> <ul style="list-style-type: none"> <li>○ Masks should be stored in a clear sealed bag when not in use.</li> <li>○ Pupils should not touch the front of their masks during use or when removing it</li> <li>○ Dispose of temporary masks in a black bag waste bin</li> <li>○ Wash hands before and after</li> </ul> <ul style="list-style-type: none"> <li>● Face visors are not an alternative to face coverings</li> </ul> <ul style="list-style-type: none"> <li>● Spillages of bodily fluids, e.g. respiratory and nasal discharges,</li> </ul>	<p><b>Y</b></p>	<p><b>All staff</b></p>	<p><b>M</b></p>	<p><b>Two extra agency nurses on site for testing of Year 7 and 8s and staff.</b></p> <p><b>Full School Uniform and changing for all Games and PE lessons.</b> We will be applying the following key principles which are listed in the Government Guidance for supporting safe changing in schools:</p> <p>No mixing of Year group bubbles.</p> <p>Adequate additional spacing of Year group bubbles, in accordance with social distancing guidelines – new changing rooms in place.</p> <p>Hand sanitiser to be administered to all children before and after PE and games</p> <p>Adequate changing to be given to separate PE year groups ensuring no mixing of bubble groups</p> <p>Deep cleaning and sanitising changing facilities between each</p>
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		<p>are cleaned up immediately using PPE at all times.</p> <ul style="list-style-type: none"> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in the bin.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. Children and staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</li> <li>• If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. <ul style="list-style-type: none"> <li>▪ Persons must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</li> <li>▪ Close contact means: <ol style="list-style-type: none"> <li>1. direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>2. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>3. travelling in a small vehicle, like a car, with an infected person</li> </ol> </li> </ul> </li> </ul>				<p>use by different individual groups</p> <p><b>No fixtures until further notice</b></p>
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	<ul style="list-style-type: none"><li>• Full School Assemblies and staff meetings will not take place indoors. Assemblies will take place in Form rooms.</li><li>• Extended Day Club and Breakfast Club will take place in the Dining Room. The children will be placed in year group clusters.</li><li>• Staff room and workroom will be in operation for getting drinks and snacks but social distancing must be maintained and teachers will eat lunch/take breaks in their classrooms/dining room or outdoors. No hot food can be taken out of the dining area.</li><li>• All doors will be propped open using wedges not fire extinguishers and wedges must be removed if fire bell sounds.</li><li>• A One Way system will be in place in each teaching block – clear signage</li><li>• Toilets will be allocated to specific clusters to reduce contact and over-crowding.</li><li>• Staff must have a seating plans in lessons have a seating plan for each group that you teach and they MUST stick to that seating plan. Children should not move seats.</li><li>• Staff must try and position children so that they are sitting in Form group clusters or bubbles in each set that they teach.</li><li>• If a child tests positive Assistant Head Pastoral will be asking staff to provide a seating plan for the lesson ASAP and it is vital that they do not change seats each day that you see them.</li></ul> <p>Swimming</p> <ul style="list-style-type: none"><li>• We have a one way system entering and exiting the changing rooms.</li><li>• The children are divided between the four lanes according to abilities and are set off 5 metres apart.</li><li>• We have a one way system in the pool - keeping to the left.</li><li>• Changing rooms are cleaned between each lesson and after extra activities.</li><li>• Swimming hats are worn by ALL the children.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Children are asked to remove muddy shoes/trainers before entering the changing rooms.</li> <li>• Children are asked to shower if they are muddy.</li> <li>• Equipment is cleaned in chlorinated water after use.</li> </ul> <p>Equipment</p> <ul style="list-style-type: none"> <li>▪ For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</li> <li>▪ Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</li> <li>▪ Resources that are shared between classes or bubbles, such as sports, arts, and science equipment will be cleaned frequently. When sharing equipment between different bubbles, we will either: <ul style="list-style-type: none"> <li>▪ Clean it before it is moved between bubbles</li> <li>▪ Allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> </li> <li>▪ Outdoor playground equipment will be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out-of-school settings providers.</li> <li>▪ Pupils should limit the amount of equipment they bring into school each day, including essentials.</li> <li>▪ Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a pupil's symptoms to the Nurse or Assistant Head Pastoral.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Social distancing measures are implemented as much as possible and PPE is worn where possible in medical room.</li> </ul>	Y	All staff	M	

		<ul style="list-style-type: none"> <li>The <b>Estates Bursar</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>				
Lack of communication	<b>M</b>	<ul style="list-style-type: none"> <li>The Nurse/Assistant Head Pastoral reports immediately to the <b>Acting Head</b> about any cases of suspected coronavirus, even if they are unsure and discusses if any further action needs to be taken.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures, as necessary.</li> </ul>	<b>Y</b>	<b>Medical staff and SMT</b>	<b>M</b>	
Emergencies	<b>H</b>	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	<b>Y</b>	<b>Admin staff and SMT</b>	<b>M</b>	
Educational Visits	<b>H</b>	<ul style="list-style-type: none"> <li>Domestic (UK) overnight and overseas educational visits at this stage are advised against.</li> <li>We can resume non-overnight domestic educational visits once centres open.</li> <li>This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>Ensure educational visit planning and approval process is in place.</li> <li>Ensure existing groups remain together when on visits.</li> <li>Consider what additional Covid-19 control measures are needed when visiting indoor and outdoor venues.</li> </ul>	<b>Y</b>	<b>All staff</b>	<b>L</b>	<b>No off site visits until further notice.</b>
Full return to school	<b>H</b>	Risk Assessments update to reflect measures changes to school procedure.	<b>Y</b>	<b>Headmaster</b>	<b>M</b>	

<p>Measures to reduce the risk of transference of Covid 19 and keep staff and children safe</p>		<ul style="list-style-type: none"> <li>Extremely Clinically Vulnerable staff are advised not to attend work, please see Acting Head, Acting Deputy Head or Assistant Head Pastoral. Clinically vulnerable staff, including those who are pregnant, should attend work. If in doubt, please speak to the Acting Head, Acting Deputy head or Assistant Head Pastoral. (For further guidance see Government Guidelines)</li> <li>A risk assessment is carried out for pregnant women</li> </ul> <p>The school will aim to reduce contact between pupils and staff by ensuring they mix in small consistent groups. Children will be in year group clusters and where possible avoid contact with other year groups. But they will still be placed in sets within their year group.</p> <p>Measures put into place by school:</p> <ul style="list-style-type: none"> <li>No parents allowed on site. If a parent must access school campus they must do so via Reception adhering to social distancing rules.</li> <li>Drop off at the gate only via 4 gates at Main School and 2 at Bevendean. Drop will be staggered at Bevendean to avoid crowding and parents instructed to maintain social distancing and not to gather in open spaces. Pick up at Main School is staggered to enable social distancing.</li> <li>Ball games and sport involving shared equipment – see Sports Risk Assessments</li> <li>Swimming will be available where changing can be controlled. Children will have designated classrooms and lanes will be used. The pool and changing rooms will be deep cleaned every day and changing rooms cleaned between lessons by teaching staff by teaching staff.</li> <li>One nurse on site</li> <li>Children encouraged to walk to school. School buses will be provided with social distance and cleaning control. Children to sit in year groups or families and in the same seat where</li> </ul>		<p><b>All staff</b></p> <p><b>Head of Bevendean</b></p>		<p>Extremely Clinically vulnerable staff – special measures will be put in place if they return to work and a separate Risk Assessment done if required.</p>
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		possible. The buses will be cleaned before and after each route is complete. Year 7 and 8 will wear masks on the bus.				
Support for pupils with SEND/MUSIC		<p>Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians, and other support staff for pupils with SEND should provide interventions as usual.</p> <p>MUSIC</p> <ul style="list-style-type: none"> <li>▪ If playing indoors limit the numbers in relation to the space, use a large a room as possible, maximise ventilation.</li> <li>▪ In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li>▪ Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</li> <li>▪ Requiring increased handwashing before and after handling equipment, especially if being used by more than one person. Avoid sharing instruments where possible, and limit handling of music scores</li> </ul>				
Catering at Main School and Bevendean site	H	<p>Water fountains will not be operational and children should bring in at least one full bottle of water each day. They will be able to refill their bottle in designated areas around the school.</p> <p>Holroyd Howe will be providing breaktime snacks in corridors for Lower and Middle School. Upper School will get snacks in dining hall</p> <p>Lunch- Hot lunches will be provided- Bevendean kitchen will be shut but lunches will be taken down to Bevendean from Main School as it is impossible to socially distance in Bev kitchen</p>	Y	Holroyd Howe (HH) Bursar	L	<p>Serving of food carried out by HH staff only</p> <p>Hand sanitiser before serving station</p> <p>HH measures in place for safe provision of food.</p> <p>Risk assessment carried out by HH.</p>

		<p>Lunch will be eaten in Year groups in the dining hall, children will come in designated doors per year group and designated seats. Upper School Lunch Yr6 dismissed at 100pm, Yr7 110pm, Yr8 120pm. Staff dining hall will be open, staff will not eat in there as it is a health risk for social distancing. <b>Weekly BBQ will start on</b> Wednesday 10 March</p> <p>Special measures:</p> <ul style="list-style-type: none"> <li>• No hot desserts only portioned cold items</li> <li>• Only easy peelers &amp; bananas for fruit unless served by catering</li> <li>• Catering staff to serve bread, fruit &amp; cutlery &amp; juice.</li> <li>• <b>Staff common room be open for staff to get drinks but they will maintain social distancing and teachers are to use clearing area in dining room for morning coffee</b></li> <li>• Staff dining room to remain closed apart from grab &amp; go items, teachers &amp; staff to come through staff counters for hot food</li> <li>• Pavilion will not be used for catering</li> <li>• No hospitality</li> <li>• Holroyd Howe to investigate hire of Portable water dispensers for corridors</li> <li>• Marquee in place for staff and Year 8</li> </ul>				Staff allowed to bring in a packed lunch and eat in classrooms. No hot food can be taken to classrooms.
Pupil and staff welfare and well-being	<b>M</b>	<p>All teaching staff and medical colleagues should be continually vigilant as to the wellbeing of the children and colleagues and appropriate action and support will be given if concerns arise. Counselling support will be provided for staff and pupils. PSHE and form periods will regularly cover areas on concern regarding Covid-19</p>	<b>Y</b>	<b>All staff</b>	<b>L</b>	Staff to contact a member of the SMT if they have any concerns.
Lockdown reinstated	<b>M</b>	<p>Parents will be contacted by clarion if lockdown is reinstated in the local area. School will be closed and provision provided for key worker children.</p>	<b>Y</b>	<b>SMT</b>	<b>L</b>	If during school day, children will be supervised until

						parents can collect them.
Fire Risk Assessment	<b>M</b>	Fire risk assessment has been updated to account for the increased risk of having significant amounts of high-alcohol content hand sanitiser and compliance with its safe storage. Use of door wedges has been amended. Evacuation procedure will be explained to staff during staff inset before term resumes.	<b>Y</b>	<b>Health and Safety officer</b>	<b>L</b>	Fire drill will not be carried out with the threat of COVID 19 remains but form teachers will verbally explain the procedure to pupils in first form period.
Compliance with the measures outlined in the risk assessment	<b>H</b>	Staff must comply with the measures put in place in the risk assessment and this must be maintained while school is open. Any staff in breach of these measures should be reported to a member of the SMT.	<b>Y</b>	<b>SMT</b>	<b>M</b>	Regular reminders for staff and pupils to maintain a safe environment including inset training.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

## Cleaning:

For detailed guidance refer to the guidance on [SCC Covid-19 School Leaders webpage](#) and gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron.

Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal) Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double- bagged and stored for 72 hours before usual disposal.

## PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of Covid-19

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey & Sussex Health Protection Team on 03442253861. If the matter is not urgent you can also email [SSHPU@phe.gov.uk](mailto:SSHPU@phe.gov.uk).

### COVID-19 Case Definition:

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

Five key principles

1. Wash your hands!

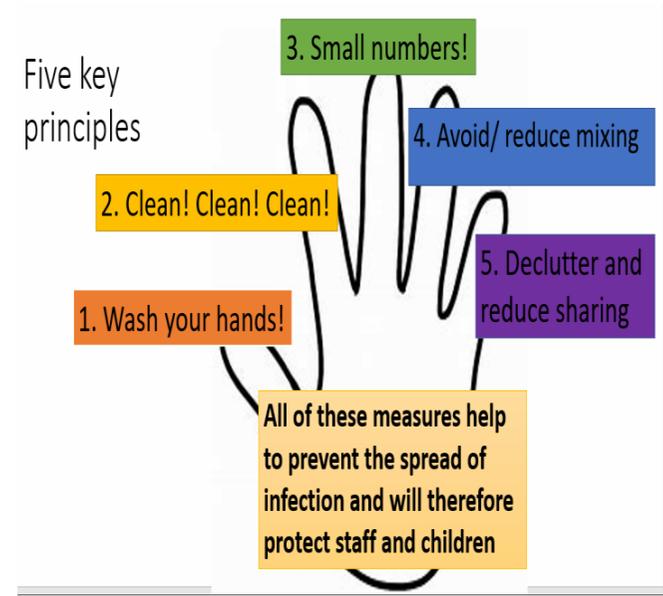
2. Clean! Clean! Clean!

3. Small numbers!

4. Avoid/ reduce mixing

5. Declutter and reduce sharing

All of these measures help to prevent the spread of infection and will therefore protect staff and children



## Suspected case in child or staff member

Ensure child/staff member isolates at home for 8 days (day of onset PLUS 7 days) The rest of the household need to isolate for 14 days

Contact PHE SE HPT on 03442253861 to notify of single case so we can support risk assessment and follow up.

Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.

Advise that the child/staff member get tested.

**Children** [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

or by calling 119 **Staff** [Surrey Testing Hub](https://www.surrey.gov.uk/coronavirus-testing) or [www.gov.uk/apply-coronavirus-test](https://www.gov.uk/apply-coronavirus-test) to be prioritised as essential workers

### Result of test?

**Negative for COVID-19 case**  
Can return once well. Contacts can stop self isolating and carry on as normal.

**Positive for COVID-19:**  
**FOLLOW THE CONFIRMED CASE PROCESS**

IF the CHILD is in the setting – Isolate away from others and send home.

(Refer to PPE guidance if personal care is required within 2m)

## Confirmed case in child or staff member

Ensure child/staff member isolates at home for 8 days (day of onset PLUS 7 days) The rest of the household need to isolate for 14 days

Contact PHE SE HPT on 03442253861 to notify of single case so we can support risk assessment and follow up.

Advise that anyone with symptoms get tested Online via [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. [The wider household will NOT need to isolate]

Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (minimum gloves and apron) are used.

Maintain the level of cleaning in these areas – even if not being used due to isolation protocols.

If further suspected or confirmed cases occur within this group they need to isolate for 8 days from the onset of the symptoms. Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point. Cases and contacts can return once isolation period is complete.

## 2 or more confirmed cases in the same group/class

Contact PHE SE HPT on 03442253861 to notify of cases so that we can support risk assessment and follow up.

Ensure children/staff isolate at home for 8 days (day of onset PLUS 7 days) The rest of the household need to isolate for 14 days.

Advise that all suspected cases get tested. Online via [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. [The wider household will NOT need to isolate]

Clean and disinfect affected rooms / areas – ensure appropriate PPE (minimum gloves and apron) are used.  
\* Refer to cleaning guidance available on [gov.uk](https://www.gov.uk)

SE HPT will provide tools to support outbreak communication

Call the HPT again if:

- The situations worsens considerably
- There are any hospitalisations or complex cases
- Any media interest
- Any other concerns you feel you need assistance