**INFORMATION FOR STAFF, VISITORS AND OTHER BUILDING USERS**

**April 2022**

**During this stage we will be maintaining precautions to ensure effective prevention of the spread of illness**

**All users of the building are asked to support by following guidance and Risk Assessment:**

|  |
| --- |
| **DO** |

* **Use personal hygiene routines regularly i.e. hand washing**
* **Use hand sanitizer gel if soap and water are unavailable.**
* **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** |

* **Do not come to school if you have symptoms and test positive for COVID19**

Risk Assessment Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Assessor: | | Rachael Booth | | | Position held: | Head Teacher | | | | Date: | 01/04/22 | Review Date | On Updates |
|  | | | | | | |  | | | | | | |
| Time: | 9am | | Site | | The Willows School | | | Work Area | All areas | | | | |
|  | | | | | | |  | | | | | | |
| Task/equipment being assessed: | | | | Covid 19 (Coronavirus) | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the Risk | Who May be at Risk | Control Measures | Who is responsible | Additional Control Measures |
| **Covid-19** Transmission of the virus – leading to potential ill health & fatality | Staff & pupils | * All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via * <https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?utm_source=31%20March%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19> | SLT and all staff | * Allow staff time to read the guidance and voice any concerns they have. * Regularly send updates to staff on any changes to the guidance |
| **Visitors to school**  Transmission of the virus – leading to potential ill health & fatality | Visitors | * No one should enter the School premises if they are displaying symptoms of covid-19 e.g. staff, parents, pupils, contractors etc. | SLT, all staff and visitors | * School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19 * Hand sanitisers / gels and wipes are available on reception for parents, pupils and visitors to use. * Ensure appropriate cleaning products are available for staff to clean all hard surfaces. |
| **Personal Hygiene**  Transmission of the virus – leading to potential ill health & fatality | Staff, pupils, Visitors | * Follow the guidelines by NHS, staff and pupils should maintain high standards of personal hygiene routines i.e. regularly wash their hands with soap and water and or using sanitiser. * Coughing and sneezing should be into a tissue and then disposed of in a waste bin or into your elbow crease. * The wearing of face coverings/masks is optional. | SLT and all staff | * Posters around site and in toilets. * Staff should model hygiene requirements for pupils. |
| **If someone shows symptoms/becomes unwell**  Transmission of the virus – leading to potential ill health & fatality | Staff, pupils, visitors | * Parents/carers are recommended to keep their child at home while they have a temperature but can return when they feel well. * If a child tests positive for COVID19 the guidance is they isolate for 3 days. * If an adult tests positive for COVID19 the guidance is they isolate for 5 days. | SLT and all staff | * The Head teacher is responsible for keeping all families and staff informed of any concerns. |

|  |  |  |  |
| --- | --- | --- | --- |
| Inspection By: | Rachael Booth | Signature: | **R.Booth** |

Action by RB

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Control measure** | **Control Stage** | **Notes for action** | **Who** | **Review** |
| Review of cleaning | 1,2 | * Daily cleaning of classrooms if not already in place. * Preparations for a deep clean if necessary. | Site Manager, RB | As and when government guidance changes |
| Schools visitors and site users | 1,2 | * Hand washing/use of sanitizer gel before entering the school is requested. * Informing us of any suspected or confirmed cases by any users. | RB, office staff | As and when government guidance changes |
| Good personal Hygiene | 1,2 | * Staff to teach good hand washing techniques * Children to wash hands before eating/drinking and when they have been to the toilet or use hand sanitizer * Information posters | Head teacher and all staff | As and when government guidance changes |
| Tissues in all classrooms | 1,2 | * Ensure adequate stock levels of tissues for each classroom and offices * Replenish where needed * Staff to also self-replenish from stock | Site Manager, RB | As and when government guidance changes |
| Alcohol based gel | 1,2 | * All visitors to site are encouraged to use sanitiser before entering * Ensure adequate stock level | Site Manager, office staff, RB | As and when government guidance changes |