

## Operational Issues

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<b>Health and Safety and Maintaining Social Distancing</b>		
<b>Issues</b>	<b>Consideration and Advice</b>	<b>Where to find Support</b>
<b>Health and Safety Policy</b>	<p>All schools and settings should have a current Health and Safety Policy in place. It may be necessary to review that policy in light of the impact of COVID-19 precautions.</p> <p>A Health and Safety policy will be unique to each school. There is guidance on <a href="#">Kelsi</a> and from the <a href="#">Health and Safety Executive</a>. Examples and templates are also available on Kelsi, <a href="#">here</a>.</p> <p>If any school has a concern that does not appear to be covered by any of the guidance, please contact the Health and Safety team at KCC on <a href="mailto:healthandsafety@kent.gov.uk">healthandsafety@kent.gov.uk</a> or call the advice line Monday-Friday 10.00-16.00 03000 418456.</p>	<p><a href="https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health-and-safety-policies">https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health-and-safety-policies</a></p> <p><a href="https://www.hse.gov.uk/risk/controlling-risks.htm">https://www.hse.gov.uk/risk/controlling-risks.htm</a></p>
<b>COVID-19 and Health &amp; Safety</b>	<p>Schools will need to adapt their Health and Safety policy in line with the additional risks from COVID-19. See : <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a> for ideas of what should be included.</p> <p>When adapting your Health and Safety policy to accommodate the additions issues from COVID-19, you should refer to the <a href="#">HSE Classroom checklist</a> for advice.</p>	<p><a href="https://www.hse.gov.uk/risk/classroom-checklist.htm">https://www.hse.gov.uk/risk/classroom-checklist.htm</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a></p>

<p><b>Contact Information</b></p>	<p>Where there is any doubt about what action to take, schools should consult the relevant legislation for Health and Safety and the guidance from Public Health England &amp; HM Government in relation to COVID-19.</p> <p>This is of particular importance when the restrictions are eased or increased.</p> <p>If any school has a concern that does not appear to be covered by this guidance, please contact the Health and Safety team at KCC on <a href="mailto:healthandsafety@kent.gov.uk">healthandsafety@kent.gov.uk</a> or call the advice line Monday-Friday 10.00-16.00 03000 418456.</p>	<p>Email: <a href="mailto:healthandsafety@kent.gov.uk">healthandsafety@kent.gov.uk</a></p>
<p><b>Health and Safety Compliance</b></p>	<p>Ensure that all health and safety statutory compliance checks have been undertaken before opening, such as fire alarm testing, water hygiene inspections. Further information on individual compliance requirements is available within the property section. Schools should be mindful that throughout this crisis their statutory compliance responsibilities have not changed and we would expect the processes for undertaking the compliance checks to already be in place and well-rehearsed.</p>	

## Social Distancing in Schools

In all education and childcare settings, preventing the spread of COVID-19 requires implementing measures to reduce infection by:

- direct transmission (for instance, when in close contact with those sneezing and coughing)
- indirect transmission (via touching contaminated surfaces).

A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

The government has now recommended that the two metres social distance can be reduced, providing mitigation such as robust cleansing, preventative, risk assessment measures are put in place.

Face coverings are now mandatory on public transport. We would suggest that private coaches and buses should be considered as public transport and face coverings should be worn.

For more information, see [DfE guidance on Implementing Protective Measures for Schools and Settings](#)

Issues	Consideration and Advice	Where to find Support
<b>Pupil Arrival</b>	<p>Where possible, consider introducing staggered collection and drop-off of pupils, for both vehicle and pedestrian traffic. You should provide parents/ carers with several days’ notice of any changes you intend to make.</p> <p>We understand the constraints that Secondary schools will face due to their reliance on public transport services, so staggered start and finish times may not be practical. Therefore, you should consider other mitigations, including those mentioned below concerning entry to school and, where possible, consider utilising all available entry points to the site to avoid “pinch points” where all pupils enter at the same time.</p>	<p><a href="#">DfE Travel to School Advice</a></p> <p><a href="https://www.gov.uk/government/publication/actions-for-schools-during-the-">https://www.gov.uk/government/publication/actions-for-schools-during-the-</a></p>

	<p>Schools will need to nominate staff to manage the arrival of pupils and ensure that they move away from the arrival areas promptly. Considerations that should be put in place include:</p> <ul style="list-style-type: none"><li>• Car parking space markers should be revised with cones or tape to ensure social distances can be maintained.</li><li>• Contacting parents to fix arrival times to prevent queuing outside the school, or inside the school gates. You should consider the work situation of the parents. Most schools will already know which parents have an essential job, so the timing needs of these parents should be prioritised.</li><li>• If a queue is unavoidable, ensure that clear signage explains how parents should queue. This should include reminder notices, markers placed on the ground or fixed to fences or barriers. These signs should be checked every morning to ensure that they are still in place.</li><li>• Creating muster points for each year group to assist you in planning when pupils enter the school buildings to ensure segregation.</li><li>• Considering employing a Banksman to direct both vehicular and pedestrian traffic during drop off and pick up times.</li><li>• Installing crowd control barriers to segregate year groups, as well as facilitating pedestrian and vehicular traffic.</li><li>• Ensuring parents/siblings will be deterred from staying on site longer than is necessary. It is important you plan includes ways to deter gathering at school gates</li><li>• Have you considered how you will manage visitors such as not allowing access to the school without prior appointment?</li><li>• Ensuring that children arriving in vehicles maintain social distance on exiting their cars.</li><li>• Reminding parents by school email or messaging to not congregate or wait outside the gates, as they may block the entry of others trying to maintain their social distance.</li><li>• Talk to KCC Health and Safety and/or local bus companies about whether bus stops can be equipped with signage to remind parents to maintain social distance. TFM Contractors may be able to assist with signage.</li></ul>	<p><a href="#">coronavirus-outbreak/guidance-for-full-opening-schools</a></p>
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<p><b>Entry into School</b></p>	<p>Usual entry methods may need to be changed to maintain social distancing. The idea should be to avoid heavy use of corridors, stairs and other circulation routes, where possible. Depending on the layout and building configuration of your school you should consider:</p> <ul style="list-style-type: none"> <li>• Try to use external entry to classrooms, such as fire exits, wherever possible.</li> <li>• Introduce a one-way system for corridors and stairs, when they are too narrow to allow people to pass.</li> <li>• Where external paths and roads are wide enough, cone off the centre to create two-way walking to avoid pupils walking into each other. TFM Contractors may be able to assist with signage and cordoning off areas.</li> </ul>	
<p><b>Movement around the School</b></p>	<p>The overriding principle is to reduce pupil movement around the school as much as possible and the best way to achieve this is to keep pupils in the same room, unless it is absolutely necessary to leave the room.</p> <p>Although considered to be low risk, the principle is to avoid passing another group, or staff on a circulation route. Schools should consider:</p> <ul style="list-style-type: none"> <li>• If internal and external access routes are too narrow, it may be necessary to nominate staff to escort pupils around the school. Staff intending to move pupils, should wait inside their teaching rooms until the way appears clear, and be prepared to stop and wait while another group passes by.</li> <li>• Where practical, schools should implement timing changes to reduce the chances of groups meeting each other when moving around the school.</li> <li>• Implement a process for using different access and egress points for different year groups.</li> <li>• Introducing pop up receptions to assist pupils and visitors.</li> <li>• Review your Fire Plans, Risk Assessments and Method Statements and ensure they reflect all new measures that have been implemented.</li> </ul>	

	<ul style="list-style-type: none"><li>• Establish internal pedestrian circulation routes, such as marked out floor chevrons, directional signage and even one-way systems in corridors? Try to use external entry to classrooms, such as fire exits, wherever possible.</li><li>• Consider introducing a one-way system for stairs, when they are too narrow to allow people to pass.</li><li>• Keep the school site well ventilated. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding). This is to limit any risk of cross-contamination from using door handles and aid ventilation. Ensure the doors are closed when unoccupied to comply with fire safety measures. Where external paths and roads are wide enough, cone off the centre to create two-way walking to avoid pupils walking into each other. TFM Contractors may be able to assist with signage and cordoning off areas.</li><li>• Timetable the day to encourage groups to be kept apart and movement around the school site kept to a minimum?</li><li>• Zoning classrooms so particular year groups only use certain classrooms. As a result, this will reduce movement around the school.</li><li>• Utilising longer lessons so there are fewer transitions and again less movement around the school?</li><li>• Staggering break and lunch times in order to reduce pressure on social spaces?</li><li>• Creating separate playground spaces for different year groups to ensure segregation. This allows doors to be used by the same groups, rather than wider groups.</li><li>• Halls, Sports Halls and Drama Studios could also be used at break times for certain year groups to reduce congestion in the playground.</li><li>• Allowing children to wear PE kit to school on days when children have PE to reduce the use of changing rooms.</li><li>• Assemblies could be delivered via video link on Smart boards to avoid large gatherings in school halls.</li></ul>	
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<p><b>Staff and Administration</b></p>	<p>Staff rooms will need to be reconfigured to ensure social distancing is maintained. Stack, remove or tape off chairs to increase the space between staff members. This will obviously not be possible for all schools although with smaller class numbers and a reduced cohort, the number of staff will reduce accordingly.</p> <p>Equipment that is used by several staff communally, such as kettles, photocopiers, walkie-talkies, etc, must be wiped down with alcohol wipes before and after each use. Schools will need to arrange for wipes to be placed near to where communal items are stored. You should check that alcohol wipes can be used on each item, and if not, you should withdraw it from use.</p> <p>Schools must ensure that adequate provision is made for staff to wash their hands. If this is not possible, hand gel must be provided.</p> <p>Many schools have narrow circulation and small administration rooms. If there is no way to introduce the distancing measures, you may need to consider screening between teachers, pupils, school staff and visitors. Contact KCC Health and Safety for advice. TFM Contractors may be able to assist with provision and installation of screens and other protective installations.</p>	
<p><b>Visitors and Contractors</b></p>	<p>Visitors and contractors should be managed in the same way that all staff are, with enhancements, according to the school’s risk assessment.</p> <p>It may be necessary to escort visitors round the school, to remind them not to move into areas where children are being taught, and to avoid touching anything.</p> <p>Visitors should be shown where the toilets are and where the nearest hand sanitiser is. They should be encouraged to use it.</p> <p>Legally, schools are deemed to be private places. People do not have an automatic right to enter. Parents have an ‘implied licence’ to come on to school premises at certain times. It would therefore be in order to set conditions of entry, that could include, for example, the use of hand sanitiser.</p>	<p><a href="https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises">https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises</a></p>

<p><b>Teaching Room Configuration</b></p>	<p>The restriction put in place by government whereby the number of children in that room should be limited to 15, is now lifted.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups than the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19). Children within a group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>You must include/allocate sufficient space and distance for the teaching staff in the classroom.</p> <p>Unneeded teaching furniture, e.g. desks and chairs, should be removed from the teaching area so that no space is lost. It would be appropriate to store them in the school hall as the hall will be less used than usual. Remember to not block any fire exits.</p>	
<p><b>School Estates &amp; storage</b></p>	<p>The updated government guidance focuses on reducing the number of contacts between children and staff, both by keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. The guidance states that significant adaptation to school estates should not be necessary. Schools should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Use of resources is no longer being minimised, however, to enable as much space as possible it is important that schools consider storage of unneeded items as well as the opportunity to create additional space.</p> <ul style="list-style-type: none"> <li>• Analyse your storage options with the aim of generating additional space within your building.</li> <li>• Storing little used library books and other equipment to create more space.</li> <li>• Utilise any sheds you may have or hire in a Shipping Container or even use an off-site storage facility.</li> </ul>	

	<ul style="list-style-type: none"> <li>Toilets do not need to be kept to individual bubbles and therefore it is not anticipated that additional facilities will be required. However, it would be possible to hire these, especially if additional washbasins are required.</li> </ul>	
<p><b>External Play and Sports</b></p>	<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise</p> <p>Sports and break times are essential for children and young people. It is accepted that pupils /students will congregate during break times and at lunch. Additional deployment of staff may be needed to reinforce the social distancing message during breaks. You should implement or consider:</p> <ul style="list-style-type: none"> <li>Segregating external hard and soft play areas with tape or cones to keep groups of children apart where practical</li> <li>Stagger break times.</li> <li>If external space is limited, schools will need to re-time breaks and meal times to ensure that play space is not too crowded to be unmanageable.</li> <li>Sufficient staff members should be nominated to remind children that they should not be in too close contact with each other.</li> <li>As a general principle, external outdoor equipment should not be used unless the school is confident that it can be appropriately cleaned between groups of children using it. Avoid letting large groups use it.</li> <li>If in use, external play equipment, including sports, playground games markings, needs to be monitored. Places where children congregate, outdoor story telling areas, planted areas, dedicated gardens will need staff to oversee the use. If not possible, these should be taped off and not used.</li> </ul>	<p><a href="#">COVID-19: cleaning of non-healthcare settings</a></p>

<p><b>SEN Children Accessible Space</b></p>	<p>It will be essential to consider the needs of SEN students and pupils under any new arrangements. You could consider:</p> <ul style="list-style-type: none"> <li>• Redundant library space or other newly created space could be reutilised as Break Out space for SEN Children</li> <li>• Plan how shared staff spaces are set up and used to help staff to distance from each other.</li> <li>• Use of staff rooms should be minimised. You may wish to convert the Staff Room into a usable space for SEN children. Staff Meetings could then be held via Zoom or Microsoft Teams.</li> <li>• To replace the Staff Room, you may want to hire in an ‘Oasis’ type Welfare unit, which will incorporate electricity, a sink and toilets. These are readily available and do not require any planning permission, however they would need appropriate access to water supply, electricity and drainage.</li> <li>• Schools may want to consider hiring in separate Accessible Toilet units.</li> </ul>	
<p><b>Shared Sites</b></p>	<p>If you share a site with another school or facility, or have another school as close neighbours, please do liaise with them to ensure that use of facilities are coordinated. You should consider:</p> <ul style="list-style-type: none"> <li>• Agreeing access and egress arrangements with the other occupiers.</li> <li>• Agreeing muster points during emergency drills</li> <li>• Agreeing parking arrangements with the other occupiers.</li> <li>• Coordinate over staggering drop off and collection times.</li> <li>• Where your school is in close proximity to other schools it is important that there is a collaborative approach to have movements in the area are managed.</li> </ul> <p>Please consult the KCC estates team if you have a lease issue.</p>	
<p><b>Lettings</b></p>	<p>Despite being a useful avenue for additional revenue or community engagement, lettings should be risk assessed against the potential to open up additional and avoidable infection vectors. You may need to consider:</p>	

	<ul style="list-style-type: none"> <li>• Offering external facilities is safer to the school, than offering internal facilities.</li> <li>• Consider whether changing facilities can be opened for lettings.</li> <li>• Initially, internal lettings should only be considered where there is appropriate cleaning after each use.</li> <li>• Cleaning after each use not only protects students or pupils, but reduces the risk of subsequent litigation, for not providing clean facilities.</li> <li>• The use of school catering or servery facilities should probably be avoided to reduce the chance of contamination.</li> <li>• It would not be advisable to allow lettings to use any school equipment that would then be used by pupils or students. For example, the letting of a tennis court or school hall could be judged as an acceptable risk, but the hiring out of school tennis racquets or public address systems would not.</li> <li>• Look at your insurance. Does it cover claims due to Coronavirus infection?</li> </ul>	
<p><b>Restarting Catering</b></p>	<ul style="list-style-type: none"> <li>• Schools in the KCC framework should in the first instance, email ClientServices@kent.gov.uk.</li> <li>• Schools outside of the framework should contact their catering provider direct.</li> <li>• As much notice as possible should be given to catering companies, but at least one week is required to arrange for the kitchen to be cleaned and for food supplies to be ordered and delivered.</li> <li>• Within the KCC framework we have a number of school kitchens that remained open throughout the lockdown. Those that have been closed will need to be cleaned and made safe. If not on the framework, contact your provider, but you should plan on giving a week's notice.</li> <li>• Ideally, you should plan for a no-queue service. Options include plating meals on the servery counter and the children or school staff just collect the plate to avoid queuing at the counter.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Servery staff and pupils should be prepared to step forward or back as necessary to maintain distancing while serving or receiving food. School staff should be on hand to police the distances</li> <li>• Wherever possible the agreed menu should be delivered. Some supplies may be hard to obtain so some tweaking of the menu may be required. The catering company should contact you to discuss this.</li> <li>• Wherever possible, hot food will be provided. For schools on the framework, if you want packed lunches only, these can either be produced on site or delivered to your school. It will depend on number of meals required and the availability of catering space.</li> </ul>	
<b>Charges</b>	<p>KCC framework schools should not be paying anything to their caterers.</p> <p>KCC have agreed to pay 100% of the school’s free meal &amp; universal free school meals funding based on the number of meals served between Dec 19 – Feb 2020. A letter will be sent to all the KCC framework schools explaining the calculation of the free meal funding and this will be taken via The Education People in the normal way. This is in line with the COVID-19 (COVID-19): free school meals guidance for schools updated 20th April 2020.</p> <p>This guidance applies to all schools, on or off the framework. The Government guidance was for ALL schools to pay the caterers their free meal funding based on the average number of meals provided for the previous 3 months. This is the same whether a service was provided, a reduced service or no service was provided at all.</p> <p>The funding is from Government so will reduce the number of employees on the furlough scheme. If children are in school who normally pay for a meal, they will need to continue to pay. Catering contractors will bank the money or use their online systems for all paid meals in the usual way.</p>	
<b>Set Up</b>	<p>Whilst this is usually set up by the catering teams, it is likely that the school staff and catering teams will need to set the hall up between them. If meal numbers are low, it may be only the cook working in the kitchen. You will need to ensure that there is sufficient space at tables to maintain, where</p>	

	<p>possible, a 2m distance between pupils. This will prove problematic for schools with smaller dining areas, so schools should consider staggering lunch times.</p>	
<p><b>Furloughed Staff</b></p>	<p>Where catering was not required KCC closed the onsite catering service. At first, all non-required staff were put on the furlough list, but as the catering companies have received the free meal funding, a percentage of staff have been removed from furlough.</p> <p>With adequate notice all the catering providers will be able to open the kitchens and produce meals.</p>	
<p><b>Operational Catering</b></p>	<p>Catering presents different challenges, for the food preparation are, at the servery and at the dining tables. Schools should bear in mind:</p> <ul style="list-style-type: none"> <li>• Ideally, you should plan for a no-queue service. Options include plating meals on the servery counter and the children or school staff just collect the plate to avoid queuing at the counter.</li> <li>• It is not mandatory to serve hot food, although this should always be the preference. Schools have the options to serve hot food, cold food, packed lunches or a combination to suit.</li> <li>• It is not necessary, neither may it even be practical for all the children to eat in the designated main dining area.</li> <li>• Consider letting pupils receiving a hot lunch to sit in the dining hall and packed lunch pupils to remain in the classroom.</li> <li>• In many schools, the dining area is set up by the catering teams. It is likely that the school staff and catering teams will need to set the hall up between them. If meal numbers are low, it may be only the cook working in the kitchen. You will need to ensure that there is sufficient space at tables to maintain, where possible, distancing between pupils. This will prove problematic for schools with smaller dining areas, so schools should consider staggering lunch times.</li> <li>• You may like to consider school or catering staff taking meals to children in their classroom which would have the added benefit of reducing movement around the school.</li> <li>• Consider whether you can have two or more serving areas to reduce movement around the school.</li> </ul>	<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-</a></p>

	<ul style="list-style-type: none"> <li>• In line with current government guidance: (<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>) it is not compulsory for catering staff to wear face coverings or gloves, although this would be recommended.</li> <li>• Promote frequent hand washing and the cleaning of utensils for the service of food items.</li> <li>• School staff can support catering staff by serving, although as catering staff are a ‘bubble’ it may be more suitable to allocate support staff alternative duties at lunchtime</li> <li>• Carefully monitor pinch points, e.g. salad cart, pudding station and other self-service area. Such areas often carry the risk of sharing utensils. Consider having all items on the main counter. You may like to introduce a pre-ordering system to reduce time spent choosing what at the service counter.</li> <li>• It is not essential to install screens between the servery counters and children, because the contact time between caterers and students/pupils is short. Some schools may have already had ‘sneeze screens’ in situ the primary purpose of which is to protect the food.</li> <li>• It is acceptable to use standard crockery and cutlery. Disposable plates and cutlery are not necessary, providing crockery and utensils are washed and disinfected appropriately,</li> <li>• Communal water jugs and cutlery trays should be avoided, as they require close monitoring. It may be more practical for a designated person to have responsibility to ensure each pupil has the necessary items in order to enjoy their meal.</li> <li>• Clearing stations are notorious pinch points. These may need to be enlarged to reduce congregation, and cleared more frequently than usual. You may need to relocate it nearer the kitchen to reduce the time that catering staff move into the children’s dining area.</li> </ul>	<a href="#">opening-schools</a>
<p><b>Toileting and Hand Washing</b></p>	<p>Staff need to build in toileting time, bearing in mind the need to maintain social distancing and avoid overcrowding. Staff may need to consider taking small groups at one time.</p> <p>Where sinks have been installed in teaching rooms, children should be encouraged to wash their hands, on arrival, after every activity, when handling food and just before they leave the room.</p>	



	If there are no sinks immediately available, either consider moving small groups to the washing facilities, or if this is not practical, ensure that sufficient hand cleaning gel is available. TFM Contractors may be able to assist with provision of hand gel if hand wash facilities are not available.	
<b>Picking up from School</b>	As with arrival at the school, every effort must be made to avoid close queuing. With the reduced numbers, this may not be an issue, but staggering pick up times should help manage this.  Clear signage, or marker points painted on to the ground may be needed to keep queuing parents apart.	
<b>Further help</b>	Contact details if you need further assistance are:  <u>KCC Facilities Management</u> Jo Masterman – Area Facilities Manager Mid Kent - <a href="mailto:Joanna.Masterman@kent.gov.uk">Joanna.Masterman@kent.gov.uk</a> Alan Jones – Area Facilities Manager West Kent - <a href="mailto:Alan.Jones@kent.gov.uk">Alan.Jones@kent.gov.uk</a> Margaret Odeleye – Area Facilities Manager East Kent - <a href="mailto:Margaret.Odeleye@kent.gov.uk">Margaret.Odeleye@kent.gov.uk</a>  <u>Minor Works Project Team</u> Paul Dalton - Head of Minor Works - <a href="mailto:Paul.Dalton@kent.gov.uk">Paul.Dalton@kent.gov.uk</a>	
<b>Local Lockdown</b>	The Government has not issued generic guidance for what a local lockdown will mean for schools in each case, should they be required. From the advice issued to Leicester schools it is likely that a local lockdown will mean that affected schools revert to operating as they did in Term 5, providing provision only for children of critical workers and vulnerable children. Advice will be given by the relevant authority to schools based on the specific circumstances of any local lockdown.	

## Risk Assessment

During these challenging times, it will be essential to review the risk assessments that are already in place. New risk assessments will be required for many areas of school life. You will also need to look at your emergency processes, such as fire evacuation.

	<b>Consideration and Advice</b>	<b>Where to find Support</b>
<b>Reviews</b>	<p>Schools will be opening under a new regime and in a very unfamiliar environment. Existing risk assessments for all areas of school life will need to be reviewed, and probably re-written.</p> <p>Example risk assessments can be found on Kelsi at the link. These should be adapted to fit individual school circumstances.</p> <p>Schools should also consult Annex A of : <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>For clarity and transparency, you should consult staff on the risk assessments and many schools choose to publish them on their websites to provide transparency and assurance to parents/carers and pupils</p>	<p><a href="#">Kelsi Risk Assessment Examples</a></p> <p><a href="#">HSE Risk Assessment in Schools</a></p> <p><a href="https://www.hse.gov.uk/risk/classroom-checklist.htm">https://www.hse.gov.uk/risk/classroom-checklist.htm</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-</a></p>

		<a href="#">opening-schools</a>
<b>Dynamic Risk Assessments</b>	<p>The environment schools will be working under will require risk assessments to be updated as circumstances change. Schools are therefore reminded that the assessment of risk must be continuous.</p> <p>You should ensure that your Risk Register is checked every time there is an incident that requires an update to a Risk Assessment.</p>	<a href="#">HSE Risk Assessment in Schools Example</a>  <a href="#">Risk Register</a>
<b>Existing Emergency and Evacuation Planning</b>	Schools should review current emergency fire evacuation plans, considering the impact of Coronavirus. However, in an emergency that requires evacuation of the building, such as an accident or fire, social distancing should not apply until it is safe to do so. Once reviewed, ensure that any changes are communicated to all staff, and if necessary, rehearsed.	
<b>First Aid</b>	Review your First Aid requirements, considering provision of first aiders, further information of managing first aid during this pandemic can be found at St John Ambulance - COVID-19 advice for First Aiders	<a href="#">Kelsi - First Aid in Schools</a>  <a href="#">St John Ambulance - COVID-19 advice for First Aiders</a>

## Cleaning and Hygiene

Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks, which are then inhaled. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Issues	Consideration and Advice	Where to find Support
<p><b>Daily cleaning during the Pandemic</b></p>	<p>Normal daily cleaning will in most cases, ensure a safe environment for children to learn, and staff to work.</p> <p>However, because some people with COVID-19 either do not show symptoms (asymptomatic) or experience only mild symptoms, a more robust cleaning regime is required. It is important to remember that the illness is the same virus for asymptomatic people as those who require hospital treatment.</p> <p>Correct use of household disinfectant will kill off the virus on most surfaces. Cleaning staff should wear washing-up style gloves and aprons. Particular attention should be paid on touch areas such as bannisters, door handles, grab rails, taps and toilet handles.</p> <p>See Kelsi for the updated guidance from KCC Client Services, COVID-19 Catering Guidance &amp; Risk Assessment, which can be found here.....</p>	<p><a href="#">PHE School Cleaning Advice</a></p>

	<p>KCC framework cleaners are up to speed with these cleaning requirements.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>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.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	
<p><b>Cleaning following a suspected case of Coronavirus</b></p>	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	<p><a href="https://www.hse.gov.uk/coronavirus/cleaning/index.htm">https://www.hse.gov.uk/coronavirus/cleaning/index.htm</a></p>

	<p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	
<p><b>Additional cleaning, including deep cleans</b></p>	<p>It is unlikely that this would be necessary, unless specifically requested by Public Health England.</p> <p>If a deep clean is requested, please contact <a href="mailto:client.services@kent.gov.uk">client.services@kent.gov.uk</a> This service will be bespoke, depending on the size and type of school. It will be at an additional cost to the school.</p>	
<p><b>Cleaning of toys, books and equipment</b></p>	<p>Small items, soft toys and machinery may be difficult to clean. By far the best way to manage this is to avoid using them.</p> <p>If this is not possible, their use should be restricted to one group of children, preferably one individual child. Children should be discouraged from exchanging or taking classroom aids from each other and it is expected that this will be easier due to smaller class sizes.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>If none of the above is practical:</p>	

	<ul style="list-style-type: none"> <li>• small metal and plastic items, such as building blocks, dolls, animal models, toys cars, etc can be cleaned by immersing in a tub or bucket of weak disinfectant solution for half an hour. These should then be rinsed in clean water and left to drain overnight.</li> <li>• Soft toys are difficult to clean, but research appears to show that the virus will not live longer than 24 hours on a material surface. Their use should be timed to allow at least 24 hours to pass before being used again.</li> <li>• Items made of wood present a greater challenge because, being porous, the virus appears to be capable of surviving on wood for more than 24 hours. Less so, if painted. The best option is not to use, but if necessary wooden items should be cleaned with disinfectant and left to dry overnight.</li> <li>• The use of machines and machinery should be restricted to teaching staff if difficult to clean.</li> </ul>	
<p><b>Teaching Room and Surface Cleaning</b></p>	<p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. This can be achieved using regular detergent.</p>	<p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>

## Safety and PPE

	<p><b>Consideration and Advice</b></p>	<p><b>Where to find Support</b></p>
<p><b>PPE in General School Use</b></p>	<p>The guidance from HM Government states that based on current evidence, there is very little scientific evidence of widespread benefit from PPE. Instead, practising good hand hygiene and social distancing is key to minimising the risk of infection.</p>	<p><a href="#">HM Govt PPE Guidance</a></p>

<p><b>Wearing of masks</b></p>	<p>Public Health England does not currently recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Section 1, Chapter 2, prevention, paragraph 3: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Wearing of a face covering is compulsory on all public transport. Private school coaches and dedicated school buses, should be considered as public transport and face coverings should be worn.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>
<p><b>Where PPE should be used</b></p>	<p>There are some circumstances where use of PPE, including a face mask, may be recommended:</p> <ul style="list-style-type: none"> <li>• Moving, isolating or supporting a child with symptoms of COVID-19.</li> <li>• Cleaning an area where a child with COVID-19 symptoms has visited.</li> <li>• Working with children whose care routinely already involves the use of PPE due to their personal care needs.</li> </ul> <p>Contact <a href="mailto:client.services@kent.gov.uk">client.services@kent.gov.uk</a> for advice.</p>	<p><a href="#">Use of PPE equipment</a></p>
<p><b>Sourcing PPE - Schools</b></p>	<p>As stated above, schools would be advised to maintain sufficient PPE items to enable them to manage incidents that would require it. It is not necessary or desirable to maintain significant stocks of PPE.</p> <p>Schools are responsible for sourcing and purchasing their own PPE. There is no access to the emergency supply which has been stockpiled in the event that it is needed by the NHS or Care sector.</p>	<p><a href="#">Use of PPE equipment</a></p>



	<p>KCS assure us that they will for the most part be able to fulfil most orders. KCS has been experiencing IT issues recently and suggest that the best contact is either by an alternative email address KCSconnect@outlook.com or by phone on 0808 281 9440. Lead time for most stock items likely to be slightly longer than normal.</p>	
<p><b>PPE Specification for Schools</b></p>	<p>When sourcing the required PPE, you should ensure that it meets the following standards:</p> <ul style="list-style-type: none"> <li>• Disposable gloves                      BS EN 374 or EN 455 (with AQL 1.5)</li> <li>• Apron/Apron with sleeves              no standard</li> <li>• Eye protection                              EN 166</li> <li>• Fluid resistant Masks                    BS EN 14683 or ISO 22609</li> </ul>	
<p><b>How to use PPE</b></p>	<p>Correctly used, PPE will provide a level of protection to the wearer from the COVID-19. This use includes the discipline whilst wearing it. Most teachers and school staff will have no experience in using PPE and formal training is advised.</p> <p>There are guides to using PPE here: <a href="https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>Headteachers should consider the specific conditions of task, and comply with all applicable legislation, including the Health and Safety at Work etc. Act 1974. It may be that for certain tasks, it is unwise for any member of the school staff to be required to wear PPE and that external support should be sought from <a href="mailto:client.services@kent.gov.uk">client.services@kent.gov.uk</a>.</p>	
<p><b>If a person becomes unwell, especially with COVID-19 symptoms</b></p>	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <ul style="list-style-type: none"> <li>• Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.</li> </ul> <p>Below are the contact details for the Kent Health Protection Team:</p>	

	<p>In hours: 0344 225 3861 (option 0 then option 1)  Out of hours: 0844 967 0085  Email: KPU-Kent@phe.gov.uk</p> <ul style="list-style-type: none"> <li>• The person must be supported until they can be collected and taken home. They should not be left unattended.</li> <li>• A room must be set aside for use as an isolation room. Ideally, the room should be equipped with a sink, towel and hand soap. There should either a bed or a chair.</li> <li>• A chair for a member of staff needs to maintain a safe social distance as the person cannot be left alone.</li> <li>• A face mask should be worn by the supervising staff member if social distance cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.</li> <li>• A toilet needs to be allocated nearby, for the sole use of the unwell person and must not be used by anyone else until it has been thoroughly cleaned.</li> <li>• 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.</li> <li>• The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.</li> <li>• Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.</li> </ul> <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> <li>• If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. If your contractor is unable to do a full clean, contact <a href="mailto:client.services@kent.gov.uk">client.services@kent.gov.uk</a> for support.</li> <li>• If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degree wash, with detergent.</li> <li>• Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers</li> <li>• The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.</li> </ul>	
<p><b>Reporting Incidents</b></p>	<p>Please continue to report accident/incidents using your usual process. Community and Voluntary Controlled schools report via the online accident/incident form on KELSI <a href="https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance">https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance</a>.</p> <p>Note there has been an update to the RIDDOR guidance in the event of contracting COVID-19 in the workplace <a href="#">HSE - RIDDOR reporting COVID-19</a>.</p>	