

Department: <i>ALL</i>	Service: <i>Education</i>	Reference: <i>1.1</i>
Activity: <i>Dealing with potential coronavirus case in school</i>	Site: <i>All</i>	
People at Risk: <i>All</i>	Additional Information: <i>Check government guidelines for updates</i>	
Name of Person Completing Form: <i>MDA</i>	Job Title: <i>H&amp;S</i>	Date: <i>30/06/20</i>
		Review Date: <i>09/20</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Person shows symptoms of coronavirus in school</i>	<i>Potential for spread of COVID-19 between persons at school.</i>	<i>H</i>	<p><b>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. Further details on this in following sections</b></p> <p><i>If in lesson/ around school a pupil becomes ill:</i>                      If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision as required.</p> <p><i>Member of staff to escort – at 2m distance – the pupil to designated area: - helping to avoid contact with others</i>                      CL –AR –</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available through KLE) or the child subsequently tests positive.</p> <p><i>Be aware of coronavirus symptoms See latest government guidelines</i>                      They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p> <p><i>The teacher escorting the pupil must wash their hands for at least 20 seconds once they have left the pupil</i></p>	<i>L</i>	<i>Over spill areas to be sorted.</i>
<i>Holding room not adequate</i>	<i>Potential for spread of COVID-19 between</i>	<i>M</i>	<p><b>Rooms in use by potential person with symptoms must be clearly labelled as no entry at all times until after the room has been thoroughly cleaned once the pupil has left – see notes 7a – 7i</b></p>	<i>L</i>	

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	persons at school.		Pre made signs must to be put up in areas being used to hold pupils waiting for parents. These are strictly no entry without authorisation until taken down		
<i>PPE not worn</i>	Potential for spread of COVID-19 between persons at school.	H	<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>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.</p> <p><b>First aiders attending to the pupil are to have had training and wear appropriate ppe. See information above.</b></p> <p>Once the pupil has left the building ppe should be put into a clinical coloured bag and sealed.</p> <p>If the individual tests negative, put the bags in with the normal waste.</p> <p>If the individual tests positive, put in a safe and secure place (away from children) where you can store waste for 72 hours.</p> <p>If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> <p>Local waste collection authority (if they currently collect your waste) Or, by a specialist clinical waste contractor</p>	L	Identification of secure area on both sites
<i>Information not passed on to authority</i>	Potential for spread of COVID-19	H	<p><b>All incidents must be recorded as per the school's normal arrangements to the Authority.</b></p> <p>Incidents of suspected covid-19 must be logged on EVERY and SHE assure Inform JHU, KLE, JRO</p>	L	
<i>Isolating if have</i>	Potential for spread of	H	When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and	L	

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<i>symptoms</i>	COVID-19 between persons at school.		<p>advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>Pupils and staff must not come back to school until the quarantine time is over</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>We request that all persons displaying symptoms are tested KLE can organise this</p>		
<i>Person tests positive in school</i>	Potential for spread of COVID-19 between persons at school.	H	<p>Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. – Check latest government guidelines for most up to date information</p> <p>Where a test proves to be positive for a person in school anyone who came into contact with them will need to self-isolate for 14 days. This will be organised centrally in the school</p>	L	
<i>Cleaning areas 7a-7j for cleaning staff</i>	Potential for spread of COVID-19 between persons at school.	H	<p>Details on cleaning methods 7a – 7j</p> <p><b>Clean and disinfect surfaces the person has come into contact with, including:</b></p> <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul>	L	
<i>7a</i>			<p><b>When cleaning hard surfaces and sanitary fittings, use either:</b></p> <ul style="list-style-type: none"> <li>• Disposable cloths, or Paper rolls and disposable mop heads</li> </ul> <p><b>When cleaning and disinfecting, use either:</b></p> <ul style="list-style-type: none"> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul>		
<i>7b</i>					

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			<ul style="list-style-type: none"> <li>• A household detergent, followed by a disinfectant with the same dilution as above</li> <li>• An alternative disinfectant, that's effective against enveloped viruses</li> </ul>		
7c			<p><b>Make sure all cleaning staff:</b></p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> </ul> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>NOTE: You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>		
7d			Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.		
7e			Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.		
7f			If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.		
7g			Dispose of any items that are heavily soiled or contaminated with body fluids.		
7h			Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a coloured plastic rubbish bag and tie when full.		
7i			Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.		

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7j			<p>If the individual tests negative, put the bags in with the normal waste.</p> <p>If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.</p> <p>If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> <ul style="list-style-type: none"> <li>• Local waste collection authority (if they currently collect your waste)</li> <li>• Or, by a specialist clinical waste contractor</li> </ul>		