

Coronavirus (COVID-19) Whole School Risk Assessment – September 2021		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002			
					Date	23/08/2021			
Task Description	Whole School Risk Assessment – September 2021	Location	All Areas			Date of Review	10/09/2021, 05/11/2021		
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors, and members of the public			Risk Assessment			Revised Risk Assessment with Further Control Measures		
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Autumn Term 2021	<p>Following further advice from Hartlepool Local Authority and Public Health England regarding the rise in Covid cases within the Hartlepool area. A number of additional control measures will be re-introduced from Monday 8th November 2021.</p> <p>The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.</p>	3	4	M	<p>The further measures include:</p> <ul style="list-style-type: none"> - All adults and pupils to wear a face covering in all communal areas including corridors unless exempt - All staff and pupils are encouraged to take at least twice weekly lateral flow tests (more frequently if asked to do so) and take part if eligible in the National Vaccination programme. - Limiting or pausing whole school events with be considered - Ensure good ventilation 	2	4	M
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Volunteers, CTPP, those wanting to gain experience for ITT etc?	<p>All volunteers, student placements etc. must complete a full health and safety induction including Covid.</p> <p>All volunteers etc will be encouraged to obtain LFD home test kits and swab themselves twice weekly at home.</p> <p>Volunteers will be encouraged to take part in the national COVID 19 vaccination programme.</p>	2	4	M	The Trusts Volunteer Policy is available on Teams/BishopHogarthAllStaff/Files/AllTrust Policies & Documentation	2	4	M
Visitors to premises: Including Contractors and Parents	All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.	2	4	M	<p>The wearing of face masks is now optional.</p> <p>Visitors may wear masks (or visor if a face mask cannot be</p>	2	4	M


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	A visitor's risk assessment is in place and is communicated with visitors prior to attending school.				worn for medical reasons) if they choose to do so whilst transitioning around the school and in general communal areas (and where a 2-metre distance cannot be achieved). Wearing of face masks in classrooms is no longer a requirement. Staff and students may wear masks (or visor if a face mask cannot be worn for medical reasons) if they choose to do so whilst transitioning around the school and in general communal areas (and where a 2-metre distance cannot be achieved).			
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					Staff and students will be discouraged from congregating in corridors.			
Entrance/Exit procedures	Each year group will continue to have a dedicated outside space.	2	4	M		2	4	M
Hands/Face/Space		2	4	M	<p>Hands - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p>Face - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the</p>	2	4	M

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					virus, you're less likely to pass it on when you exhale.			
					Space - Transmission of the virus is most likely to happen within 2 metres. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.			
Handwashing	Students are encouraged to wash their hands for 20 seconds at a time throughout the day. Handwashing posters located in student and staff toilet areas and around the school site	2	4	M	All persons including students, staff, parents/carers, and visitors are advised to sanitise hands on arrival (sanitising station in reception).	2	4	M

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	<p>Students and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses whilst at school.</p> <p>Catch it, bin it, kill it posters located in student, staff toilet areas and around the school site.</p> <p>Students encouraged to cough and sneeze into their elbow and away from the direction of other students and staff.</p>				<p>Students and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc. Provision and time have been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p> <p>Ongoing Monitoring</p>			
Lunchtimes/Catering	<p>Sixth Form catering is separate from the main school</p> <p>Lunches staggered to Year groups.</p> <p>Cleaning will take place between year groups.</p>	2	4	M	<p>School kitchens are fully operational but must comply with the "Guidance for food businesses on Coronavirus (COVID 19)".</p>	2	4	M

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	Students directed to handwash ahead of lunch				Catering staff may wear either a face mask or visor should they wish to do so when serving on the counter or at a till point as they will be in direct face to face contact with students/students. Catering staff may choose to wear a visor when preparing food or working in the kitchen.			
Classrooms	Students will be encouraged to clean their desk before and at the end of lessons. Sanitizer, tissues, and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.	2	4	M	Wearing of face masks in classrooms is no longer a requirement. Staff and students may wear masks (or visor if a face mask cannot be worn for medical reasons) if they choose to do so	2	4	M

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	Computers and desks wiped down by students before and after use.				whilst transitioning around the school and in general communal areas (and where a 2-metre distance cannot be achieved).			
Resources/Student Supplies	Students will be encouraged not to share resources. Each student works from their own computer and does not swap computer stations. Students encouraged to wash hands / use hand gel before lessons and after each lesson.	2	4	M		1	4	L
Facilities and Premises	Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Ventilation	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for	2	4	M	All the school's mechanical ventilation systems are serviced and maintained in accordance	1	4	L

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	<p>guidance on keeping occupied spaces well ventilated.</p> <p>The school now have access to 65 Co2 monitors. They will be used in areas of the school where ventilation is most restricted. Monitoring will be carried out and recorded daily so decisions can be made regarding ventilation i.e., windows open/closed.</p> <p>Where there are positive Covid cases or an outbreak, Co2 monitors can be monitored to track air quality.</p>				<p>with the manufacturers recommendations.</p> <p>All areas of the school must be kept well ventilated. It is the individual's responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Results from Co2 monitors will be used as the basis of SLT discussions regarding increased ventilation and ways to improve air quality if required.</p>			
Offices/Meetings rooms/Staff Room	Windows/ doors are opened in the staff room when it is occupied by staff members.	2	4	M	Staff encouraged to clean as they go when accessing the staff room.	2	4	M

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	Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.				Staff encouraged to use their own cups/ plates			
Extra-curricular Activities	All extra-curricular activities can resume from the 1 st of September 2021.	2	4	M	More information on planning extra-curricular provision can be found in the guidance for https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	2	4	M

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Lettings	From the 1 st of September 2021 all lettings, includes sporting fixtures can resume. Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.	2	4	M		2	4	M
Home Visits	A home visits risk assessment is in place and is communicated with all parties prior to attending the visit. Where possible face to face visits should be replaced with video conferencing.	2	4	M		2	4	M
Educational Visits	From the 1 st of September 2021 all educational visits including international visits can resume. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be	2	4	M		2	4	M

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	moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.							
Cleaning	PPE will be worn by all cleaning staff (disposable gloves and aprons). Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. Floor buffers) to reduce the risk of indirect transmission. Cleaning schedule in place.	2	4	M	NTH NHS will carry out termly cleaning audits and training where necessary. All areas within school will be cleaned thoroughly on a daily basis.	2	4	M
Emergency Procedures	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers	2	4	M	Sequence of fire drills will be carried out per zones.	2	4	M

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	and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible. Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.					The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.			
First Aid/Possible COVID-19 Symptoms	First Aid trained person/s in place. Disposable gloves and aprons available. Children showing signs of Covid-19 will be isolated until parents can collect them. The medical room will be used as the primary room for isolation. The first aid room in Sixth Form will be used as a secondary area.	2	4	M		PPE is in place. Personal protective equipment must be worn when administering first aid. See link for instructions on donning and doffing. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning	2	4	M

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					g doffing standard PPE health and social care poster .pdf There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19. See PPE Matrix.			
Staff/Student Wellbeing	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).	2	4	M	Ongoing monitoring Well-being Channel on Staffroom Teams Group – where staff share resources to	2	4	M

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	https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems Staff receive sufficient breaks during the school day. Staff informed of 24-hour free counselling service.				support mental health and wellbeing. Mind will be available during the holidays. Mental Health First Aiders available and programs will be developed i.e. Watchful waiting. Students may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress, or low mood. You can access useful links and sources of support on https://www.gov.uk/guidance/mental-health-and-wellbeing-			
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					support-in-schools-and-colleges#contents			
Known Behavioural issues	Students with known behavioural issues are identified. If student behaviour develops throughout the day, they can be moved to either the Reflection Room or the St Peter's Centre, where they can be supported by various interventions.	2	4	M		2	4	M
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing	General precautions as advised by the Government to be strictly observed: <ul style="list-style-type: none"> 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 immediately 	2	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SL. Advice will be sought from Public Health England. To arrange a test call 119 or visit www.gov.uk/coronavirus	2	4	M

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Loss of taste and smell	<ul style="list-style-type: none"> Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose, or mouth if your hands are not clean <p>Each person in school, staff, student, or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>							
Clinically Extremely Vulnerable / Clinically Vulnerable Staff (Including BAME, pregnancy etc.)	Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone. We are also advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves.	3	4	M	Everyone on the Shielded Patient List should already have been offered a COVID-19 vaccine. If you have not yet received your first dose, please contact your GP or book your vaccination appointment online.	2	4	M

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	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				<p>If you have received your first dose, you should still ensure you take up your second dose of the vaccine when it is offered to you. Having two doses should further increase your level of protection.</p> <p>A risk assessment review will be carried out with all pregnant staff approaching 28+ weeks, so that additional control measure can be considered (if required).</p>			
NHS Test and Trace/NHS Test and Trace App	From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	2	4	M	From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other	2	4	M

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					<p>infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>Pupils, staff, and other adults should follow public health advice.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>			
Lateral Flow Testing (COVID-19) home testing of staff	Students and staff who receive a positive result, should isolate immediately in line with NHS Test and Trace guidance.	2	4	M	From the 1 st of September 2021, 2 on site tests will be offered to all students (3 to 5 days apart) before moving to home testing.	2	4	M

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	<p>All positive results from rapid tests, whether conducted at home or at a school or college need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119.</p> <p>Whilst awaiting the PCR result, students, staff and should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and students, and staff can return to school or college.</p>				<p>Student testing will be phased during the first week to help manage the number of students passing through the test area at any one time.</p> <p>All staff and students will then be provided with LFD home test kits to swab themselves twice a week at home.</p> <p>Households of children attending Education can access lateral flow tests as per Government Guidance. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-students-and-staff</p>			
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					L	S	R

Impact on individuals who may be more vulnerable to COVID-19 due to their vaccination status	The Trust encourage all employees to take part in both LFD testing twice a week and where medical conditions allow the National Vaccination Programme.	3	4	M	Ongoing Monitoring Unvaccinated, employees who are identified by Track & Trace as a close contact should self-isolate as instructed, and where possible work from home.	3	4	M
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Coronavirus (COVID-19) Whole School Risk Assessment – September 2021		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002
					Date	23/08/2021
Task Description	Whole School Risk Assessment – September 2021	Location	All Areas		Date of Review	10/09/2021
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors, and members of the public		Risk Assessment		Revised Risk Assessment with Further Control Measures	
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified
						L

Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.


****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Coronavirus (COVID-19) Whole School Risk Assessment – September 2021	<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>	Ref No	C19/002
		Date	23/08/2021

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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School
					Modified
					L S R

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Sara Crawshaw
	Signed: 		Signed: <i>S Crawshaw</i>
	<i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		<i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the remaining four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the grid: 'LOW' is in the center of the green area, 'MEDIUM' is in the center of the yellow area, and 'HIGH' is in the center of the red area.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						



Outbreak Management Plan

Date Adopted	July 2021
Date Reviewed	
Next Review Date	Jul 2022
Version	2.0
Review Cycle	Annual
Publication Scheme	Trust Website Local Schools' Websites

This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors, and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups, we would:
 - Reintroduce bubbles
 - Have separate entrances/exits for bubbles
 - Deliver lunches to classrooms
 - Separate rota for breaks and lunches
 - Timetabled use of specialist rooms
 - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended, we would limit:
 - Residential educational visits
 - Transition days
 - Parents coming into school/college
 - Non-essential visitors coming into school/college
 - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, if the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.






Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.

Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Students encouraged to use their own	X	X	X