RISK ASSESSMENT

Company:	**Inspire Partnership Multi Academy Trust**	**Date of Assessment:**	**28.02.2022** **Version 24**
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy, Grove Lea Primary School		
Description of work activity / process being assessed:	**Revised to comply with changes from 24 February 2022 – "Schools Coronavirus (COVID 19) Operational Guidance"** Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
Employees	☒	**Initial**	☐
Pupils	☒		
Contractors	☒	**Change in Government Guidance following Covid 19 Outbreak**	☒
Visitors / Members of the public	☒	**Operational review**	☒

COVID – 19 (Corona Virus) - COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

EFFECTIVE INFECTION PROTECTION AND CONTROL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms **do not attend school**	Communicate expectations clearly with parents and staff	Headteacher	1 Sept 21	
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff	Headteacher	1 Sept 21	
	From 24 February, the Government removed the legal requirement to self isolate following a positive test. However, the Government advises adults and children who test positive to stay home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. The main symptoms of COVID 19 are a recent onset of any of the following : A new continuous cough A high temperature A loss of, or change in, your normal sense of taste or smell If you have any of these symptoms, you should take a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for the test result. ~~Anyone developing coronavirus symptoms during the school day will be sent home and should follow public health advice.~~ ~~They will be asked to self isolate and arrange a PCR test.~~	~~Anyone who becomes unwell with a new continuous cough, a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to have a PCR test ASAP.~~ ~~From 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.~~ ~~The new rules also apply to people who are already isolating – so if someone was already isolating before Monday 17 January, they can take LFD tests on day 5 and 6 and if they are both negative and they have no temperature they can end their isolation.~~ The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. ~~All test results should be reported to NHS Test and Trace~~.	ALL	Ongoing	

		~~If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.~~ ~~Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.~~ ~~From 11 January, anyone, including staff and pupils, who now receives a positive lateral flow test but has no COVID-19 symptoms will no longer have to take a PCR to confirm the result – they will be required to self-isolate immediately.~~ ~~This is a temporary measure while COVID-19 rates remain high across the UK.~~ ~~Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.~~ ~~The main symptoms are :~~ ~~- A high temperature~~ ~~- A new, continuous cough~~ ~~- A loss or change to your sense of smell or taste~~ Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self isolate and should not start daily testing.			

		From 24 February 2022 the legal requirement for close contacts who are not fully vaccinated to self isolate has been removed. Close contacts are requested to test daily for 7 days. ~~Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.~~ It remains essential that anyone who gets a positive test result from a LFD result self isolates immediately.			
	Frequent and thorough hand cleaning should be regular practice	Continue to ensure that pupils clean their hands regularly using soap and water or hand sanitiser. Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered.	ALL	Ongoing	
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	Tissues/bins in all classrooms and to be emptied daily. Educate pupils to use tissues or sneeze into elbow area of arm	Premises & Classroom based staff	Ongoing	
	Maintain an appropriate cleaning schedule using standard cleaning products such as detergents and bleach.	Regular cleaning of areas and equipment with a particular focus on frequently touched surfaces, such as door handles, light switches, work surfaces and regularly used equipment. As a minimum, touched surfaces should be wiped down twice a day and one of these should be at the beginning or the end of the working day. When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over what would usually be used.	Premises & Classroom based staff	Ongoing	
	Children displaying **any** symptoms of COVID 19 should not attend school, given the potential risk to others.	If a parent or carer insists on a pupil attending school, the Headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other	Headteacher/ SLT	Ongoing	

		pupils and staff from possible infection with COVID 19.			
	Any pupil requiring first aid should continue to receive care in the normal way. No additional PPE is needed because of COVID 19 for anyone who does not have COVID 19 symptoms.		ALL School Staff	From 1st Sept 21 onwards	
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits	ALL School Staff	From 1st Sept 21 onwards	
	Ensure areas are well ventilated and that a comfortable teaching environment is maintained. Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	To balance the need for increased natural ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	SLT		
	Consider which lessons or classroom activities could take place outdoors				
	Minimise parental attendance in school unless fulfilling statutory obligations and ensure social distancing is maintained at meetings with parents/external visitors.				
	Implement a one way system, where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the school				
	If possible, stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school				
	Remove whole school gatherings/assembly times from daily routines and review at the end of each term	Year/class group events will be held outdoors only – weather permitting. If these are unable			

		to go ahead, every attempt will be made to record and share the performance with parents.			
	Staff meetings should take place in the school hall and social distancing maintained				
	Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents	If non-symptomatic children present behaviours which may increase the risk of droplet transmission or require care that cannot be provided without close hands on contact, they should continue to receive care in the same way, including any existing routine use of PPE.			
	Each school will carefully consider whether educational trips and residential visits should go ahead or could be postponed to the spring.	Schools must undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.			
	No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms	Regularly clean common contact surfaces in the reception area.			
	Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.	Regularly clean common contact surfaces in the reception area.			
	School Meals – school should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning from home during term time				

PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
	The Government recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.	From 27 January, face coverings are no longer recommended in communal areas for staff. Local introduction of face coverings will be	Headteacher	1 Sept 21	

Direct & indirect transmission of the virus	Face coverings do not need to be worn when outdoors. The reintroduction of face coverings may be advised for a temporary period in response to particular localised outbreaks, including variants of concern (see Outbreak Management Plan)	subject to routine review and removed at the earliest opportunity.			
	If a child has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.	Additional PPE for COVID 19 is only required in a very limited number of scenarios : • If a child becomes ill with COVID 19 symptoms and only then if close contact is necessary • When performing aerosol generating procedures (AGPs)	All Staff	Ongoing	
Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	The following PPE will be available for staff to use : Face masks, disposable gloves and a disposable apron.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn	All Staff	Ongoing	

REMOTE EDUCATION

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Delivery of education	Where appropriate, you should support those who need to self isolate because they have tested positive to work or learn from home if they are well enough to do so.		HT	Ongoing	

PUPILS WHO ARE CLINICALLY EXTREMELY VULNERBALE

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed	All clinically extremely vulnerable (CEV) children should attend school unless they are one of the very	Where a pupil is unable to attend school because they are complying with clinical or	Headteacher	1 Sept 21	

to be at a higher risk of severe illness	small number of children under paediatric or other specialist care who have been advised not to attend.	public health advice, schools must be able to offer them access to remote education			
VULNERABLE CHILDREN					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Safeguarding concerns	The updated DFE guidance includes a broader definition of children classed as vulnerable. This list now includes : • Those with a social worker • Those with an Education, Health and Care Plan • A group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable' • Children known to children's social care services in the past • Children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues , and drug and alcohol addiction. Where pupils who are self isolating are within the DFEs guidance of vulnerable, systems must be put in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home	When a vulnerable pupil is asked to self isolate, you should : • Notify their social worker (if they have one) and, for looked after children, the local authority virtual school head • Agree with the social worker the best way to maintain contact and offer support Procedures should be in place to • Check if a vulnerable pupil is able to access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education • Keep in contact with them to check their wellbeing and refer onto other services if additional support is needed			
SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERABLE					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**

Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	From 20th January The government is no longer asking people to work from home. People should now talk to their employers to agree arrangements to return to the office.	In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. Employers should be able to explain the measures they have in place to keep staff safe at work.	HT	From 13th Dec 21 onwards	
	From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home. CEV people, as a minimum, are advised to follow the same guidance as everyone else.	Individuals at a higher risk of becoming seriously ill from COVID 19 may wish to think particularly carefully about additional precautions they might wish to continue to take.	ALL Staff	From 1st Sept 21 onwards	
	Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as everyone else (for example about testing or self-isolation), though some pregnant women may wish to take extra precautions. UK government recommendation that all pregnant women should pay particular attention to social distancing measures and good hygiene and that this is particularly important at 28 weeks' pregnancy and beyond. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).	A risk assessment should be conducted for pregnant women. **Key advice for pregnant women during the pandemic:** • Vaccination is recommended in pregnancy. You can get vaccinated against COVID-19 if you're pregnant and aged 18 or over. Receiving two doses of the vaccine is the safest and most effective way of protecting you and your baby from COVID-19 infection • As COVID-19 restrictions ease across the UK, pregnant women who are unvaccinated or not fully vaccinated, may choose to limit the close contact they have with those they do not usually meet with in order to reduce			

		the risk of catching or spreading COVID-19, particularly if they are in the third trimester and when COVID-19 disease levels in the general community are high.			
	Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.				
	Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school.	Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher			
	The government has set a requirement for people returning from some countries to upon their return – this guidance must be adhered to.	Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time			
	All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). Staff returning from travel outside the UK can be asked to take a test before returning to school/site and may be legally required to quarantine.	Anyone arriving from a red list country, or having transited through one in the past 10 days must follow the government's quarantine regulations.			
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)				

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:

If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new continuous cough or a high temperature or a loss of, or change in, their normal sense of taste (anosmia), they must be sent home and should follow public health advice.		SLT	Ongoing	
	If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.	A window should be opened for ventilation.	SLT	Ongoing	
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	
	Appropriate PPE should be worn by staff caring for the child while they await collection if close contact is necessary (ie a very young child or one with complex needs)		All Staff	Ongoing	
	Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, do not need to go home to self-isolate unless: • the symptomatic person subsequently tests positive and they are identified by NHS Test & Trace as a close contact and they are not fully vaccinated • they develop symptoms themselves (in which case, they should arrange to have a PCR test)	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others		All Staff	Ongoing	
Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing	

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:

Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to follow public health advice and self isolate and arrange a PCR test ASAP. ~~Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.~~	Once identified ~~notified by NHS Test and Trace~~ as a close contact, all eligible staff, pupils and students are requested to ~~should~~ take an LFD each day for 7 days ~~and report the results through the Online Reporting System and to their setting~~. If they test negative, they can continue to attend their education setting. ~~Outside of the education setting, they should continue to follow the advice set out in the Sunday 12 December press release~~. If they test positive, they should self-isolate (and order a PCR test of they have symptoms) for 5 ~~7~~ days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self isolation period. Those who receive 2 negative test results can return to their education setting. ~~are no longer required to complete 10 full days of self isolation.~~ If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive. Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate. ~~Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.~~	SLT	Ongoing	

ENGAGE WITH THE ~~NHS~~ TESTING ~~AND TRACE~~ PROCESS – From 24 February 2022, routine contact tracing will end					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	Staff will be asked to continue to undertake twice weekly LFD home tests whenever they are on site until the end of March 2022 ~~September~~, when this will also be reviewed. ~~Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit.~~ Staff also need to inform their Headteacher of a positive result ASAP. Testing is not mandatory and staff do not need to provide proof of a negative test to attend school. Staff with a negative LFD test result can continue to attend school. Staff or pupils with a positive LFD test result will need to self isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test and is negative, this result overrides the self test LFD test and the staff member or pupil can return to school, as long as the individual doesn't have COVID 19 symptoms. If the PCR test is positive, the individual will be required to self isolate.	Staff will be asked to test on a Sunday afternoon/evening (at a time which allows a clear 48hr window (ie after 5pm) from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. Staff will be asked to take a 2nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. If the PCR test result is negative then the individual will be able to return to school. If the PCR test is positive, the individual will be required to self isolate.			
	Anyone who displays symptoms of coronavirus can and should get a PCR test.		ALL	Ongoing	
	Parents and staff should inform school immediately of the results of a positive test and follow public guidance.	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating.	ALL	Ongoing	

		If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & must continue to self isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their temperature returns to normal.			
	Once identified ~~notified by NHS Test and Trace~~ as a close contact, all eligible staff, pupils and students should take an LFD each day for 5 ~~7~~ days and report the results ~~through the Online Reporting System and~~ to their setting. If they test negative, they can continue to attend their education setting. If they have symptoms and test positive, they should self-isolate and take a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 7 days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self isolation period. Those who receive 2 negative test results are no longer required to complete 10 full days of self isolation If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.	Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.			
	The Trust has an Outbreak Management Plan which they will implement if advised to do so by the Local Authority, Directors of Public Health, UK Health Security Agency protection teams or the national government.		Headteacher	From 1 Sept 21 onwards	

CLEANING AND HYGIENE Follow the COVID 19: cleaning in non healthcare settings guidance					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Potential Exposure to Covid – 19 (Corona Virus): Normal cleaning routine.	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice. Follow UK Government guidelines in reducing the likelihood of exposure Personal protective equipment (PPE) • Disposable gloves • Disposable Apron • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces twice per day • Do not touch your eyes, nose or mouth if your hands are not clean.	Additional cleaning products (Zoono) introduced to bolster the impact of routing cleaning. MSDs issued to PS Internal deep cleans Accurate recording of routine cleaning undertaken in all areas - ALL Fogging machine to be used at each school at termly intervals and following any confirmed cases Availability of appropriate PPE Increase order quantities of skin friendly hand soap Cleaning routine to be extended to door handles and access keypads Wash hands after cleaning task	EHSO EHSO Cleaners/All PS PS PS Cleaners	Ongoing	
Potential Exposure to Covid – 19 (Corona virus): Cleaning after symptomatic individual has passed through and spent minimal time.	All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs,	Fog area if suspected symptomatic person has come in contact When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.e donning a mask.	PS EHSO/PS	Ongoing Ongoing Ongoing	

	door handles and sanitary fittings, following one of the options below: • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.	Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals if required		Ongoing Ongoing	

Waste
Normal removal of waste (including disposable cloths and tissues):
	Waste should be put in a plastic rubbish bag and tied when full.
	• Personal protective equipment (PPE)
	  • Disposable gloves
	  • Disposable Apron
		Availability of appropriate PPE	PS
			
			PS
				Ongoing
				
				Ongoing	

	• Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces. • do not touch your eyes, nose or mouth if your hands are not clean.	Increase order quantities of skin friendly hand soap			
Waste Waste from possible cases and cleaning of areas where possible cases have been.	Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.	Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team. When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection		Ongoing Ongoing	

Review period:	**After any UK Governmental Department announcement.**