

Elms Bank Covid 19 Health & Safety Practice

Staff, students and Elms Bank community members are expected to follow this guidance at all times.

Staff, students and Elms Bank community members will raise any concerns or questions with SLT immediately.

In School:

- Staff and students will have their temperatures taken remotely by the nursing team on arrival. If people's temperatures are above the recommended limit you will be asked to return home.
- Students' parents/carers will be contacted and the student collected asap. Whilst the student waits for their parent/carers, they must be isolated from other staff and students and placed in Meeting Room 2 at the front of school or the sensory garden. A member of staff must remain **outside the meeting room** until the parent arrives. Meeting Room 2 must be deep cleaned once the child has been collected. Please alert the site staff for this to be done.
- Hands to be washed by staff and students every half an hour with hot, soapy water. Anti bac to also be used where appropriate. **Hands to be washed on arrival by everybody.**
- Groups are to be based in the set classrooms, use the outside areas, sports hall and Hydro – as directed by the timetable.
- Breaks to be scheduled in very small numbers – 1s and 2s – although break time is denoted as 11am – 11.15am – please stagger this if it is necessary to maintain social distancing. Please only go to your designated area.
- Staff using specialist areas need to follow the guidelines below:

SP Gym Use:

- Groups to have an allocated slot on their daily timetable for the use of the outside gym – however – staff leading session must clean the equipment used after the session so that it is clean for the next group to use.

Hydro Use:

- -Maximum number of 4 students in the pool. Where students have limited concept of maintaining social distancing the number should be reduced. Staff may need to assist in the water, this may or may not mean the number of pupils should be reduced. Staff to use discretion and knowledge of the group.
- -Group must take a radio with them and use the school protocol for 'Staff Help' if help is needed.
- -Students need to wash their hands with soap and water before going to the hydro pool changing rooms
- -Use the alternate changing room to the last group
- -Students who are able to support themselves (with flotation devices) in the water, should be encouraged to do so, to promote social distancing.
- -Students who need support where a member of staff needs to be closer than 2m, needs a dynamic risk assessment, or a written risk assessment which reduces the duration of the physical contact / close proximity to a minimum.
- -Ensure 1 person disinfects the changing benches, door handles and other surfaces after use.
- -Pool side cleaning to be completed after each group has used the pool: make sure all equipment is put away, squeegee pool deck, leaving poolside clear.

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- -Site Cleaning Team to attend to sanitizing surfaces/handles etc on poolside, between groups. Students do not enter pool area until cleaning has finished.

Sensory Integration Room:

- SP Dept to use this solely. Each staff leading session must clean the equipment after their session ready for the next group/student to use.
- Try to encourage social distancing of at least 2m where ever possible
- Surfaces to be cleaned regularly – particularly hard services such as resources, tables and work tops. (Site team will also increase cleaning as before)
- Individual risk assessments in place for particular students where appropriate to include guidelines on personal care or need for closer physical proximity to a staff member– this can be a dynamic risk assessment and not necessarily a written document. Where staff may come into contact with bodily fluids – washing affected areas immediately with hot soapy water will break down the membrane of any potential Covid Virus and kill it. Any areas contaminated by bodily fluids to be cleaned immediately. **For Personal Care – please follow our normal procedures and use the PPE we already use.**
- **Full PPE (gloves, aprons and clear visors) to be worn in the event of:**
 - **Nose bleeds**
 - **Vomiting**
 - **Suction and changing of trachy**
 - **Seizures**
 - **When dealing directly with someone with suspected Covid symptoms**
 - **When deep cleaning an area that someone with symptoms has used.**
- Staff to wear clip on lanyard, not neck lanyard. No ties or scarves to be worn – as they also act like a neck lanyard and touch a range of services. Long hair to be tied up.
- Please note – staff and students must use lidded bins provided with the addition of tissues to help open the bin
- The following facilities are now not in use: hand dryers, drinking fountains, lifts.
- **When returning home;** wash clothes worn at school and shower straight away. Be careful to minimise the amount of surfaces you touch at home. If you have touched surfaces, clean as soon as possible.

Orienne Langley-Sadler
Head Teacher