

		<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available • Hand sanitising stations located in the office next to the signing on book and outside fire door on upstairs landing. <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>MD</p> <p>JD</p> <p>All staff</p> <p>MD and Cleaner</p>	<p>Regular emails to staff</p> <p>As soon as available</p> <p>On arrival</p> <p>Immediately</p>	<p>Ongoing</p> <p>As soon as possible</p> <p>ongoing</p> <p>Daily</p>
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		<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Advice</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p><u>Review of work schedules</u></p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks .Doing work remotely to reduce need to mix with others on school site.</p> <p><u>PPE</u></p> <p><i>Masks are to be worn at all times while moving around the office or school site and when social contact of less than 2 metres cannot be maintained</i></p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. – See office RA and school RAs</p> <p>Management checks to ensure this is adhered to.</p> <p>See Office R/A for limit of number of people on each floor in office. CC/PK to monitor and police</p>	<p>MD & CC</p> <p>MD/JD</p> <p>All Staff</p> <p>MD/JD/CC</p> <p>MD/CC</p>	<p>Immediately</p> <p>As guidance dictates</p> <p>Immediate</p> <p>As guidance dictates</p> <p>Immediately</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p>
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[make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own](#)

Wearing of Gloves

Where School Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

MD/CC

Immediately

Ongoing

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

All staff

Immediately

ongoing

		<p><u>When a case would be escalated to local public health experts</u></p> <p>Contact tracing will be taken over by local public health experts where the person who has a positive test result works in or has recently visited:</p> <ul style="list-style-type: none"> • a health or care setting, for example a hospital, GP surgery or care home • a prison or other secure establishment • a school for children with special needs • any setting where there's a risk of a local outbreak <p><u>Field Technicians/mobile workers</u></p> <p><i>All Field technicians to observe school site risk assessments.</i></p> <p><i>Antibacterial wipes provided to all technicians to clean equipment before working on it</i></p> <p>Taking steps to review work schedules including start & finish times/shift patterns, remote support, working from home etc. to reduce number of</p>		MD/JD	Immediately	Ongoing
			If any queries or advice required refer to MD/CC/JD	MD/CC	Immediately	Ongoing
			Technicians to be reminded to clean equipment before and after they use it.	MD/CC/JD	Immediately	Ongoing
				MD/Cc	Immediately	Ongoing

	<p>workers on site at any one time. Also relocating workers to other tasks.</p> <p><u>Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>All Staff</p> <p>MD/CC/JD</p>	<p>Immediately</p> <p>Immediately</p>	<p>Ongoing</p> <p>Ongoing</p>
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