

COVID Prevention (Schools) Safe system of Work

Record of Review

The COVID Prevention (Schools) Safe System of Work will be regularly reviewed to reflect changes to government guidance or where clarification is required in response to queries or concerns.

A copy of any previous COVID Risk Assessment should be retained and therefore any amendments you may must not be overwritten, instead a revised version must be saved.

A copy of your own COVID Prevention Risk Assessment must be accessible on your school website and a copy must be brought to the attention of all staff.

In addition you should consider the implications of any changes to government guidance to those employees identified as 'High Risk' and their individual assessment should be reviewed accordingly if applicable.

Details of Amendment	Date of Change
Prevention Section – Changed the requirement to self-isolate from 7 days to 10 days to reflect government guidance update	30 th July 2020
Prevention Section & Personal Care where Individual is Presenting COVID Symptoms Section – Clarified the need to isolate the individual to a separate, self-contained and ventilated room away from others	30 th July 2020
Minimising Contact and Social Distancing Section – Included the need for supervision arrangements to be considered if moving teachers around the school rather than children transitioning between classrooms	30 th July 2020
Minimising Contact and Social Distancing Section – Confirmed that events involving multiple class groups or inter school events must not take place	30 th July 2020
Infection Control Section - Updated to reflect the latest government guidance relating to wearing of face coverings	26 th August 2020
Visitors Section – Clarified that clothing needs to only be changed if it has become contaminated by bodily fluids.	26 th August 2020
Visitors Section – Included the requirement for volunteers and supply staff to be provided with a copy of the schools COVID Prevention Safe System of Work.	26 th August 2020
Infection control section – Updated to reflect ERYC advise that face coverings should be worn by all staff at all times unless in the classroom, or when eating or drinking	11 th September 2020
Minimising Contact – Emphasised the need for staff rooms to facilitate social distancing	11 th September 2020

This risk assessment has been prepared to support schools in welcoming back all children in to school from Autumn 2020.

The government have considered that the risk to children of becoming seriously ill with COVID-19 is very low and there are negative health impacts of not being in school.

Nonetheless the risk of COVID-19 remains, and vigilant measures must be in place to reduce the risk to as low as possible, and we encourage the use of sensible and proportionate measures using existing resources wherever possible to balance and minimise any risks from COVID-19.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

This model risk assessment should therefore be adapted to suit the specific arrangements in place at your school.

The overriding principles are as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or live with someone who does, do not attend school. This applies to children, staff and visitors.
2. Wear a face covering as recommended
3. Hand hygiene - washing hands thoroughly and more frequently than usual
4. Respiratory hygiene - Catch It, Bin It, Kill It approach to coughs and sneezes
5. Enhanced Cleaning Arrangements, particularly of frequently touched surfaces or shared spaces
6. Minimising contact between individuals and maintain social distancing wherever possible.

In addition you may need to update your Behaviour Policy with any new rules or procedures, such as hygiene or restrictions on movement around school. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their sanction and rewards system.

Prevention

If a member of staff or child at school is concerned they have COVID-19, or are living with someone who has symptoms, they must follow the latest NHS guidance and, if advised to self-isolate at home, they must follow the guidance from Public Health England.

They must not attend the school.

This must be reiterated through communication with staff and parents

If a child or staff member presents symptoms during the school day, isolate them to separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible. Ensure that PPE is worn when in close proximity and that guidance is followed in relation to Cleaning Activities (Following Suspected or Confirmed Case.)

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

School staff and children who attend school are eligible for testing. If a positive test is received they must self-isolate for 10 days and their household for 14 days.

If they are confirmed through testing to not have COVID-19 they can return to school.

Individuals must continue to self-isolate if they have symptoms even if a negative test result is received until the symptoms cease.

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

Visitors

You should be mindful that visits by professionals, parents, volunteers, supply staff or contractors are to be kept to a minimum and by appointment only.

**Such visits may take place but social distancing must be in adhered to
(2 metres where possible)**

Volunteers and Supply Staff may move across class/year groups but this should be minimised and social distancing must be adhered to. If a volunteer or Supply Staff are working in a class where social distancing is not achievable, their role must be restricted.

The LA have a safe system of work in place which council employees must adhere to as a visitor to your school.

All visitors who access the site must be requested to read and sign the **Visiting Agreement. Contact Details must be obtained for Track and Trace purposes. Volunteers and Supply Staff must also be provided with a copy of the schools COVID Prevention Safe System of Work.**

Any individual who does not sign the **Visiting Agreement may not be permitted access to the school.**

Preparing for the Task:

- Arrange appointments for contractors, parents and other visitors
- Ensure the visitor has a face covering
- Visitors should bring minimal personal belongings in to school
- Identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for social distancing and that the room is well ventilated.
- Provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a bin.
- Plan visits so that the number of 'bubbles' they visit is minimised
- Arrange staggered start and finish times for year groups to avoid large gatherings of parents on the school site
- Request that children are dropped off and collected by one parent only, and do not enter the building when doing so
- Put up signage to remind parents where to drop off and pick up – communicate this in advance

Completing and Finishing Task

- Wash hands thoroughly, frequently and between moving groups or activities
- Ensure that social distancing is implemented during any pre-arranged visits
- Visitors must maintain 2 metres distance wherever possible
- Visitors must wear a face covering (unless an exemption applies)
- Continue to promote the use of electronic payment wherever possible
- Monitor compliance by visitors
- Consider changing clothes prior to working in another 'bubble' if clothing has been contaminated by bodily fluids.

Potential Hazards and Injuries:	Do:	Don't:
<ul style="list-style-type: none"> ■ Spread of infection due to poor practices. 	<ul style="list-style-type: none"> ✓ Communicate with parents and use signage to reinforce messages ✓ Arrange appointments with visitors and only allow access where necessary. ✓ Ensure social distancing is in place for all visits ✓ Obtain names and contact details of all visitors, and request that they sign the visitors agreement 	<ul style="list-style-type: none"> ✗ Allow access the school building if someone has symptoms of COVID-19 ✗ Allow groups of parents to congregate in the school reception area ✗ Allow visitors on site if social distancing measures cannot be effectively implemented



- It is strongly advised that all staff in primary schools and all staff and pupils in secondary schools should wear face coverings at all times except when in the classroom or when eating and drinking.
- Consideration should be given to students in year's 7 and above wearing a face covering when moving around the school, and where social distancing may be difficult.
- Students travelling on school transport are required to wear a face covering whilst on board. The school must provide facilities for students to dispose of face masks and to clean hands on arrival at school.
- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Staff and students should be provided with instructions on how to put on, store, and dispose of face coverings.
- For further advice on face coverings, please see link below:
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#:~:text=Nationwide%2C%20the%20government%20is%20not,environments%2C%20provides%20additional%20mitigating%20measures.>

Preparing for the Task:

- Access to handwashing facilities OR hand sanitiser should be available at all times, throughout the school, including in toilets and each classroom if possible.
- Prepare a 'Disinfection & Hygiene Station' within each classroom with access to disposable towels and disinfectant spray, tissues and hand sanitiser to allow teaching staff to regularly sanitise as required.
- Tissues should be readily available at all times in classrooms. Children should be regularly reminded to use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff to monitor this with their Bubble.
- Ensure bins are available in each classroom and other key locations to encourage 'catch it, bin it, kill it'
- Request parents provide their children with a pencil case and writing equipment OR provide equipment to be allocated to each child to avoid sharing
- Ensure that any resources (such as toys or books) are allocated to a specific class/year bubble and are regularly cleaned if possible.
- Ensure that any resources that a shared across Class/Year Groups are cleaned meticulously and frequently, and **ALWAYS** between each Class/Year Group. If items cannot be cleaned provision must be made to ensure that the resources are 'quarantined' for a period of 48 hours (or 72 hours if plastic) prior to being used another Class/Year Group.
- Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles, banister rails, light switches) and equipment (sports equipment, IT equipment)
- Allocate specific toilets or cubicles to each class/year group and staff if possible – If this is not possible ensure an enhanced cleaning regime is in place
- Consider the use of 'COVID Champions' to facilitate the increased cleaning requirements throughout the day, and to be the main point of contact for COVID 'Disinfection and Hygiene Station' supply replenishment
- Inform parents that they must limit the amount of equipment that children bring in to school each day.
- Display posters prominently throughout the site to reinforce hand hygiene and 'catch it, bin it, kill it'

Completing and Finishing Task

- Handwashing **must** be completed thoroughly and more frequently than usual. Where possible, use water and hand soap. If this is not practical, hand sanitiser should be used instead.
- Staff and children should wash or sanitise their hands upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day
- Tissues should be used to cover mouths and noses when coughing or sneezing. If no tissue is available, sleeves should be used to capture droplets. Tissues must be immediately disposed of and in any case, hands must be washed or hand sanitiser used after coughing or sneezing. Ensure that staff and children are regularly reminded of this.
- Clean and disinfect regularly touched objects and surfaces throughout the day using regular cleaning products. Use disposable cloths or paper roll if possible. Wash hands with warm water and soap as soon as the activity is completed.

<p>Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Wash hands/sanitise hands frequently throughout the day ✓ Devise a cleaning regime which includes frequently touched surfaces and shared spaces or equipment ✓ Ensure bins are emptied regularly, double bagged 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Use equipment or toys that cannot be easily cleaned (such as trim trail, soft toys, textiles, playdough or equipment with intricate parts) unless these are allocated to a specific Bubble only ✗ Allow children to bring anything more than the minimum amount of equipment from home (lunch box, coat, bag, book, stationary and mobile phone, face covering)
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Minimising Contact and Social Distancing

Preparing for the Task:

- Devise Class/Year Groups (Bubbles) and make a record of who this comprises.
- Each distinct Class/Year Group should maintain distance with all other Class/Year Groups through staggered arrival, staggered break and lunch times, and staggered end times. **Timetables must therefore be devised.**
- In secondary schools lesson start and finish times must be considered to ensure there is minimal mixing of class groups or consider locating Class Groups in a dedicated classroom and teachers move around the school, rather than children moving to different classrooms (taking in to account safeguarding and supervision requirements)
- Arrange classrooms to facilitate distance between desks, front facing and side by side where possible.
- A 'teacher zone' must be implemented in each classroom to ensure they are 2metres away from children wherever possible.
- Remove any unnecessary furniture from the rooms to increase the availability of space to facilitate distancing.
- Implement a one-way or 'keep left' arrangement in corridors
- Events involving multiple school class groups (staff or students) or other schools must not be planned or take place.

Completing and Finishing Task

- Make use of outdoors for activities as much as possible
- Teaching staff must maintain 2 metres distance from children wherever possible.
- Staff must maintain 2 metres distance from colleagues. The staff room use should be restricted to preparing meals and drinks only, not a social gathering location. Staff rooms may have to be restricted to a maximum number of users, with seating at least 2m apart.
- Make use of electronic communication to staff and parents
- Large gatherings such as assemblies, collective worship or **staff meetings** must not take place with a mix of class groupings
- Singing activities can take place as a class bubble. The room must be well ventilated, or preferably take place outdoors. Children should ideally be spaced 2 metres apart. Teaching staff must be 3 metres away from children.

Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Devise class/year group 'bubbles' comprising identified staff and children who work and move together around school
- ✓ Ensure that class/year groups do not mix with one another for prolonged periods of time
- ✓ Remove any unnecessary furniture to facilitate improved distancing, including implementation of a 'Teacher Zone' to ensure 2 metres distance wherever possible
- ✓ Implement a one way or 'keep left' arrangement in corridors

Don't:

- ✗ Have face-to-face contact and minimise time spent within 1 metre of anyone else
- ✗ Complete activities which involve Class Groups mixing, or close contact (such as assemblies, contact sports or school events.)
- ✗ Compromise supervision levels, but do use the fewest number of staff as possible to a class group to ensure safety
- ✗ Forget to use electronic communication rather than face-to-face where possible
- ✗ Do not hold staff meetings which compromise a number of class group staff

Premises

Preparing for the Task:

- Ventilate the building – open doors and windows where possible
- Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’
- Display posters throughout the school to reinforce key messages – Hand Hygiene, Catch It, Bin It, Kill It and Maintain Distance
- Devise a cleaning schedule and consider use of a checklist system to record when cleaning has been completed. Consider the use of ‘COVID Champions’ to facilitate the increased cleaning requirements throughout the day.
- Establish classrooms to facilitate front facing desks, with as much distance as possible between children, and a Teacher Zone to encourage 2 metres distance when facing the children
- Remove as much unnecessary furniture as possible to reduce the amount of surface to be cleaned, and facilitate greater distance
- Ensure all building checks have been completed prior to opening, including legionella.

Completing and Finishing Task

- Maintain good ventilation throughout the school at all times
- Use external doors for access and egress to classrooms if possible
- Adopt a one way, or ‘Keep Left’ system, on corridors
- Monitor the site to ensure walkways remain clear and unobstructed
- Ensure that regular building checks are completed in line with risk assessment (such as legionella, fire safety)
- Ensure that enhanced cleaning arrangements are completed throughout the day, paying particular attention to shared spaces (such as bathrooms, kitchens, dining halls or classrooms shared by different Class/Year Groups) and frequently touched surfaces (such as door handles/plates, banister rails, light switches)

Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Devise a documented cleaning regime to ensure consistency and for monitoring purposes
- ✓ Keep the school ventilated
- ✓ Use external doors for access and egress where possible – ensure they are fixed open so as not to slam shut
- ✓ Maintain safe and unobstructed movement around school

Don't:

- ✗ Allow walkways to become cluttered or obstructed
- ✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted.

Staff Wellbeing

Preparing for the Task:

- Complete an Individual Health Assessment for High Risk Employees with staff who are clinically vulnerable, clinically extremely vulnerable, BAME staff or those who are living with a clinically extremely vulnerable individual. Discuss their individual concerns, make a record of support measures to be implemented, and maintain regular communication with them.
- Consider training identified staff in COVID-19 Psychological First Aid. A free course is available at the following link:
<https://www.futurelearn.com/courses/psychological-first-aid-covid-19/>
- Plan and agree staff expectations, workload and flexible working arrangements to support and reassure staff
- Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF or The Education Support Partnership, so you can share this with staff.
- Timetable regular breaks for staff and PPA time for staff. Staff are able to move across bubbles providing 2 metres distance is maintained between them and the children so use all available staffing resources.
- Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime
- Refer to the DfE School Workload Reduction Toolkit to support managing work demands on staff.

Completing and Finishing Task

- Monitor one another's wellbeing and seek advice and support where necessary
- Keep in touch with one another, including those who are working from home
- Regular monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

Potential Hazards and Injuries:

- Compromised mental health and wellbeing.
- Social isolation.
- Fatigue.
- Adverse impact on work life balance.

Do:

- ✓ Complete an Individual Assessment for High Risk Employees
- ✓ Maintain communication, through for example MS Teams, WhatsApp Groups
- ✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF) or The Education Support Partnership
- ✓ Take regular breaks
- ✓ Seek advice from colleagues within the Local Authority at the earliest opportunity

Don't:

- ✗ Suffer in silence
- ✗ Be afraid to ask for help and support.

Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions etc)

New PPE **MUST** be used for each episode of individual care delivery as per standard infection control procedures.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron*

**If there is likely contact with blood and/or bodily fluids as part of the activity.*

Preparing for the Task:

- ✓ Wash hands and forearms thoroughly following hand hygiene regime.
- ✓ Put on the required PPE in the immediate area you are working in.

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the care plan.
- ✓ Remove and double bag PPE in the immediate area before going on to the next task.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

Do:

- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

Don't:

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.

Personal Care Activities where child IS presenting symptoms (such as toileting, supporting with managing medical conditions etc)

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible.

New PPE **MUST** be used for each episode of personal care as per below for aerosol generating procedures where the child is in a highly infective state (persistent coughing).

Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Disposable Fluid Repellent Face Mask (Surgical Face Mask)



Eye protection where contact is within 2 metres (either eye protection or a face shield)

Preparing for the Task:

- ✓ Wash hands and forearms thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolated area.

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the education healthcare plan.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

General Cleaning Activities

Personal Protective Equipment:



Personal Protective Equipment is NOT required unless stated as a requirement for safe usage on the manufacturer's instructions and/or product COSHH Assessment

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, toys and equipment, and shared/communal areas such as toilets) using appropriate disinfectant cleaning products to reduce the risk of transmission.
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Hands and forearms **MUST** be washed immediately after completing the activity
- ✓ Ensure all staff are aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Wear appropriate footwear.
- ✓ Wear appropriate clothing.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

Don't:

- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all washed your hands.

Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

IN THE EVENT THAT PERSON IS CONFIRMED AS HAVING COVID-19, SPECIFIC GOVERNMENT GUIDANCE IN RELATION TO DECONTAMINATION CLEANING MUST BE FOLLOWED:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Personal Protective Equipment:



Appropriate footwear (flat, enclosed and good non-slip tread)



Disposable Gloves



Disposable Apron (or apron which can be cleaned and disinfected after use)

Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, and shared/communal areas) using appropriate disinfectant cleaning products to reduce the risk of transmission (refer to most current guidance at the link above)
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Steam clean any surface which cannot be cleaned using detergents or laundered
- ✓ Suitable footwear, disposable gloves and a disposable apron must be worn when cleaning.
- ✓ Once the cleaning task has been completed, personal protective equipment and cleaning items must be double bagged, secured for 72 hours, and then disposed of.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Ensure all staff are aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

Potential Hazards and Injuries:

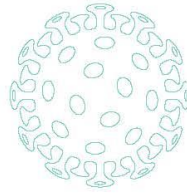
- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

Do:

- ✓ Wear appropriate footwear.
- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

Don't:

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.



COVID-19 Safe ways of working

A visual guide to safe PPE

General contact with confirmed or possible COVID-19 cases

- Eye protection to be worn on risk assessment
- Fluid resistant surgical mask
- Disposable apron
- Gloves

Aerosol Generating Procedures or High Risk Areas

- Eye protection eye shield, goggles or visor
- Filtering facepiece respirator
- Long sleeved fluid repellent gown
- Gloves

General Safety Instructions:

- Clean your hands before and after patient contact and after removing some or all of your PPE
- Clean all the equipment that you are using according to local policies
- Use the appropriate PPE for the situation you are working in (General / AGPs or High Risk Areas)
- Take off your PPE safely
- Take breaks and hydrate yourself regularly

For more information on infection prevention and control of COVID-19 please visit:
www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.


- 5 You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection.


- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

