



## **Visitors Health & Safety Guidance**

### **Covid-19 Update**

### **April 2022**

The below steps have been outlined to protect the Health & Safety of all entering our School Building and should be followed on every School visit until advised differently. All essential visitors **MUST** follow the guidance outlined below.

#### **Prior to arrival**

Visitors should only attend School if they are fit and well to do so. Please follow the link below to find out more information about the symptoms of Covid-19. Please report any symptoms to HT immediately before/during/after your visit.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

#### **On arrival on site- Parking**

Please ensure when parking on school grounds that you allow sufficient space between cars to allow for adequate social distance.

#### **On entering School Building**

- After using school entry system to input access code, Visitors should use hand sanitising gel position inside door next to sign in folders.
- Visitors should ensure their personal belongings do not come into contact with any surfaces.
- Visitors should wash their hands thoroughly following the examples outlined on guidance.
- Visitors should wipe down any equipment such as laptop, desktop computer, telephone etc used with the anti-bacterial wipes provided.
- Visitors should wash their hands again at any point when they touch their face, sneeze, cough, eat or handle food.

## **Fire Safety**

In the event of the fire alarm sounding you should leave by the nearest fire exit. Our assembly point is at the rear playground so the preferred fire exits are beside HT Office and through the fire exit door next to Class 2.

If it is not possible to leave by one of these exits you may leave by either of the front doors.

If you should discover a fire there are various fire glasses throughout the school.

1. By the main door.
2. In the kitchen.
3. In the library.
4. At the end of the classroom corridor by the fire exit.
5. By the fire exit next to the staff room.

The fire alarm is in the Library.

Fire extinguishers are to be found

1. Front door
2. In the hall
3. In the kitchen
4. By the Staffroom
5. At the entrance to the Library

There is a Fire Blanket in the staff room and the kitchen.

Staff and visitors are to prioritise evacuating the School building, while keep social distance protocol in mind where possible.

## **Social Distancing Room Capacities**

Social distancing measures remain in place for Staff of 1-2 metres apart should be adhered to in all other areas of the School building.

## **Face Coverings**

Visitors **are** required to wear face coverings in school unless they are exempt.

## **First Aid**

Our trained First Aid Members of Staff are Sheila Miller(Clerical Assistant) and Alison Gallagher( Classroom Assistant) A First Aid Kit is available in Staff cloakroom. Further First Aid supplies can be found in cupboard under the window in Pupil Cloakroom. The cupboard is labelled First Aid. Please report any failures in equipment eg. Disposable gloves to Headteacher straight away.

Staff administering First Aid on a close 1:1 basis, breaching social distancing protocol, should ensure they are first equipped with necessary Personal Protective Equipment (PPE).

- Face mask
- Disposable apron
- Single use gloves

All single use PPE should be disposed of safely after use. There is a black bin located in the Toilet located across from HT office. Non-contaminated PPE can be disposed of in any bin around the school.

Staff should maintain social distancing where and when possible. All involved to follow hand washing guidance afterwards.

## **Toilets**

The Staff toilet is located in the Staff Room. After use Staff should:

- Spray the toilet seat after use with spray provided.
- Wipe down door handles using antibacterial wipes provided.
- Ensure that hands are washed before leaving the toilet areas, following handwashing guidance.

Any **contaminated** PPE, tissues etc should be placed in a separate 'triple layered' bin bag. Once closed this should be placed in refuse bin at front of School.

### **Sharing of Documents/ Information**

Where possible Visitors and Staff should communicate, send document, notes etc via email. If physical document are shared, this should be done adhering to social distancing rules at all times.

### **Social Areas**

After use, any social areas should be cleaned down using antibacterial wipes provided.

### **Breaks & Lunch**

Visitors should bring all equipment needed from home to enable them to eat snack/lunch, such as crockery, cutlery, cups etc. Items from home should be brought in and taken home on the same day. When finished with, they should be returned to Staff designated storage area. The communal fridge is still available for use of Staff as are the Kettle, Microwave and Toaster. Each should be wiped down after use using the antibacterial wipes provided.

### **Before Leaving School Building**

- Visitors should wipe down any equipment such as laptop, desktop computer, telephone etc with the anti-bacterial wipes provided.
- Visitors should ensure their personal belongings do not come into contact with any surfaces.
- Visitors should wash their hands thoroughly following the examples outlined on guidance.
- Visitors should wash their hands again at any point when they touch their face, sneeze, cough, eat or handle food.

### **Should you need to contact HT:**

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