

Personal Protective Equipment (PPE) and Covid Risk Management

Article 3: *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*

Article 24: *You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.*

Article 28: *You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.*



**Grange
Academy**

Belong • Believe • Achieve

Reviewer: Angela Morris (Deputy Head of School - Secondary)

Reviewed: March 2021

Approved by: March 2021

Due for Review: September 2021

Introduction

This policy is based on the principle laid out in the Personal Protective Equipment (PPE) at Work Regulations 1992. It is also based on the Guidance for full opening: special schools and other specialist setting document that was updated on the 30 December 2020.

At Grange it is our aim to keep as many students learning in school during the Covid -19 Pandemic as we can whilst keeping both our staff and students as safe as possible. In the above stated document, the government says that the risk to children and young people becoming seriously ill from coronavirus is very low, however, we also know that some students and staff in our school may fall into the extremely clinically vulnerable or moderate risk group. Also, all students at Grange are considered "vulnerable" because they have an Education and Health Care Plan.

Students, Staff, Parents, Carers and LAB members may have concerns because research has shown that young people pose an increased risk of transmitting the virus through the air because they may be COVID-19 carriers without showing symptoms. Recently most of England has been put into higher tier lockdowns because of mutation to the virus that means that COVID-19 is now even more transmittable. Families who have key workers may also be at greater risk of becoming infected. The national guidance has recently been updated and the advice to specialist school settings is as follows: *"Put in place proportionate protective measures for children, young people and staff, which also ensure that all pupils and students receive a high quality education that enables them to thrive and progress. Settings are asked to minimise the number of contacts that a pupil or student has during the day as part of implementing the system of controls to reduce the risk of transmission."*

Duties and Responsibilities

Responsibility for the health and safety of employees/students and according to the implementation of this policy resides with the Head of School. However, everyone is responsible for their own safety and that of others, it is therefore up to all individuals to follow health and safety precautions. The Head of School will ensure sufficient funding for the provision. We will all work together to ensure the risks arising from work activity are identified and minimised.

All staff are responsible for:

Taking reasonable care of themselves and others affected by their actions
Following the guidance and advice in this document
Using PPE provided in accordance with training and instruction given
Checking equipment for defects before use and reporting any loss or defects in the PPE provided
Taking reasonable steps to dispose of equipment in a safe way

What is the Advice?

The government has set out a system of control principles in the hope of minimising risks. *"All elements of the system of controls are essential. All settings must cover them all, but the way they implement some of the requirements will differ based on individual circumstances."*

At Grange, we will follow this guidance and endeavour to work closely with parents, staff and students to follow this advice in order to continue education for all students at Grange Academy.

Keeping Everyone Safe

All students who have an EHCP plan should have further risk assessments undertaken. This will be carried out with their Form Tutor, Parents and Students. This will then be used to inform a plan of action which focuses on supporting attendance and engagement. If there is a named social worker, the social worker should also be involved in the risk assessment, along with the local authority virtual school head if the child is in care. *“Local authorities and educational settings should decide together who is best placed to undertake the risk assessment, noting that the duty to secure provision remains with the local authority.”*

Grange Academy is legally required to comply with health and safety law, this requires us to assess risks and put in place proportionate control measures. We have therefore: Carried out a thorough review of health and safety risk assessments drawn up plans that address the risks identified using the system of controls implemented essential measures that include: the requirement that people who are ill should stay at home, robust hand and respiratory hygiene, enhanced cleaning arrangements, active engagement with NHS Test and Trace, formal consideration of how to reduce contacts and maximise distancing and, wherever possible, minimise the potential for contamination as much as is reasonably practicable.

In order to reduce contact as much as possible we have:

- Grouped children and young people together (Primary, Secondary and ASC pupils are grouped as much as possible)
- Avoided contact between groups (where possible we have separated primary and secondary students)
- Seated students with as much distance as possible and where possible, placed pupils at desks facing forwards.
- Asked staff to maintain distance from pupils and other staff as much as possible
- Whole school gatherings such as assemblies are virtual/online
- Lunchtime and afterschool clubs not operating
- Lunches are eaten in classes
- Playtimes are staggered to avoid pupils mixing with other bubbles

At Grange we are committed to monitoring and reviewing our policy and procedures to ensure that our controls are effective and working as planned. We will update them appropriately if any issues are identified and if changes in public health advice are announced. If any concerns are raised, we will address the risks identified.

The government guidance has said that as a school we must follow the following actions to prevent and respond to infection. This is a legal requirement.

Prevention

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.

At Grange we have a duty of care to all our families and staff. It is our responsibility to ensure that, students, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.

We are legally required to ensuring that anyone developing those symptoms during the day is sent home and be advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. Any child or member of staff who appears unwell and displays a high temperature will be isolated and sent home for a period of 10 days. This will be done is they display any of the classic Covid-19 symptoms which include a high temperature, a new, continuous cough or a loss or change to sense of smell or taste. (However, according to the Covid Symptom Study app, the majority of children who have tested positive did not display any of the main symptoms. The top five symptoms were fatigue, headache, fever, sore throat and loss of appetite so if a child generally appears unwell, they will also be sent home.

**If one child is unwell and shows COVID-19 symptoms, the whole class bubble will be sent home. The students in some classes require manual handling on a daily basis and this decision is based on the increased risk factors. As soon as the person showing symptoms receives a negative test result, the bubble can return to school.*

Any student who is awaiting collection will be moved, to a room where they can be isolated behind a closed door (where appropriate and possible), with adult supervision. Ideally, a window should be opened for ventilation. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

Any member of staff who has provided close contact care to someone with symptoms while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:

*the symptomatic person subsequently tests positive
they develop symptoms themselves (in which case, they should self-isolate and arrange to have a test)
they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)"*

Everyone must dispose of their PPE safely and wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.

Use of face coverings in settings.

Face coverings should always be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children or to those who are exempt. No-one should be excluded from education on the grounds that they are not wearing a face covering. Face covering are recommended when working in classes or when in close contact with others.

We encourage all secondary students to wear a mask in communal areas, on the way to school and on transport, as well as when they are working with adults. Due to the nature of our pupils we will also give pupils the choice of wearing a mask during lessons. Primary-aged school children will not need to wear a face covering and, older students may be exempt, depending on their needs.

The government does not recommend the use of face visors or shields as an alternative to face coverings. *They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.*

Clean hands thoroughly more often than usual.

“Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. Special settings must ensure that pupils clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.”

At Grange we will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. All students and staff will be encouraged to use hand sanitiser or wash their hands on entry to a new area and wipe down workstations after use. They will be encouraged to minimise contact between individuals and maintain social distancing wherever possible.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

“Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.” However, as per our school's behaviour policy, if a child places adults or peers in danger because of their behaviour, they will be isolated or asked to go home until they are calm enough to follow instructions and behave in a safe way. A bespoke risk assessment will be in place to manage such situations.

At Grange all students are expected to be responsible and to keep others safe. Where appropriate, we will therefore teach our students how to cough into their arm, wash hands effectively, keep objects out of their mouth and wipe down shared working spaces after use.

Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

Cleaning routines throughout the school will be increased and classes will continue to have access to cleaning products.

Minimise contact between individuals and maintain social distancing wherever possible.

“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and education settings must consider how to implement this. Special settings must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.”

Bubbles at Grange Academy: Where possible, in order to deliver a broad and balanced curriculum, students will be put into department bubbles. However, when there is an increased risk, students will be taught in class bubbles and whole school mixing will be avoided wherever possible.

As per the guidance, we recognise that "separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially. We will aim to keep children and young people in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible."

On entry to school, students and members of staff will have their temperatures checked and will be sent home immediately if it is too high.

All staff at Grange are expected to set up their classes to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

We will avoid large group gathering and will therefore not have assemblies and disseminate the end of day transport collections across the school.

All teachers are expected to set up entry and exit procedures and support staff will ensure that appropriate distancing is kept when students move from one class to the next.

We will stagger break times and lunch times. At high risk times, ACS can collect their lunch at 11:45, Primary from 12:00-12:15 and Secondary from 12:15-12:30 and students will eat in their classes. The start and the end of the day will also be adjusted to ensure a staggered entry and exit.

Specialists, therapists, clinicians and other support staff for pupils at Grange Academy will continue to be allowed access and will continue interventions as usual. They will be asked to wear a mask when in school, will be expected to minimise contact and maintain as much distance as possible from students. They will be asked to take their temperature on arrival. Such specialists will be aware of the PPE most appropriate for their role. If specialist equipment is used, they must wipe it down before another student uses it.

At Grange, it will not be possible to clean outdoor play equipment. Students must wash their hands when they return to their classes.

All students at Grange will be given a pencil case that contains the equipment that they need. Where possible students must not share equipment and if they need to, it should be wiped down. If resources are not able to be wiped down, they need to be stored for 72 hours before another student uses them.

Students are encouraged to limit the equipment that they bring in. Whatever they need should be kept in their lockers, chair bags or trays. These items should not be touched by others.

Staff and students can take books and other shared resources home but must wash their hands thoroughly after use and must avoid touching their face.

Personal protective equipment (PPE).

What is PPE at Grange Academy?

PPE is defined as "all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety". This does not include ordinary working clothes such as uniforms which do not specifically protect health or safety. If Staff have supported a student who is poorly, they are advised to remove clothes and wash them on the highest temperature available. Staff are also encouraged to shower after removing clothes. Both these actions should be done before having contact with their family.

NOTE: If a person has a medical condition which may affect their ability to wear PPE or develops a medical condition whilst wearing PPE, they should inform the Head of School without delay.

"The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at settings, and only then if a distance of 2 metres cannot be maintained.

Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

PPE like gloves and aprons are available for staff to use. All staff and students are encouraged to use equipment that makes them feel safe however, they must be mindful of the risk that is posed to them or others if it is not safely removed and disposed of.

Information, Instruction and Training

Users of PPE will be made aware of and instructed in:

- the risks present and why the PPE is needed
- when the PPE is to be used
- how the PPE is used and disposed of safely.

Using PPE

In the first instance (where possible), there should be at least a 2-metre distance between adults and other staff or pupils at all times. If this is not possible, all staff and students must maintain a 1m distance from each other wherever possible. Staff are responsible for setting up their learning areas to ensure that as far as possible this is implemented. Where possible staff and students should not handle the same equipment as others. All staff and students must wash their hands for at least 20 seconds and with warm water and soap and should regularly use hand sanitiser. All staff and students must avoid touching their face, mouth, or eyes. All tables or desks, iPads or any other equipment must be wiped down after use – adults and students doing this must wash their hands thoroughly afterwards. As far as possible, all students must have access to work and resources in their own work area and these should not be touched by anybody else.

PPE is available for all staff to use. For further instructions, please see Appendix A and also watch the video at:

<https://www.bing.com/videos/search?q=how+to+put+on+ppe&&view=detail&mid=A37974E80FC283FA9864A37974E80FC283FA9864&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dhow%2Bto%2Bput%2Bon%2Bppe%26FORM%3DHDRSC4>

Always keep occupied spaces well ventilated.

All staff are asked to ensure that there is as much natural ventilation in the classroom as possible. This can be achieved by opening windows and doors (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).

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) 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.

The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments.

In circumstances where staff are working with students who are liable to spit or require physical contact, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.

Response to any infection

Engage with the NHS Test and Trace process.

Grange will engage with the Test and Trace process. We will:

- Support families to self-isolate and book or carry out a test for anyone displaying symptoms. No staff or student should come into Grange if they have symptoms, and must be sent home to self-isolate if they develop them whilst at school.
- All students can be tested if they have symptoms.

- As far as possible Grange staff, students and families will provide details of anyone known they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Expect students and staff to self-isolate if they or a member of their household is symptomatic, or if they have been in close contact with someone who develops symptoms and/or tests positive for coronavirus (COVID-19) and they are advised to self-isolate by NHS Test and Trace or the PHE Local Health Protection team.

Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.

- Grange will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19)
- We will contact the dedicated advice service discuss the case with them (0800 046 8687)
- We will follow all advice given.
- We will ensure that if advised to, the students or staff members we have come into close contact will self-isolate for 10 days from the day after contact with the individual who tested positive. (Close contact means: direct close contacts – face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin), proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual, travelling in a small vehicle, like a car, with an infected person)
- We will not share the names of people with coronavirus (COVID-19) unless essential to protect others.
- If we are worried about a student or family, we will put a matric of contact with supporting services to check on them.
- Families of students or staff who are sent home do not need to self-isolate themselves unless they develop symptoms.

If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 days from the day after contact with the individual who tested positive. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends after the original 10-day isolation period) – their household should self-isolate for at least 10 days from the day after the individual who tested positive, following guidance for households with possible or confirmed coronavirus (COVID-19) infection. We will not request evidence of negative test results or other medical evidence before re-admitting our students, they will be welcomed back after a period of self-isolation.

Contain any outbreak by following local health protection team advice

If Grange has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will continue to work with our local health protection team who will be able to advise if additional action is required.

Links to legislation and further reading

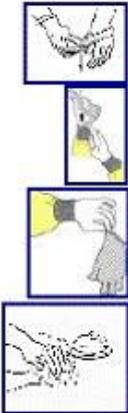
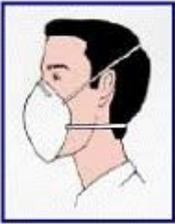
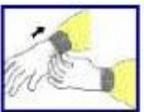
As well as the Personal Protective Equipment at Work Regulations 1992, the use of PPE is also covered in other legislation including:

- the Control of Substances Hazardous to Health Regulations 1999;
- the Control of Lead at Work Regulation 1998;
- the Management of Health and Safety at Work Regulations 1999;
- the Workplace Health, Safety and Welfare Regulations 1992; and
- the Provision and Use of Work Equipment Regulations 1998.
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) - GOV.UK (www.gov.uk)

Other useful guidance includes:

- COSHH A Brief Guide to the Regulations: What you Need to Know About the Control of Substances Hazardous to Health Regulations 1999 (COSHH) INDG 136 (rev1), HSE 2000, ISBN 0-7176-2555-7
- General COSHH ACOP (Control of Substances Hazardous to Health) and Carcinogens ACOP (Control of Carcinogenic Substances) and Biological Agents ACOP (Control of Biological Agents) - Approved Code of Practice (Third Edition) L5, HSC 1999, 0-7176-1670-3
- Occupational Exposure Limits 2001 EH40/2001, HSE 2001, ISBN 0-7176-1977-X.
- Management of Health and Safety at Work - Management of Health and Safety at Work Regulations 1999 - Approved Code of Practice and Guidance L21, HSC 2000, ISBN 0-7176-2488-9
- <https://www.legislation.gov.uk/uksi/1992/2966/regulation/4/made> and <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Please also see the PowerPoint that can be shared regularly with students to remind them of procedures. This is saved on the school P –drive in the Covid folder, training file.

Personal Protection Equipment (PPE)

	Putting On		Taking Off
1	<p>Hand washing</p> <p>Wash your hands as frequently as possible for 15-20 seconds with running water and soap. If no soap is available use disinfection lotion.</p> 		<p>Glove Removal</p> <ol style="list-style-type: none"> Grasp on glove near the cuff and pull it partway off. The glove will turn inside out. Keep the first glove partially on before removing the second one to protect you from touching the outside of a glove with your bare hand. Leaving the first glove over your fingers, grasp the second glove near the cuff and pull it partway off. Keep the second glove partially on. Pull off the two gloves at the same time, being careful to touch only the inside surface of the gloves with your bare hand and make sure not to result in splashes in the environment. Gloves are disposed immediately. Wash hands immediately after gloves are removed. 
2	<p>Body protection</p> <p>Use impermeable aprons or gowns which are disposable.</p> <ul style="list-style-type: none"> Select appropriate type and size Opening is in the back Secure at neck and waist If gown is too small, use two gowns Gown #1 ties in front Gown #2 ties in back 		<p>Goggles or Face Shield</p> <ol style="list-style-type: none"> Grasp ear or head pieces with un-gloved hands Lift away from face Place in designated receptacle for reprocessing or disposal 
3	<p>Respiratory protection</p> <ul style="list-style-type: none"> Disposable filtering facepiece respirators, e.g. N-95 Select a fit tested respirator <ul style="list-style-type: none"> Place over nose, mouth and chin Fit flexible nose piece over nose bridge Secure on head with elastic Adjust to fit Perform a fit check – <ul style="list-style-type: none"> Inhale – respirator should collapse Exhale – check for leakage around face <p>OR, full face piece, hood, helmet or loose-fitting facepiece will protect eyes</p> 		<p>Gown</p> <ol style="list-style-type: none"> Unfasten ties Peel gown away from neck and shoulder Turn contaminated outside toward the inside Fold or roll into a bundle Discard 
4	<p>Eye protection</p> <p>Use non-vented anti-fog goggles</p> 		<p>Particulate Respirator</p> <ol style="list-style-type: none"> Lift the bottom elastic over your head first Then lift off the top elastic Discard 
5	<p>Hand Protection</p> <p>Use disposable gloves: vinyl, nitrile or heavy duty rubber</p> 		<p>Hand Hygiene</p> <ol style="list-style-type: none"> Perform hand hygiene immediately after removing PPE. If hands become visibly contaminated during PPE removal, wash hands before continuing to remove PPE Wash hands with soap and water or use an alcohol-based hand rub 

Do's & Don'ts

For wearing procedure masks in non-surgical healthcare settings



Procedure mask (also called an isolation mask)

Disposable mask that protects the wearer from droplets that might be infectious. A version of this mask with a built-in face shield to protect against splashes is also available.

The Occupational Safety & Health Administration (OSHA) may update guidance related to masks as emerging pathogens arise and new recommendations are developed. Be on the lookout for updates by visiting the OSHA website or consult your facility's infection prevention or occupational health department.

Learn more: www.osha.gov/SLTC/respiratoryprotection/guidance.html

Do

- ✓ Make sure to wear your mask to protect yourself from infectious droplets that may occur when patients cough, sneeze, laugh, or talk.
- ✓ Check to make sure the mask has no defects, such as a tear or torn strap or ear loop.
- ✓ Bring both top ties to the crown of head and secure with a bow; tie bottom ties securely at the nape of neck in a bow.
- ✓ Remove the mask when no longer in clinical space and the patient intervention is complete.
- ✓ For ear loop mask, remove the mask from the side with your head tilted forward. For tied masks, remove by handling only the ties, and untie the bottom tie followed by the top tie.
- ✓ Properly dispose of the mask by touching only the ear loops or the ties. Perform hand hygiene before and after removing a surgical mask or any type of personal protective equipment such as your gloves and gown.

Don't

- ✗ DON'T use for protection against very small particles that float in the air (e.g., TB, measles, or chickenpox).
- ✗ DON'T wear if wet or soiled; get a new mask.
- ✗ DON'T crisscross ties.
- ✗ DON'T leave a mask hanging off one ear or hanging around neck.
- ✗ DON'T reuse; toss it after wearing once.
- ✗ DON'T touch the front of the mask, as it is contaminated after use.

