



**Grange
Academy**

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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.*

Personal Protective Equipment (PPE) and Covid Risk Management

Policy Status: Statutory

Review Cycle: Annually

Owner: Angela Morris – Acting Head of School
Charlotte Thomas – Deputy Head **Date:** November 2021

Approved by: Local Governing Body (LGB) **Date:** November 2021

Review Date: November 2022

Introduction

This policy is based on the principle laid out in the Personal Protective Equipment (PPE) at Work Regulations 1992. It was originally also based on the DfE 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 pupils learning in school during the Covid -19 Pandemic as we can whilst keeping both our staff and pupils 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 pupils and staff in our school may fall into the extremely clinically vulnerable or moderate risk group. All pupils at Grange are considered "vulnerable" because they have an Education and Health Care Plan.

Pupils, Staff, Parents, Carers and LGB 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.

The national guidance is changing constantly but advice given to specialist school settings was as follows: *"Put in place proportionate protective measures for children, young people and staff, which also ensure that all pupils and pupils receive a high quality education that enables them to thrive and progress."* Grange Academy is committed to this and will review the risk and protective measures as listed in the Grange Academy Covid Action Log that is updated with each new case.

Duties and Responsibilities

Responsibility for the health and safety of employees/pupils 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 that is given at the time
- 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. At Grange, we will endeavour to work closely with parents, staff and pupils to follow this advice in order to continue education for all pupils at Grange Academy.

Keeping Everyone Safe

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 staff and student who test positive for Covid 19 using an LFT and then a PCR test will stay at home for 10 days

- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- consideration of how to minimise mixing when needed
- minimising the potential for cross contamination as much as is reasonably practicable.

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

All staff and pupils will be encouraged to:

Use of Face Coverings in Settings.

During certain times, it may be necessary to ask pupils and staff to wear face coverings 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 will be excluded from education on the grounds that they are not wearing a face covering.

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 pupils and staff will be encouraged to use hand sanitiser or wash their hands on a regular basis.

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 pupils are expected to be responsible and to keep others safe. Where appropriate, we will therefore teach our pupils 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.

On some occasions it may be necessary to minimise mixing between people to reduce transmission of coronavirus (COVID-19) at certain times.

Bubbles at Grange Academy: When there is an increased risk, pupils will be taught in class bubbles and whole school mixing will be avoided wherever possible.

We will avoid large group gathering and will therefore not have assemblies.

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 pupils.

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

All pupils at Grange will be given a pencil case that contains the equipment that they need. Where possible pupils should not share equipment.

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 pupils 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

All staff and pupils must wash their hands for at least 20 seconds and with warm water and soap and should regularly use hand sanitiser. All staff and pupils 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 pupils doing this must wash their hands thoroughly afterwards.

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>

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.

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).

Implementation of CO2 Monitors

As recommended Grange Academy will consider the implementation of CO2 monitors in all classrooms where practical. This will enable staff to monitor the quality of air flow.

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 and carry out a PCR test.

Manage Confirmed Cases of Coronavirus (COVID-19) Amongst the Setting's Community.

- We will follow all advice given by Public House.
- We will ensure that if advised to, the pupils or staff members who have tested positive on a PCR test will self-isolate for 10 days.
- If we are worried about a student or family, we will put a matrix of contact with supporting services to check on them.

Contain Any Outbreak by Following Local Health Protection Team Advice

If Grange has 2 or more confirmed cases we will carry out a risk assessment and follow our outbreak management plan. 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/ukxi/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 pupils to remind them of procedures. This is saved on the school P-drive in the Covid folder, training file.

Appendix A

Personal Protection Equipment (PPE)

Putting On

1 Hand washing

Wash your hands as frequently as possible for 15-20 seconds with running water and soap.

If no soap is available use disinfection lotion.



2 Body protection

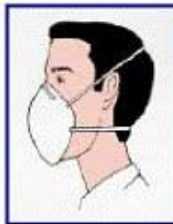
Use impermeable aprons or gowns which are disposable.

- 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



3 Respiratory protection

- Disposable filtering facepiece respirators, e.g. N-95
- Select a fit tested respirator
 - ◆ 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 –
 - ◆ Inhale – respirator should collapse
 - ◆ Exhale – check for leakage around face



OR, full face piece, hood, helmet or loose-fitting facepiece will protect eyes

4 Eye protection

Use non-vented anti-fog goggles



5 Hand Protection

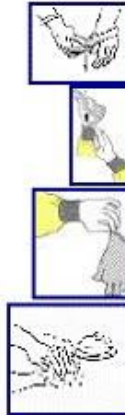
Use disposable gloves: vinyl, nitrile or heavy duty rubber



Taking Off

Glove Removal

1. 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.
2. 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.
3. 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.
4. Gloves are disposed immediately. Wash hands immediately after gloves are removed.



Goggles or Face Shield

1. Grasp ear or head pieces with un-gloved hands
2. Lift away from face
3. Place in designated receptacle for reprocessing or disposal



Gown

1. Unfasten ties
2. Peel gown away from neck and shoulder
3. Turn contaminated outside toward the inside
4. Fold or roll into a bundle
5. Discard



Particulate Respirator

1. Lift the bottom elastic over your head first
2. Then lift off the top elastic
3. Discard



Hand Hygiene

1. Perform hand hygiene immediately after removing PPE.
2. If hands become visibly contaminated during PPE removal, wash hands before continuing to remove PPE
3. 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.



1



Pinch and hold the **outside** of the glove near the wrist area.

2



Peel downwards, away from the wrist, turning the glove inside-out.

3



Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.

6



Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

5



Peel downwards, away from the wrist, turning the glove inside out.

4



With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. **Do not touch** the outer surface of the glove.