



Lancashire's school for deaf children

Policy Title:	Emergency COVID-19 Policy
Date of Issue:	14/05/2020
Date of Review:	As required in line with Public Health England, DfE, Government and Local Authority Guidance.
Author and Role:	Bev Hennefer, Headteacher
Ratified by:	Governors Policy Committee
Responsible Signatory:	Clive Gregory
Date of signature:	
Details:	This Policy: details colleagues' responsibilities for health and safety procedures in school regarding the availability of Personal Protective Equipment in Royal Cross.
Cross reference:	Health & Safety Policy

EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Statement of intent

At Royal Cross School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment in the current COVID-19 circumstances.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Monitoring and reviewing our policies to ensure effectiveness.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Use of Personal Protective Equipment during the current COVID -19 emergency in school:

Personal Protection Equipment (PPE)

School will provide the necessary Personal Protective Equipment (PPE) in school and staff will be expected to utilise this PPE.

If staff have any concerns, please speak to a member of the Senior Leadership Team.

For staff currently able to work within school there is a limited supply of PPE as follows: -

- **Emergency Box.** Kept in the medical room for use if staff or pupils display symptoms. **(Please see the Q&A on how to manage COVID-19 Responses in Educational Settings, in office, in staff room and in Emergency Box).** This box contains eye google, single use face shields, plastic aprons, single use disposable face masks, nitrile gloves and hand sanitiser.
- **Face shields - single use only.** These are by the front door and each member of staff is asked to take one and assemble at the start of the day for use as required. They are to be disposed of at the end of the day. There will be a black bin bag in the disabled toilets, place them in the bag and these will be removed at the end of each day. Possible use in emergencies (staff or pupil with symptoms and / or when engaged in close personal care as required).

- **Disposable single use face masks.** Stored in main office for use if staff or pupils display symptoms. All staff will then be advised to wear them in school and to safely dispose of them in the bin bag (disabled toilets).
- **Hand sanitiser.** Small individual bottles for use with each class group in school. These can be refilled from the main bottles available from the office. These are in addition to the sanitiser stations around school and the individual bottles available at the entrance and around school.
- **Gloves - 2 types - Nitrile and Vinyl.** Nitrile for body fluids and vinyl for routine personal care. Staff are free to select whichever type is needed or preferred. A box is available at the main entrance and in the changing rooms. Additional boxes are stored in the medical room cupboards.
- **Plastic aprons.** These are by the front door and each member of staff is asked to take one at the start of the day for use as required. They are to be disposed of at the end of the day. There will be a black bin bag in the disabled toilets, place them in the bag and these will be removed at the end of each day. Possible use in emergencies (staff or pupil with symptoms and / or when engaged in close personal care as required. Additional rolls are stored in the medical room cupboards.

Review

This policy will be reviewed and updated as required, including any further actions needed in line with current guidance.

If necessary, discuss your concerns with a senior leader in school.