

Risk Assessment – Dane Royd School		Risk Assessment in respect of January 2022 19-1-22 guidance update			
Risk Assessment for	COVID-19 Secure - Schools	Ref no	6	Date completed	22/7/21 1/10/21 21/10/21 18/11/21 29/11/21 20/01/22 24/01/22
Occupation/activity/task	School opening September 2021 Ongoing risk assessment in line with changing government guidance	Location	Stoney Lane Hall Green WF4 3LZ	Review date	1/10/21 21/10/21 18/11/21 29/11/21 20/01/22 24/01/22
Assessor name(s) Clare Kelly Headteacher					

SECTION 1

1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low Insignificant injury					
	Low Minor injury Verbal abuse					
	Moderate Threatening behaviour Serious injury					
	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment					
	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality					
	1 Extremely unlikely	1	2	3	4	5
2 Remote possibility	2	4	6	8	10	
3 Possible occurrence	3	6	9	12	15	
4 Will probably occur	4	8	12	16	20	
5 Almost certain	5	10	15	20	25	

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

Directorate	<input checked="" type="checkbox"/> Adults, Health and Communities <input type="checkbox"/> Corporate Services <input type="checkbox"/> Children and Young People <input type="checkbox"/> Regeneration and Economic Growth <input type="checkbox"/> Schools	Service/Team	Housing Needs Service and Children's Services			
Risk Assessment for	First Aid Requirements	Ref no		Date completed		
Occupation/activity/task		Location	Queens House	Review date		
Assessor name(s) Julie Davies						

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from the schools undertakings. This list is not exhaustive:-

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
- Volunteers
- Members of the public

SECTION 2

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i>	Those at risk	How they might be harmed? <i>e.g. sprains, strains, lacerations etc.</i>	What are you already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Risk Rating Severity x Likelihood <i>Scores of 10 and above require further action. See section 3</i>
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This risk assessment has been developed using the Government guidance documents – [Guidance for full opening - schools](#) – Published 2nd July 2020 Updated 22nd October 2020, Updated 30th December 2020, 25th January 2021 , Schools Operational Guidance- 19th July 2021 Updated 27th September 2021, updated 29/11/21 , updated 19/1/22 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

This risk assessment has used the Wakefield LA template as guidance. The content is specific to Dane Royd School.

1.	Building Management & Readiness	All employees Children	<p>Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition</p> <p>https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection</p>	<p>The school has been open throughout the pandemic, however following each school holiday these controls will remain in place;</p> <p><u>Ongoing inspection of the site for:</u></p> <ul style="list-style-type: none"> • Damage to the building and fixtures and fittings • Damage to grounds, playgrounds, outdoor play equipment, fencing, trees • Rodent activity and/or infestations – SLA in place <p><u>Operational checks (to ensure good working order) to be carried out on scheduled basis:</u></p> <p>Caretaker responsible for carrying out these checks:</p> <ul style="list-style-type: none"> • Fire alarms/smoke alarms/panic and accessible-toilet alarms • Fire door mechanisms • Emergency lighting • Gas supplies including kitchens • Kitchen equipment • Ventilation systems including LEV in kitchens and classrooms • Water systems including flushing through and disinfection in accordance with the legionella risk assessment and policy • Water systems to look for leaks and ensure there is provision of hot water • Windows, door and gates including electronic gates and doors • Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer’s/providers requirements) <p><u>Ensure Statutory Inspections are up to date for:</u></p> <ul style="list-style-type: none"> • Pressure systems (if the scheduled inspections have not taken place in the last 12 months) • LEV (if scheduled inspections have not taken place in the last 12 months) • Gas supplies (if the scheduled inspections have not taken place in the last 12 months) • Fixed wiring (if the scheduled tests required by the regulations have not taken place) • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) 	9 Moderate risk
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				<ul style="list-style-type: none"> • Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months) • Sports Equipment (if the scheduled inspections have not taken place in the last 12 months) • Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months) <p><u>Cleaning the premises</u></p> <ul style="list-style-type: none"> • Deep Clean of school will take place in weeks 1,5 & 6 of school holidays. This will include carpet cleaning and deep clean of hall. • School to liaise with cleaning provider to ensure that staff are trained to clean school according to government guidelines. Ensure use of cleaning materials follow protocols set, eg: separate cloths for each room. Correct use of cleaning products. • In September school will continue to employ additional cleaning at lunchtimes this includes cleaning of multi touch areas and the toilets. <p><u>Supplies</u></p> <ul style="list-style-type: none"> • Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and at all sinks 	
2.	System of Controls			<p>System of controls (Remain in place)</p> <p>This is the set of actions schools must take and are outlined in more detail in the sections below.</p> <ol style="list-style-type: none"> 1) Ensure good hygiene for everyone. 2) Maintain appropriate cleaning regimes. 3) Keep occupied spaces well ventilated. 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>1. Ensure good hygiene for everyone.</p> <ul style="list-style-type: none"> • Hand hygiene <p>Frequent and thorough hand cleaning is now be regular practice. Children will continue to clean their hands regularly. This can be done with soap and water or hand sanitiser. Soap dispensers are in place in all classroom. Alternate sensitive hand wash is also provided. Sanitiser dispensers will continue to be in place for use by</p>	9 Moderate risk

adults / visitors to school at main entrance, staff toilets and at the staff room.

- **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important. This suits will continue to be provided in school.

- **Use of personal protective equipment (PPE)**

Most staff in schools will not require PPE beyond what they would normally need for their work. Staff wishing to wear a face covering in shared spaces may do so.

2.Maintain appropriate cleaning regimes.

- enhanced cleaning in place at lunchtime, including cleaning frequently touched surfaces often, using specialist cleaning products.- **Additional 1 hour of cleaning prior and post lunchtime remains in place- funded by school**
- Cleaning of school on regular schedule will take place at the end of the school day.

3.Keep occupied spaces well ventilated.

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

- Any room that is poorly ventilated to be identified and steps taken improve fresh air flow in these areas.
- SLT to consider ventilation of school hall for events such as Christmas plays and parent assemblies. Consider size of audience and doing more performances.
- Open external windows to improve natural ventilation.

- Open internal doors to assist with creating a throughput of air.
- Where necessary staff should open external opening doors where it is safe to do so. This can be done at break and lunchtimes to improve air flow.

Staff will balance the need for increased ventilation while maintaining a comfortable temperature. Staff will use the CO2 meters to check if additional ventilation is required. 13 monitors shared across school.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

- **When an individual develops COVID-19 symptoms or has a positive test**

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). **If anyone in the school develops [COVID-19 symptoms](#), however mild, the office should be informed and they will be sent home and they should follow public health advice.**

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they will be moved to the entrance hall and if age appropriate they should be left on their own if possible and safe to do so.

The doors will be opened for fresh air ventilation.

Appropriate PPE should also be used if close contact is necessary.

The room should be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

				<p>Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. The school has ordered sufficient lateral flow tests for this period.</p> <p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to follow the advice of public health when to take a PCR.</p> <p>Asymptomatic = LFT positive then report positive on NHS app Symptomatic = LFT positive then book a PCR test</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil / staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>19-1-22</p> <p>School will inform staff if they have been a close contact of pupil or staff member who is positive. School will provide a box of 7 LFTs and staff will be required to complete LFTs for 7 days. A positive test result should be reported to school and the NHS Covid 19 app</p>	
2.	Covid-19 – Response to any infection			<p>24/1/22 Update in line with Wakefield Public Health and Wakefield Council Guidance.</p> <p>School Attendance for children</p>	9 Moderate risk

- Children and staff should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. A PCR test should be booked using the NHS online booking system.
- If children become unwell at school with a new, continuous cough or a high temperature parents will be contacted and children must be collected as soon as possible. Children will be isolated but supervised during this period of time.

From 16 August, in line with fully vaccinated adults, under-18s identified as close contacts will not need to self-isolate and instead will be advised to take a PCR test. The LA guidance for children with positive household contacts to remain at home has ceased as of 24/1/22.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Our school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

We have a contingency plan in place that outlines what the school would do if children, pupils, students or staff test positive for COVID-

				<p>Staff members may travel in a car together.</p> <p>21/10/21 & 26/11/21- LA Guidance is not to mix bubbles and use transport for school visits.</p> <p>School swimming continues as children travel in key stage bubble on dedicated school transport.</p>	
5.	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> The dropping off and collection of pupils will resume at classroom doors. There is no longer a staggered start to the school day. To support flow of pedestrians the playground gates will continue to be opened at the start and end of the school day. Vehicles must not access the playground during these times. The school office entrance will be re-opened to visitors. Visitors are required to wear a face covering in communal areas- DFE Guidance up to 27/1/22- The headteacher will review this as part of the contingency framework against the number of infections in the school at that time. 	9 Moderate risk
6.	Cloakroom Areas Circulatory Areas /			<ul style="list-style-type: none"> Drop off and collection times to be arranged with parents/guardians through clear communications. Employees to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day. Hand sanitizer will remain in place at the main entrance, staff toilets and staff room 	9 Moderate risk
7.	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> School will continue to provide individual stationary for each child stored in an individual pencil case. EYFS shared equipment is sanitized and used on rotation. Children should follow good hygiene routines. Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils 3 x additional outdoor handwashing facilities will continue to be available. Ensure hand towels, lidded bins and soap are available at all times. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – ensure availability of tissues and bins. Empty bins regularly in line with 'double bag' guidance for any rubbish that may have contaminated products 	9 Moderate risk

8.	Educational Visits			<p>21/10/21</p> <p>Educational visits</p> <p>We are going to continue swimming lessons for our Year 5 pupils. The pupils are transported on a dedicated school transport vehicle with no members of the public and do not interact with any members of the public once they are at the swimming pool. Years 5 and 6 have educational visits arranged for the first week back. After careful consideration, we are going to go ahead with them as planned. Each class will be going on the visit as a single class, there will be no sharing of coaches. There will be no interaction with the general public. The majority of the visit is outdoors. An additional risk assessment will be in place for the visit which contains additional handwashing measures throughout the day. No other school visits will be planned for the rest of this term.</p> <p>The School has cancelled the planned visit to Young Voices in Sheffield first week in January and moved it to Manchester in February as not to lose cost of tickets.</p> <p>School Visits can recommence.</p> <p>The school continues to buy into the LA insurance scheme for educational visits. All educational visits should be risk assessed and submitted via the Evolve system. The school will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>International visits are able to be arranged from the autumn term.</p> <p>The school will follow the international travel list when taking account of planning international visits. The travel lists may change during a visit and we would comply with international travel legislation and would have contingency plans in place to account for these changes.</p>	9 Moderate risk
9.	Wraparound provision and extra-curricular activity			<p>More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p> <p>Wraparound & Extended schools does not require bubbles, the provision will move back to its dedicated space.</p>	9 Moderate risk

				<p>2/11/21 The school does not have the facility to run the Extended School facility in bubbles. The situation will be monitored.</p> <p>Extra curricular clubs will be reintroduced in the autumn term</p> <p>Extra Curricular activities from 2/11/21 will run within key stage bubbles</p>	
10.	Welfare			<ul style="list-style-type: none"> Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> Good hand hygiene Frequency of hand washing/hand sanitisation Avoidance of touching face Rules around coughing and sneezing into a tissue or arm All toilets are cleaned on a regular basis throughout the school day with an antibacterial spray, paying particular attention to the toilet seat, flush, door handles, sinks etc. Children will bring a water bottle from home on a daily basis (except UFS) The bottle will be cleaned and refilled with water at home each day. Water jugs are available in class for refills. Only water may be placed in the bottles- Nursery to ensure this message is shared with new parents 	9 Moderate risk
11.	Assemblies			<ul style="list-style-type: none"> Assemblies will resume in the school hall <p>21/10/21 Class assemblies and whole school events will be postponed until further notice. This means that there will be a suspension in parents attending events in school.</p>	9 Moderate risk
12.	Break times			<ul style="list-style-type: none"> Breaktimes without the use of bubbles will resume in the Autumn Term <p>21/10/21 We will be organising children into key stage bubbles to reduce whole school mixing where possible.</p> <p>Nursery and Upper Foundation Stage will be an EYFS bubble</p> <p>Year 1, Year 1-2 and Year 2 will be a Key Stage 1 bubble</p> <p>Year 3, Year 3-4 and Year 3 will be a Lower Key Stage 2 bubble</p> <p>Year 5, Year 5-6 and Year 6 will be an Upper Key Stage 2 bubble.</p> <p>Outdoor play will be organised in bubbles</p>	9 Moderate risk
13.	Dining Room – lunch times			<ul style="list-style-type: none"> catering is provided on site by ISS, it must comply with guidance for food businesses on coronavirus (COVID-19). School meals will be served in the school hall from the Autumn Term 21/10/21 The lunchtime sittings will be organised by bubble. Children within a bubble will sit together. All windows will be open for ventilation. Two bubbles will need to be in the hall 	9 Moderate risk

				at the same time but not on the same tables.	
14.	Governors Meetings, SEN meetings with parents etc. Meetings with LA officers, Staff meeting / Key Stage meeting			<ul style="list-style-type: none"> • Governing Body meetings will resume in person • Face to face staff meetings will resume • Meetings with parents and professional agencies will resume in person. An option to hold meetings by Teams/ Zoom will remain in place. • 20/1/22 Governing Body meetings will have a blended option of face to face or join meeting, be via Teams. Members of the Governing Body will take a lateral flow test on the day of the meeting prior to attending face to face. If there is a positive case of Covid in the household, the governor will not attend the meeting face to face. • 2/11/21 Meetings with parents and professional agencies will resume in person, these will be limited to meetings in regard to SEND or Safeguarding. An option to hold meetings by Teams / Zoom will remain in place. • 2/11/21 Face to Face staff meetings will take place in a large ventilated space with staff sitting in key stage bubbles. Where a Teams meeting is appropriate this will be an option. 	9 Moderate risk
15.	Administering First Aid			<ul style="list-style-type: none"> • PPE appropriate to the circumstances would only be required if first aid was required for someone with Covid-19 symptoms. e.g. gloves, face masks and eye protection (if necessary) should be provided • Wash hands before and after and ensure the affected area is cleaned upon completion • All first aid waste and PPE should be disposed of by double bagging and put in the external waste • First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency. • https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm 	9 Moderate risk
16.	Administering Medication			<ul style="list-style-type: none"> • PPE appropriate to the circumstances would only be required when administering medication for someone with Covid-19 symptoms PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided • Wash hands before and after and ensure the affected area 	9 Moderate risk

				<p>is cleaned upon completion</p> <ul style="list-style-type: none"> All clinical waste and PPE should be disposed of by double bagging and put in the external waste Children should not enter the admin office 	
17.	Information to employees, pupils & parents			<ul style="list-style-type: none"> The risk assessment will be published on the school website A copy of the risk assessment will be sent to all employees The risk assessment will be shared with union representatives in school 21/10/21 A letter explaining the LA and Public Health Wakefield guidance and the schools adoption of the guidance was sent to parents and a copy to all staff.20/1/22 The headteacher has sent letters to all parents in respect of current school guidelines for close contacts and positive cases. 	No risk
18.	Personal Protective Equipment			<p>29/11/2120/1/22 Face coverings must be worn by staff, visitors and parents in communal areas</p>	9 Moderate risk
19.	Communications and training –on-going			<p>All updates to the risk assessment will be communicated to staff. The Headteacher will attend fortnightly virtual webinars with PHE Wakefield and will share information as necessary.</p> <p>The Headteacher and DHT will communicate any national updates / changes in guidance to staff.</p> <ul style="list-style-type: none"> Communication channels include email and staff whatsapp group The HR manager will provide advice and information to all employees on mental health through all communication channels The school will provide access to 24 hour counselling support – telephone counselling 	No risk
20.	Response to infection			<p>The SLT and Office Staff will continue to stay up to date with and understand the NHS Track and Trace process and to understand and advise on testing, response to parents reporting symptoms for themselves or their children and staff reporting symptoms for children or themselves or family members</p> <p>School is to ensure that staff members and parents and carers understand that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> Book a test if they or their child displays symptoms 	9 Moderate risk

				<ul style="list-style-type: none"> • Provide details of anyone they or their child have been in close contact with if they were to test positive when asked by NHS Track and Trace • School will ask parents and staff to inform them immediately of the results of a test and follow the latest guidance. • The school will work with the Wakefield Health Protection Team and PHE to manage confirmed cases of Covid-19 amongst the school community. The school will follow the latest guidance. • The school has created a daily file to track all cases reported to them of suspected and confirmed cases. • The file will contain the latest guidance • The school inform Wakefield Health Protection team as needed using any requested method. 	
21.	Volunteers			The school will allow volunteers in school. Volunteers must follow all guidance as per staff	9 Moderate risk
22.	Safeguarding			The school remains vigilant to the additional safeguarding risks that the pandemic poses. A monthly mental health and well being newsletter is sent to all families signposting agencies. The school engages with the LA Team Around the School model.	No risk
23.	Education Welfare Service			The school will refer to named EWO Jotty Wagner any cases of CME, EHE or concerns regarding non covid related non attendance. Weekly phone call from EWO to Inclusion Lead Mr Davison will take place each week to discuss all cases.	No risk
24.	Performances Parents Evenings Festivals			Whole school events will resume in line with the latest guidance as they are planned and delivered. Whole school events are currently suspended.	9 Moderate risk
25.	Car Sharing			Car sharing can be reinstated in the autumn term	9 Moderate risk
39.	External Courses and meetings			Staff may attend face to face training. Where an online option is available staff may choose this.	9 Moderate risk

				21/10/21 Staff should avoid large face to face training unless the training is statutory or that training venue can demonstrate Covid Secure practices.	
40	External use of school building			Lettings can resume from 24 th July 2021.	9 Moderate risk

3/11/20- all staff sent a copy of the risk assessment via e-mail- staff required to return via voting button that they have read, understood and agreed the risk assessment.	2/11/20- 3/11/20
4/1/21- E-mail- opportunity to look at all the updates, highlighted in yellow. 5/1/21- HR Manager will resend the risk assessment with any further amendments / updates following staff input or national guidance. Staff required to return via voting button that they have read, understood and agreed the risk assessment.	6/1/21
6/1/21- Staff updated following closure except to key workers & vulnerable. Class bubbles created based on year groups. Staff to remain in own bubble with own class. Extended school to remain open, children in key stage bubbles, staff to remain 2m distance from children in bubbles for childcare.	22/1/21
22/1/21 Lateral flow testing information sent to all staff members including guidance. Lateral flow commenced.	
10/2/20 Staff room closed for limited seating that was in place. Food / drink preparation only. Lunch to be taken in own classroom. Information shared with staff.	
12/02/21- Risk assessment reviewed following positive lateral flow tests in school.	12/02/21
22/7/21- Risk assessment sent to union reps for first draft	22/7/21
01/10/21- review of risk assessment. Sent to all staff, shared on school website	01/10/21
21/10/21- Headteacher organised meeting with KCP Headteachers to agree joint approach to local guidance. Staff and parents informed of Wakefield Council and Wakefield Public Health Guidance	21/10/21
18/11/21- Headteacher reviewed risk assessment and continued approach of implementing Wakefield Council Guidance. Copy of Risk Assessment sent to all staff and uploaded to school website. Guidance of testing siblings on Day 5 is proving to be prudent as some siblings are testing positive on Day 5.	18/11/21
29/11/21- additional information added to risk assessment in the light of LA guidance and national DfE guidance received	29/11/21
20/1/22- additional information added to risk assessment in the light of LA guidance and national DfE guidance received	20/1/22
24/1/22- LA rescind to household contact advice in respect of children self isolating	24/1/22



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 it is 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.


- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 5 Once outside the patient room. Remove eye protection.


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


- 7 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

