

## Covid-19 Workplace Risk Assessment: Springwell Learning Community

Completed: 27/05/2020

Risk Area	Hazard	Mitigation	RAG	Additional Information
Pre-Opening Health and Safety	<ul style="list-style-type: none"> <li>Building closures may have delayed the school's usual schedule of checks and tests (including those required for statutory compliance)</li> </ul>	<ul style="list-style-type: none"> <li>Operations and Partnership Manager to work with relevant staff to update schedules and complete relevant checks prior to opening, including:                             <ul style="list-style-type: none"> <li>Hot and cold water systems</li> <li>Gas safety</li> <li>Fire safety</li> <li>Kitchen equipment</li> <li>Specialist equipment</li> <li>Security and access control</li> <li>Ventilation</li> </ul> </li> </ul>		<p><a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p> <p>In this RA the building refers to the main site and relevant satellites</p>
Pre-Opening Cleaning and Hygiene	<ul style="list-style-type: none"> <li>Classrooms and office spaces are not designed to be Covid Secure</li> </ul>	<ul style="list-style-type: none"> <li>All buildings to be deep cleaned in advance of opening</li> <li>OPs Manager to check ventilation in each room and issue guidance about the use of doors and windows</li> <li>OPs Manager to mark rooms that cannot be appropriately ventilated as 'out of use'</li> <li>Site staff to remove all soft furnishings</li> <li>OPs Manager to indicate the maximum capacity of each to support social distancing</li> <li>Site staff to remove excess furniture and space out desks</li> <li>Site staff to restrict use of high touch items including:                             <ul style="list-style-type: none"> <li>Printers</li> <li>iPads</li> <li>Kitchen equipment</li> </ul> </li> <li>OPs Manager to ensure the availability of soap and hot water in every toilet</li> <li>OPs Manager to locate hand sanitiser at each school entrance</li> <li>Site staff to ensure lidded bins are available in every classroom and in other key locations around the school</li> <li>Cleaning operatives to ensure all waste is double bagged</li> </ul>		<p>Cleaning team and staffing levels have been maintained throughout the lockdown period. This is envisaged to continue. Amey has access to multiple site teams and can team and ladle if necessary.</p>
Keeping the Workplace Clean	<ul style="list-style-type: none"> <li>The virus can be transmitted by touching contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>School day to be adjusted to facilitate additional time for cleaning</li> <li>Rotas to facilitate additional time for cleaning between pupil groups</li> <li>Amey to plan frequent cleaning of work areas and equipment using usual cleaning products in line with government guidance</li> <li>Amey and site staff to ensure frequent cleaning of objects and surfaces that are touched regularly, including:                             <ul style="list-style-type: none"> <li>Door handles</li> <li>Keyboards</li> </ul> </li> <li>Outdoor play equipment to be sanitised by the premises staff on a daily basis</li> </ul>		
Cleaning and Disinfection After a Known or Suspected Case of COVID	<ul style="list-style-type: none"> <li>The virus may be present where a symptomatic individual has been present</li> </ul>	<ul style="list-style-type: none"> <li>Senior staff onsite to close areas where symptomatic staff have been present pending the cleaning and disinfecting set out below</li> <li>OPs Manager to inform Amey and other relevant site staff where symptomatic person has passed through and spent minimal time</li> </ul>		

		<ul style="list-style-type: none"> <li>● Site staff to ensure corridors and surfaces are cleaned thoroughly, including:             <ul style="list-style-type: none"> <li>○ Objects that are visibly contaminated with bodily fluids</li> <li>○ All potentially contaminated high-contact areas such as bathrooms, door-handles, telephones, banisters</li> </ul> </li> <li>● Amey to use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:             <ul style="list-style-type: none"> <li>○ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or</li> <li>○ a household detergent followed by disinfection (1000 ppm av.cl.)</li> </ul> </li> <li>● Amey to avoid creating splashes and spray when cleaning</li> <li>● All cloths and mop heads to be disposed of as outlined below</li> <li>● OPs Manager to organise disposal of any heavily contaminated items that cannot be washed</li> <li>● All waste from possible cases and cleaning of areas where cases may have been to be put in a plastic rubbish bag and tied when full</li> <li>● All tied bags to be placed in a second bin bag and tied</li> <li>● All waste to be placed in XXX and marked for storage until the until the individual's test results are known             <ul style="list-style-type: none"> <li>○ If the individual tests negative waste to be disposed of as normal</li> <li>○ If the individual tests positive the waste will be stored for at least 72 hours before it is put in the normal waste</li> </ul> </li> </ul>		
<p>Effective Infection Protection and Control</p>	<ul style="list-style-type: none"> <li>● Coronavirus can be transmitted when individuals are in close contact</li> </ul>	<p><b>Bubbles</b></p> <ul style="list-style-type: none"> <li>● Staff and children to be placed in bubbles to limit the number of potential 'contacts' during the school day</li> <li>● Each bubble to be limited to a specific part of the building with their own entrance and exit</li> <li>● Each bubble to be limited to a set number of staff and pupils according to the size of available space and pupil risk assessment</li> <li>● Each bubble to have a designated outside area for play and break times</li> </ul> <p><b>Class Sizes and Timetables</b></p> <ul style="list-style-type: none"> <li>● Leaders to organise rotas to facilitate attendance of different groups</li> <li>● Leaders to stagger lunch and break times where necessary</li> <li>● Staff to plan teaching and learning activities that do not require close physical contact</li> </ul> <p><b>Lunches</b></p> <ul style="list-style-type: none"> <li>● Lunches will be prepared in the school kitchen by catering staff</li> <li>● Where possible disposable plates and cutlery will be used</li> <li>● Food will be wheeled on trolleys and left in designated areas</li> <li>● Where possible, children will eat in their classrooms</li> <li>● If not dining furniture will be laid out appropriately</li> </ul> <p><b>Entering and Leaving Site</b></p> <ul style="list-style-type: none"> <li>● Each bubble will have its own entrance</li> <li>● Staff will sign in and out of their bubble on a paper sheet</li> <li>● This will be phoned across to reception by an allocated member of staff to be entered onto the Inventory system. This will ensure an up to date evacuation list is maintained.</li> </ul> <p><b>Visitors and Deliveries</b></p> <ul style="list-style-type: none"> <li>● Visitors will not be allowed onto the school site</li> <li>● Deliveries will be kept to a minimum and scheduled for the end of the day when staff and children have gone home</li> <li>● All deliveries to school will be left at the main entrance and collected by the premises or business support staff, social distancing guidelines to be maintained at all times</li> </ul>		<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Bubbles to be located as follows:</p> <ul style="list-style-type: none"> <li>● XXXX</li> </ul> <p>Pupil groups to be shared on 1st June 2020</p>

		<ul style="list-style-type: none"> <li>All food deliveries will be taken directly to the kitchen, with social distancing guidelines being maintained at all times</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>Staff will continue to meet 'online' and avoid 'face-to face' meetings</li> <li>OPs manager to ensure each bubble has a first aider and designated first aid supplies</li> <li>PWLs will continue to ensure that medication is administered appropriately to those pupils on the school site and within their bubble</li> <li>All maintenance requests sto be made via the Maintenance tab on SchoolPod</li> <li>Only essential repairs and maintenance work to be carried out</li> <li>Urgent requests to be made via main reception.</li> </ul>		
	<ul style="list-style-type: none"> <li>Coronavirus can be transmitted if hands are not washed regularly</li> </ul>	<ul style="list-style-type: none"> <li>Signage throughout school to remind staff and pupils to wash hand thoroughly for 20 seconds with running water and soap or alcohol hand rub or sanitiser</li> <li>Teachers to supervise young children to ensure effective hand washing</li> <li>All staff to ensure good respiratory hygiene and promote the 'catch it, bin it, kill it' approach</li> </ul>		<a href="https://www.who.int/gpsc/cleanhandsprotection/en/">https://www.who.int/gpsc/cleanhandsprotection/en/</a>
<p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> <li>Staff may come into contact with asymptomatic (or possibly symptomatic) children</li> </ul>	<ul style="list-style-type: none"> <li>Leaders to share government and school guidance with all members of staff</li> <li>Fluid resistant face masks, disposable gloves and disposable aprons to be available for short periods indoors where there is a risk of close social contact or where social distancing and other measures cannot be maintained</li> <li>Guidance to advise that PPE should be used when:                         <ul style="list-style-type: none"> <li>Pupils require intimate care</li> <li>Pupils become unwell with symptoms of the virus and require supervision until they can return home</li> </ul> </li> <li>If risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting or vomiting then eye protection should also be worn</li> </ul>		<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>  Guidance to be issued to staff on XXXX  PPE to be located in XXXX

<p>Continuity of Supplies</p>	<ul style="list-style-type: none"> <li>● Demand for key items may restrict supply</li> </ul>	<ul style="list-style-type: none"> <li>● OPs Manager to work with Amey and finance team to ensure a continuous supply of key items including:                         <ul style="list-style-type: none"> <li>○ Disposable tissues</li> <li>○ Bin bags (for double bagging)</li> <li>○ PPE (masks / gloves / aprons)</li> <li>○ Soap and hand sanitiser</li> </ul> </li> <li>● OPs Manager to work with LA to maintain supply chains and address potential unmet or urgent needs for PPE</li> </ul>		
<p>Workforce Management</p>	<ul style="list-style-type: none"> <li>● Staff may be unable to attend work because they:                         <ul style="list-style-type: none"> <li>○ Have received a letter advising them to shield</li> <li>○ Are pregnant</li> <li>○ Live with a critically vulnerable relative</li> <li>○ Live with or care for someone over the age of 70</li> <li>○ Have exhibited symptoms and are awaiting test results</li> <li>○ Received a positive test result and are self-isolating</li> <li>○ Do not have child care</li> <li>○ Are more at risk due to their ethnicity</li> <li>○ Have been advised by an NHS contact tracer to isolate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● An audit of staff was undertaken at the start of the pandemic</li> <li>● Staff are reminded regularly to inform the OPs Manager if their circumstances have changed</li> <li>● Leaders to continue to discuss the personal circumstances of staff via online or telephone contact with individuals</li> <li>● Staff to utilise the school's absence management systems to report changes in status</li> <li>● Leaders to allocate available staff to required bubbles</li> <li>● Leaders to agree online or virtual work for those working from home</li> <li>● Leaders to risk assess adult:child ratios on a daily basis</li> <li>● Leaders to close a specific bubble where staffing levels are insufficient</li> <li>● Heads of School to ensure availability of:                         <ul style="list-style-type: none"> <li>○ Onsite senior leader</li> <li>○ DSL</li> <li>○ First Aider</li> <li>○ Fire Marshal</li> <li>○ Amey staff</li> </ul> </li> <li>● Heads of School to close the school or specific bubbles where key named individuals are unavailable.</li> </ul>		<p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p>
<p>Symptomatic Staff Members</p>	<ul style="list-style-type: none"> <li>● Staff may start to display symptoms while at work</li> </ul>	<ul style="list-style-type: none"> <li>● Staff who display symptoms will be asked to go home immediately and contact the NHS to obtain a coronavirus test</li> <li>● Staff who are unable to travel will be quarantined as per the guidance for children until they can be collected</li> <li>● At the end of the day the entire bubble will be required to self-isolate at home pending the outcome of coronavirus tests</li> <li>● Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school community</li> </ul>		
<p>Essential Travel</p>	<ul style="list-style-type: none"> <li>● Staff may be required to travel for work purposes</li> </ul>	<ul style="list-style-type: none"> <li>● Where possible, staff should use their own vehicle</li> <li>● Staff should only share a vehicle as an absolute last resort, and minibuses should be used in these circumstances to assist with social distancing guidelines. During these circumstances the following actions should be taken:                         <ul style="list-style-type: none"> <li>● Use an antibacterial wipe, all surfaces in the vehicles should be wiped before and after use</li> <li>● Wipes should be disposed of using double bagging</li> <li>● Vehicle windows should remain open during transit</li> <li>● Social distancing should be maintained during all aspects of the essential travel</li> <li>● Hand sanitiser should be used between visits</li> </ul> </li> </ul>		<p><a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></p>

<p>Staff Emotional Well-Being</p>	<ul style="list-style-type: none"> <li>• Staff may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to ensure regular communication with staff members via online meetings and 1:1s</li> <li>• Leaders have reshared details of the school well-being service</li> <li>• MindSpace is available to offer counselling as required</li> <li>• A virtual well-being offer is available via the Wellspring website</li> </ul>		<p><a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></p>
<p>Pupil Management</p>	<ul style="list-style-type: none"> <li>• Pupils will require different kinds of support depending on their level of vulnerability</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders to work with relevant professionals to identify vulnerable children and young people including those who are CIN, LAC or those with an EHCP</li> <li>• Leaders to work with relevant professionals to complete a risk assessment for all pupils that details                         <ul style="list-style-type: none"> <li>○ Whether their parents /carers are key workers</li> <li>○ Underlying conditions</li> <li>○ Risk at home and in the community</li> <li>○ Parent / carer views</li> <li>○ Risk of transmission due to transport</li> <li>○ Ability to cope without a key worker</li> <li>○ Ability to socialiaiy distance at home, in school and in the community</li> <li>○ Requirements for prolonged physical contact and support</li> <li>○ Details of multi-agency support</li> </ul> </li> <li>• Leaders to use risk assessment to establish level of support, which may include:                         <ul style="list-style-type: none"> <li>○ Onsite full time offer</li> <li>○ Onsite part time offer</li> <li>○ Safe and well checks</li> <li>○ Home and virtual learning</li> <li>○ Free School Meal vouchers</li> <li>○ Food parcels</li> <li>○ Intervention in the family home</li> </ul> </li> </ul>		<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</a></p>
<p>Symptomatic Pupils</p>	<ul style="list-style-type: none"> <li>• Pupils may start to display symptoms during the school day</li> </ul>	<ul style="list-style-type: none"> <li>• If a child starts to display If a child is awaiting collection, the following steps should be taken:                         <ul style="list-style-type: none"> <li>○ Staff should wear PPE as outlined above</li> <li>○ The child should be moved the First Aid Room</li> <li>○ The door should be kept closed and the windows and external door ideally opened</li> <li>○ The child should use the nominated toilet accessed via the vocational corridor. This should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> </ul> </li> <li>• At the end of the day the entire bubble will be required to self-isolate at home pending the outcome of coronavirus tests</li> <li>• Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school community</li> </ul>		<p>Symptoms include a new, continuous cough or a high temperature.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></p>
<p>Pupil Transport</p>	<ul style="list-style-type: none"> <li>• Children travel to school taxis that may not be clean</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will travel to school in single taxis</li> <li>• They will be required to remain in their taxi until a member of staff from their bubble is their to meet them</li> <li>• Pupils will be asked to wash their hands with sanitiser when they exit the taxi and to wash their hands with soap and water when they enter their designated area</li> </ul>		

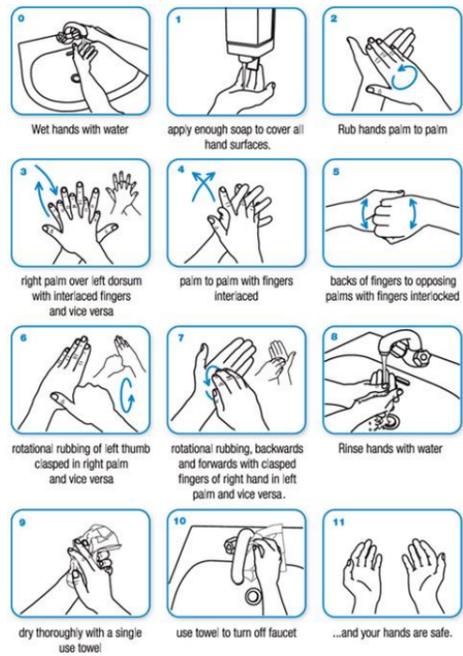
<p>Pupil Welfare</p>	<ul style="list-style-type: none"> <li>• Pupils may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to listen to and acknowledge children’s stressors</li> <li>• Staff to look out for and report changes in behaviour</li> <li>• Staff to plan activities and share resources such as MindEd to support well-being and resilience over time</li> <li>• Staff to provide clear information about the situation using words and or explanations they can understand</li> <li>• Staff to use reliable sources of information including .gov.uk and the NHS website</li> <li>• Staff to be mindful of their own reactions</li> <li>• Staff to support children with changes to routine</li> <li>• Leaders to seek support from additional service if required</li> <li>• Pastoral team to review pupils Positive Handling Plans</li> </ul>		<p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></p>
<p>Policies &amp; Procedures</p>	<ul style="list-style-type: none"> <li>• Current policies and procedures do not reflect new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>• DSL to update Safeguarding Policy to reflect new ways of working including specific information for those off site</li> <li>• Behaviour lead to update Behaviour Policy with information about social distancing and the use of physical intervention</li> <li>• DSL to write a Bereavement Policy to support staff and pupils if they experience loss</li> <li>• Interim fire evacuation procedures in place with roles and responsibilities updated daily/as required</li> </ul>		<p><a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p> <p>Fire evacuation practice to be scheduled in early after half term (with social distancing arrangements)</p>
<p>Communication</p>	<ul style="list-style-type: none"> <li>• Effective implementation of this risk assessment depends on all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders to share risk assessment with Trust and LGB</li> <li>• Leaders to share risk assessment with the LA and Union representatives</li> <li>• Leaders to share risk assessment at full staff briefing and follow-up in team meetings</li> <li>• Leaders to communicate key elements to parents via letters, FAQs and phone calls home</li> <li>• Staff to share relevant aspects with children via SeeSaw on the telephone and through face-to-face lessons</li> </ul>		

**Appendix 1: Clean hands protect against infection (WHO protocol)**

Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don’t have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



## **Appendix 2**

People falling into this **extremely vulnerable group** include:

1. Solid organ transplant recipients.

2. People with specific cancers:

- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.

4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).

5. People on immunosuppression therapies sufficient to significantly increase risk of infection.

6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.

**Appendix 1: Clean hands protect against infection (WHO protocol)**

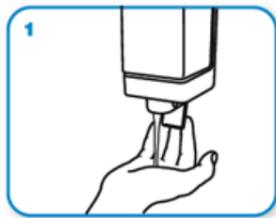
Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

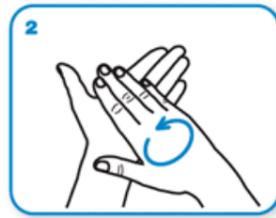
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



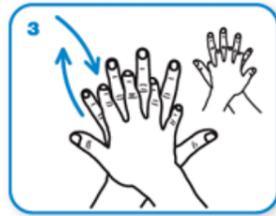
Wet hands with water



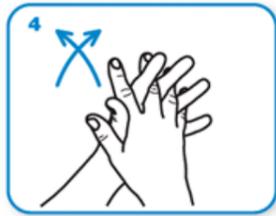
apply enough soap to cover all hand surfaces.



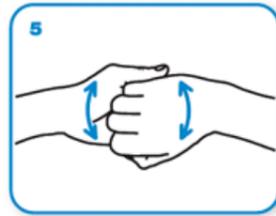
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



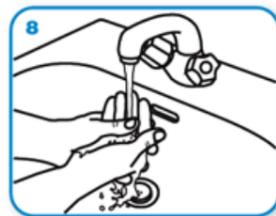
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



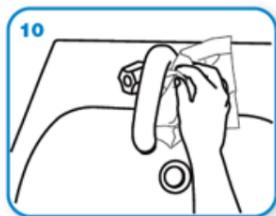
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



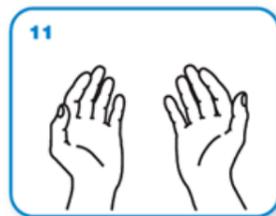
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

**Appendix 2**

i.	Handwashing Protocol	Attached at appendix 1 above <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. <a href="https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public</a>
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6</a>
v	Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. <a href="https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures</a> <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 3.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	<a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_content=immediate</a>

**Appendix 3**

People falling into this **extremely vulnerable group** include:

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy

## Special Provision Partnership



- people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer ☒ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
  4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
  5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
  6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.