

# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

## .....:SAFER WORKING NOTICE V3.1:.....

**IT IS IMPORTANT THAT WE ALL KEEP TO THE FOLLOWING RULES. PLEASE DO NOT BE EMBARRASSED CONFRONTING SOMEONE WHO IS NOT ADHERING TO THIS; THE RULES ARE HERE TO HELP KEEP UP ALL SAFE AND HEALTHY.**

### 1. SOCIAL DISTANCING

Although rules regarding social distancing have now been relaxed, school encourages everyone to respect personal boundaries and therefore to still keep a sensible distance from everyone in school - especially visitors or people we do not normally work in close contact with. Handshaking should still be avoided. Please do not stay in close proximity to anyone for any length of time and please do not share items with other people. **Recent variants in the virus are HIGHLY CONTAGIOUS. Distance is one of the best ways of avoiding it.**

### 2. FACE COVERINGS

Although no longer a legal requirement, school asks that everyone uses a face covering when moving around the school or when visiting a communal area not normally occupied by them; this includes STAFFROOMS, THE HALL and CORRIDORS. Face coverings should also be worn when meeting others in a room where physical distancing or ventilation is problematic or challenging. **Wherever possible, we MUST keep contact distant and brief. STAFFROOMS ARE PARTICULARLY TROUBLESOME AREAS.**

### 3. HANDWASHING & KEEPING CLEAN

EVERYONE must continue to wash their hands AS SOON AS THEY ENTER THE BUILDING. This also applies to children – hand sanitiser should only be used if washing facilities are not available. ALWAYS wash your hands before leaving the building and use the hand sanitiser once you have used the e-system to record your presence in - or exit from - the building. **Remind the children to wash hands AT LEAST every hour.** You should also wash your hands thoroughly and more frequently than normal and try to use the sanitising stations situated throughout the school as you move from one corridor to the next in order to keep your hands clean and frequently-used contact points germ free. **If you are using any seats in a shared staffroom, please try to use the same one each time and spray it with the disinfectant aerosol spray after you have finished sitting on it just in case someone else uses it (this should be located in your staff room area).** Most soft furnishings have been removed from larger staffrooms; apologies if this affects your level of comfort but this is FOR SAFETY.

### 4. WATCH WHAT YOU TOUCH

Where possible, keep the handling of items to a minimum. Use your elbow to push buttons for doors. Do not hold the door open for others whilst they pass. Do not touch your eyes, nose or mouth unless you have just washed your hands. **Do not** share items and discourage children from sharing items with each other - instead, ensure everyone has their own equipment wherever possible, or have a system in place to ensure items are cleaned or left for a period of 72hrs before being used by anyone else. Items of soft furnishings or soft toys should not be handled. School does have aerosol disinfectant sprays to use on these items if you need to use them – please ask for one if you cannot locate it in the adult areas of school (eg staffrooms).

### 5. CATCH IT, BIN IT, KILL IT

Cough into a tissue or your elbow, then wash your hands. Place the tissue into a bin. Wash your hands again. Try not to touch your face - particularly your eyes and mouth - before washing your hands after sneezing. Please remind children of these rules.



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Email: [primrose.hill@salford.gov.uk](mailto:primrose.hill@salford.gov.uk) Web: [www.primrosehillprimary.co.uk](http://www.primrosehillprimary.co.uk)

## 6. VENTILATION IS IMPORTANT

**Good ventilation is key to helping prevent the spread of the virus.** Please keep windows and internal doors open to help bring in fresh air. If the room is cold, please consider opening higher windows first. Rooms without any natural or mechanical methods of ventilation should have an air filtration/purifier in them. Fans should not be used unless they are sited in a place where they can bring in fresh/new air. The opening of higher-placed windows will help stop drafts; fire doors must NOT be propped open. External doors to the playground must also not be left open as this is a safety risk. Smaller rooms have CO2 monitors in them to check levels of ventilation. If the levels are too high (in the RED ZONE) please open doors to let more air circulate; if this does not rectify the situation, please inform Lee Ashton.

## 7. HEALTH

Every member of staff is expected to confirm that they are fit and well-enough for work by signing our health status sheet as part of our daily signing-in process. If, as the day progresses, you feel unwell - PLEASE GO HOME. If a child says that they are ill, please inform the office using our walkie talkie system. Children should be separated from their peers if they show any signs of a cough, fever or loss of smell/taste. Children who are not fully-well should not be in school. Areas where a child with symptoms of COVID-19 have been sitting must be cleaned; please ask a member of the office staff to arrange this.

## 8. TWICE WEEKLY TESTING

School urges ALL of its staff to engage in home/self-testing, ideally twice a week. Testing kits can now be obtained from a wide range of places. School also has supplies of these kits. We also recommend that all staff are fully vaccinated against the virus. **If you have ANY signs of illness it is important that you do an LFD test to check that it is not COVID-related. This must be done BEFORE COMING TO SCHOOL.** Please DO NOT come in the building if you are unwell and you have NOT done an LFD test to check for COVID. The signing in sheet at the front of the building is proof that people are fit and well enough to be in school. If you are not doing regular LFD tests then you are making the rest of the school VERY VULNERABLE. If you have been in contact with a positive case, you MUST follow current guidance (if fully vaccinated, do an LFD test daily for 7 days OR if unvaccinated you must self-isolate).

## 9. PARENTS IN SCHOOL

Parents are asked to also wear masks when visiting classrooms. Please warn parents and carers about this WELL IN ADVANCE of any sessions. Please also REMIND THEM of this fact. Parents should also be doing an LFD test BEFORE coming in to class. Although we cannot enforce this, and I do not want to it to be a cause for confrontation, we do need to send this message out loud and clear. ANY parent invites MUST be authorised by me IN ADVANCE. Larger events involving more than one year group WILL NOT GO AHEAD UNLESS CASES APPEAR TO BE DROPPING.

## 10. USE COMMON SENSE & TRY TO KEEP A SENSE OF HUMOUR & LET ME KNOW IF YOU HAVE ANY PROBLEMS. YOUR MENTAL HEALTH IS VERY IMPORTANT TO US - WE NEED YOU.

Do not forget to talk to each other about your concerns or worries. Try your best to laugh and share funny stories with each other. Remember to keep active and join in with our Well-Being Wednesday programme if you can.

If you are worried about something in school PLEASE speak to a member of the SLT.

If you are struggling, there is a wealth of material out there, including some provided by the City Council. Please visit: <https://myzone.salford.gov.uk/people-zone/health-and-wellbeing> or [www.vivup.co.uk/users/sign\\_up](http://www.vivup.co.uk/users/sign_up)