



## Health and Safety Information for Visitors to SBS

When visiting SBS, please ensure you follow the steps below to keep us all safe.

1. Please use the hand sanitiser provided on entrance to the building.
2. Please confirm with the staff member in Reception that you **do not** have any covid-19 symptoms.
3. Ensure that you sign into our visitor's book, in the event of track and trace. You must include your contact number.
4. Please maintain a distance of at least one metre between any of our members of staff and children and stay within the areas of school specific to your visit.
5. Please wear a face-covering whilst you are on site in communal areas. All face coverings must be kept in a secure container or envelope when they are not in use.

### Additional information for supply staff:

Pupils at South Baddesley CE Primary School are asked to:

- ✓ Wash their hands when they enter the room, before and after they eat and between activities.
- ✓ Pupils must sit in their allocated places and should be forward facing.
- ✓ Pupils have their own equipment and shared resources are regularly cleaned.
- ✓ Tables are wiped after lunch everyday.
- ✓ All pupils have watched a SBS Safety First film before coming to school, the link is below:  
<https://prezi.com/v/76yjswos-v9/>  
We have implemented a full system of staggered starts, ends, entrances, breaks and lunches. There is a specific timetable for each class.
- ✓ We ask all adults to maintain social distancing where they can.
- ✓ Shared staff facilities such as the staff room are wiped clean after use.
- ✓ When covering a class at SBS, the class teacher will include all covid-19 control measures that are in use in their class as part of their detailed plan.

Date for review: December 2020 (or before if guidance and the SBS risk assessment changes significantly).