



## St Catherine's Catholic School-COVID-19 Risk Assessment, January 2022

This Risk Assessment is for all students, staff and parents from 5th January 2022. This Risk Assessment follows advice received from the Government and Bexley and is reviewed weekly or daily as required.

**Introduction of new measures as a result of the Omicron variant (DfE Schools COVID-19 operational guidance, November 2021) and January 2022 DfE Operational Guidance regarding face coverings is in red bold text.**

Date of Event:  
5<sup>th</sup> January  
2022 onwards

All Staff

This risk assessment identifies actions schools should take to reduce the risk of transmission of coronavirus (Covid-19) in the school setting. This follows public health advice, endorsed by Public Health England (UKHSA).

Where we use terms "must" the person in question is legally required to do something and where we use "should" this means the advice should be followed unless there is good reason not to.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education. Our priority is to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. This risk assessment is based upon the guidance provided by the Department of Health and Social Care (DHSC) and [United Kingdom Health Security Agency \(UKHSA\)](#).

This risk assessment will be regularly reviewed and updated and is treated as a "living document"; as the circumstances in the school and the public health advice changes.

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## Essential measures include:

- a. Ensure good hygiene for everyone
- b. Maintain appropriate cleaning regimes
- c. Keep occupied spaces well ventilated
- d. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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HAZARD	Who can be harmed?	Control Measures to reduce risk	Who is responsible	Review and Revision
<p><b>Ensure good hygiene for everyone</b></p> <p><b>Hand hygiene</b></p>	<p>Staff, students, contractors, visitors</p>	<p><b>System of Control: "<u>Prevention</u>"</b></p> <p><b><u>Hand hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning is now regular practice</li> <li>• Pupils and staff are to clean hands regularly with soap and water or hand sanitiser.</li> </ul> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser.</p> <ul style="list-style-type: none"> <li>• Students MUST clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Hands will be washed with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol- based hand sanitiser to cover all parts of their hands</li> <li>• In addition, students in school will use hand sanitiser on entry/exit to every classroom/lesson and entry/exit to the dining hall and other communal areas</li> </ul>	<p>SLT, HOYs, Teachers, students</p>	

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		<ul style="list-style-type: none"><li>• Hand sanitisers are available within classrooms and common areas.</li><li>• Hand sanitisers are available in every classrooms, office and communal areas and on entry/exit to the school.</li><li>• Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</li><li>• Staff to remind students at the start of each day the importance of hand washing and the need to use tissue for coughs and sneezes and to immediately bin these</li><li>• Students will be encouraged not to touch their mouth, eyes and nose</li><li>• Students have been encouraged to learn and practise these habits in lessons and by posters put up across the school.</li><li>• Staff will continue to help pupils with complex needs to clean their hands properly.</li></ul>		
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<b>Respiratory hygiene</b>		<b><u>Respiratory hygiene</u></b> <ul style="list-style-type: none"><li>• The 'catch it, bin it, kill it' approach continues to be very important will be promoted through school through tutor time/PSHEE programme and by posters around the schoolsite</li><li>• The <a href="#">e-Bug COVID-19 website</a> contains free resources to encourage good hand and respiratory hygiene.</li><li>• Where pupils do not have a tissue available, they will be guided to cough/sneeze into the crook of their elbow.</li><li>• Students with special educational needs who will struggle to maintain as good respiratory hygiene as their peers, will have their own Health Care Plan and Risk Assessment, as will staff working with them. This will not be a reason to deny these pupils face to face education.</li></ul>		
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<p><b>PPE</b></p>		<p><b><u>Use of personal protective equipment (PPE)</u></b></p> <p>The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</p> <p>Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ol style="list-style-type: none"> <li>1. where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>2. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>3. The guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</li> </ol>		
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		<p>PPE packs are available from Main Office:</p> <p>For use when looking after students suspected of having Coronavirus until they can be picked up from the school. The pack will include gloves, face mask, face shield and apron. All PPE (apart from the face shield) should be double bagged and disposed of in the clinical waste bin.</p>		
<p><b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></p>	<p>Staff, students, contractors, visitors</p>	<p><b>System of Control: "<u>Prevention</u>"</b></p> <ul style="list-style-type: none"> <li>• The school has put in place and will maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</li> <li>• UKHSA has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li> <li>• An enhanced cleaning schedule has been put in place with additional day time cleaners and change in routines: This includes:             <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> <li>○ cleaning toilets regularly</li> </ul> </li> </ul>	<p>SLT, HOY, Site Team</p>	

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		<ul style="list-style-type: none"><li>○ encouraging student to wash their hands thoroughly after using the toilet</li><li>• Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: door &amp; window handles, bannisters, light switches, bathroom facilities (including taps and flush buttons), classroom desks/tables, reception desks, teaching and learning aids, computer equipment (including keyboards and mouse), and telephones to be cleaned down every day and throughout the day every hour, if possible.</li><li>• The school site is cleaned at the end of each day</li><li>• Different groups do not need to be allocated their own toilet blocks, but extra day-time cleaning will mean toilets will be cleaned regularly throughout the day and pupils must be encouraged to clean their hands thoroughly after using the toilet. The School will always follow the current advice on UKHSA has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li><li>• In addition all students at the start of each session are required to sanitise their table top and top of their chairs with an anti-bacterial spray and cloths/wipes and these are to be placed in the bin on exit. It is the responsibility of the teacher to ensure this happens</li><li>• Cleaning supplies will be topped up regularly and monitored to make sure they do not run out. Teaching staff to request more from the site team if this runs low.</li></ul>		
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<p><b>Keep occupied spaces well ventilated</b></p>	<p>Staff, students, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• When the school is in operation, it is important to ensure the school/classrooms are well ventilated and that a comfortable teaching environment is maintained</li> <li>• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area</li> <li>• Where there are mechanical ventilation systems in the school – these will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems will be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Heating will remain on and windows and doors opened throughout the lesson; if this is not possible doors and windows to be opened for at least 10 mins every hour at the start/end of each lesson to purge the air space</li> <li>• If students are cold then they may wear coats in</li> </ul>	<p>SLT, HOY, Site Team, teachers</p>	
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		<p>lessons.</p> <ul style="list-style-type: none"><li>• We are awaiting our delivery of CO2 monitors. The school will use CO2 monitors to test the air quality, so we can identify where ventilation needs to be improved.</li><li>• The school is currently looking into purchasing air purifiers to help reduce the risk of transmission.</li></ul> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, we will:</p> <ul style="list-style-type: none"><li>• Open high level windows in colder weather in preference to low level to reduce draughts</li><li>• Increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li><li>• Rearranging furniture where possible to avoid direct draughts.</li></ul>		
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<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>	<p>Staff, students, contractors, visitors</p>	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>.</li> <li>• They should not come into school if they have symptoms and /or 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).</li> <li>• If anyone in the school develops <a href="#">COVID-19 symptoms</a>, however mild, they will be sent home and they should follow public health advice.</li> <li>• For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>• If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings guidance</a>. Any rooms they use should be cleaned/fogged after they have left.</li> </ul>	<p>SLT, HOY, Teachers, students, parents</p>	
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		<p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"><li>• they should be moved, if possible, to a room where they can be isolated behind a closed door</li><li>• The Designated area will be Sanitised and fogged after use, (currently MFO's old office)</li><li>• Students are to wait for parents in a designated area</li><li>• PPE (disposable face mask/gloves/apron and a face shield) must be worn by staff caring for the student while they await collection <u>if a distance of 2 metres cannot be maintained</u> (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance. A PPE is available from the main office.</li><li>• The designated toilet is the Central Block Visitors toilet.</li><li>• Good ventilation needed – open windows where possible</li><li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li><li>• Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to do so.</li></ul>		
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<b>Asymptomatic testing</b>		<b>Asymptomatic testing</b> <ul style="list-style-type: none"><li>• Testing remains important in reducing the risk of transmission of infection within schools.</li><li>• Pupils and staff should continue to test twice weekly at home until further notice</li><li>• The school has arranged for the first day back in the Spring term for testing of pupils.</li><li>• The school will also retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to pupils who are unable to test themselves at home.</li></ul>		
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<b>Confirmatory PCR test</b>		<p><b>Home testing</b></p> <ul style="list-style-type: none"><li>• Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home.</li><li>• Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</li><li>• Staff and pupils should share their positive results, with their school to help monitor the level of positive cases and participation rates in testing.</li><li>• Adolescents aged 12 to 17 should self-test, 11 year olds are advised to test with an adult</li></ul> <p><b>Confirmatory PCR test</b></p> <ul style="list-style-type: none"><li>• Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance</a>.</li><li>• <b>Confirmatory PCR currently needed after a positive LFT. PCR testing is being suspended from Tuesday 11<sup>th</sup> January. A positive LFT result is sufficient to isolate. An additional LFT can be taken on day 6 and day 7, if both LFT are negative, the student/staff can return to school on the 8<sup>th</sup> day, continuing to take a test on day 8, 9 and 10.</b></li><li>• Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</li></ul>		
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<p><b>Admitting pupils into school</b></p>		<p><b>Admitting pupils into school</b></p> <ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</li> <li>• If a parent or carer insists on their child attending the school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>		
<p><b>Tracing close contacts and isolation</b></p>	<p>Staff, students, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</li> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</li> <li>• This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</li> <li>• The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> </ul>	<p>SLT, HOY, staff, students, parents</p>	

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		<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> <li>• Instead, children 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 will encourage all individuals to take a PCR test if advised to do so.</li> <li>• Staff who do not need to isolate, and children and young people aged 16 who usually attend school, and have been identified as a close contact, <b>should continue to attend school as normal.</b> They need to wear a face covering within the school, they must wear mask when travelling on public or dedicated transport.</li> <li>• Schools will continue to have a role in working with health protection teams in the case of a local outbreak.</li> </ul>		
<b>Clinically Extremely Vulnerable Children (CEV)</b>	Students, Parents	<ul style="list-style-type: none"> <li>• All CEV children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</li> </ul>	SLT	

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<b>Attendance</b>	Students, Parents	<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</li> <li>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC they will be recorded as code X (not attending in circumstances related to coronavirus).</li> <li>Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness).</li> </ul>	SLT, HOY, staff, students, parents	
<b>Face Coverings</b>	Students, staff, parents, visitors	<p><b>From 4<sup>th</sup> January 2022 it is recommended that face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons.</b></p> <p>All students must wear face coverings when travelling on public transport unless they are exempt.</p> <p>Face coverings should be worn in communal areas in all settings by staff, visitors and all students in Year 7 and above, unless they are exempt. Cards distributed to students that are exempt.</p> <ul style="list-style-type: none"> <li>The government guidance is that face coverings are worn in enclosed and crowded spaces. This includes public transport and dedicated transport to school.</li> <li>We will comply with the Equality Act 2010 and will make reasonable adjustments for disabled pupils and staff, in terms of face coverings</li> <li>Face coverings do not need to be worn when</li> </ul>		

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		<p>outdoors</p> <ul style="list-style-type: none"> <li>• Access to face coverings: the school will have a small contingency supply available from the reception area for people who are: <ul style="list-style-type: none"> <li>- struggling to access a face covering</li> <li>- unable to use their face covering as it has become damp, soiled or unsafe</li> <li>- have forgotten their face covering.</li> </ul> </li> </ul>		
<b>Travel and Quarantine</b>	Students, Parents	<ul style="list-style-type: none"> <li>• Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> <li>• An LFT should be taken before returning to school. A negative result means they can return to school, a positive result must follow Government guidelines.</li> </ul>	SLT, HOY, staff, students, parents	
<b>Remote Education</b>	Students, Parents	<ul style="list-style-type: none"> <li>• Not all people with COVID-19 have symptoms. Where appropriate, the school will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</li> <li>• The school will provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</li> <li>• The school will maintain its capacity to deliver high quality remote education for next academic year.</li> <li>• The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</li> <li>• Students will have access to the curriculum via</li> </ul>	SLT, HOY staff, students, parents	

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		<p>Goggle Classroom.</p> <ul style="list-style-type: none"> <li>We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> <li>Full expectations for remote education, support and resources can be found on the <a href="#">get help with remote education service</a>.</li> </ul>		
<b>School Staff (CEV)</b>	Staff	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV staff may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a></li> <li>Social distancing measures have now ended in the workplace and the government has brought in the work from home if you can measures for all staff, however this is not possible for most roles in a school</li> <li>STCCG will continue to carry out individual risk assessments for staff who are CEV. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</li> <li>The school will support and encourage vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</li> </ul>	SLT, HOY, staff	

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<b>Educational Visits</b>	Students, Parents	<ul style="list-style-type: none"> <li>• STCCG will not be offering any international trips in academic year 2021-2022 but plan to resume these in the academic year 2022- 2023. This will be reviewed periodically based upon the latest guidance.</li> <li>• <b>STCCG will not go ahead with international educational visits when there is a risk of disruption to education resulting from the need to isolate and test on arrival back into the UK</b></li> <li>• For local and national trips the school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>• <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a></li> </ul>	SLT	
<b>Contain any outbreak by following local health protection team advice</b>	Staff, students, contractors, visitors	<p><b>System of Control: "Response to any Infection"</b></p> <ul style="list-style-type: none"> <li>• If a school has a substantial increase in the number of cases, the school has developed an outbreak management plan (contingency plan) outlining how we would operate if we were advised to take extra measures to help break chains of transmission.</li> <li>• Given the detrimental impact that restrictions on education can have on children and young people, any measures in the school will only ever be considered as a last resort, kept to the minimum number of groups as possible, and for the shortest amount of time possible</li> <li>• Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</li> <li>• If the number of positive cases substantially</li> </ul>	SLT	

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		<p>increases within the school then we will implement extra measures.</p> <ul style="list-style-type: none"> <li>• The school will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required</li> <li>• <b>You can reach them by calling the DfE helpline on 0800 0468687 and selecting option 1 for advice on the action to take in response to a positive case.</b></li> <li>• The <a href="#">contingency framework</a> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings-or a small cluster of settings-as part of their outbreak management responsibilities.</li> </ul>		
<b>Equipment</b>	Staff, students	Where possible equipment will be cleaned twice per day	SLT, HOY, Site Team, staff	

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<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Medical Room</li> </ul>	<p>First Aiders Students/ Staff</p>	<ul style="list-style-type: none"> <li>• First aid room in Central Block is on the ground floor</li> <li>• Additional PPE should only be worn when a dealing with a suspected case of COVID, see section above.</li> <li>• No additional PPE over and above normal PPE for first aid needs to be worn. However a face shield has been provided for each first aider to use.</li> <li>• Clinical waste bins/double bagging are used for the disposal of gloves and first aid waste.</li> <li>• If gloves, protective aprons are worn please dispose using the clinical waste bins/double bag after each student.</li> <li>• Treatment area sanitised/cleaned down after each casualty.</li> <li>• Hand sanitisers to be available in this area to be used by students and staff as required.</li> </ul>	<p>First Aiders</p>	
<p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Visitors</li> <li>• Lates</li> <li>• Deliveries</li> </ul>	<p>Staff, students, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• All visitors and contractors will be made aware of the school's control measures and ways of working</li> <li>• All staff who have visitors must complete a COVID visitors' form for test and trace purposes</li> <li>• Staff and students advised to avoid reception areas and only use if essential.</li> </ul>	<p>SLT, HOY, Site team, admin team</p>	

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		<ul style="list-style-type: none"> <li>• Hand sanitisers is available for all visitors to use when entering the school.</li> <li>• Anti-bacterial wipes and spray are provided.</li> </ul>		
<b>Offices</b>	Staff, students	<ul style="list-style-type: none"> <li>• Offices should be well ventilated, with doors and windows open where possible</li> <li>• Prop doors open where possible, unless it is a fire door – DONOT prop fire doors open.</li> </ul>	All staff	
<b>Photocopiers</b>	Staff, students	<ul style="list-style-type: none"> <li>• Photocopiers must be sanitised before and after use using the anti-bacterial wipes provided.</li> </ul>	All staff	