Social Distancing

Toolkit and equipment guidelines for schools
Purpose

As the Council re-starts its services during the Coronavirus pandemic, it is vital that members of the public, customers and staff are confident that we are delivering services in a safe and responsible manner.

By law we are required to maintain, wherever possible, 2m distance in the work place and as a Council we must ensure that the full range of social distancing measures are adhered to when delivering our services.

This Toolkit provides managers with the resources required to ensure social distancing in the workplace is achieved for member of the public, our customers and staff.

Before using this Toolkit, you will have received permission from Gold to re-start your service, you will have completed a Risk Assessment, you will have completed the Recovery Checklist and developed a Recovery Plan.

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Posters and messages

A number of posters, messages and resources have been created to help communicate messages to pupils. These are to be placed in locations agreed by the Health and Safety Team.

Available on the Intranet to download and print - [Click Here](#)
Wash your hands
Remember to regularly and thoroughly wash your hands.

Golchwch eich dwylo
Cofiwch olchi eich dwylo yn rheolaid ac yn drylwyr.

Desk available
This desk is available to use.
Please clean this desk before using and at the end of the day.

Desg ar gael
Mae’r desg hon ar gael i’w defnyddio.
Cofiwch lanhau’r desg hon cyn ei defnyddio ac ar ddiwedd y dydd.

Desk not in use
In accordance with social distancing measures this desk is not to be used, so as to provide a safe distance.

Help stop the spread.
Please clean equipment after use

Cofiwch lanhau’r cyfarpar ar Ôl ei ddefnyddio
Helpwch i atal y feirws.

If you require a poster that is not currently available please contact graphics@carmarthenshire.gov.uk

twitter.com/CarmsCouncil
facebook.com/carmarthenshire
sirgar.llyw.cymru
carmarthenshire.gov.wales

To request the above email your details and risk assessment to: ppegeneral@carmarthenshire.gov.uk

Carmarthenshire County Council - Schools Social Distancing Guidelines
Please follow the one-way system
Follow the arrows displayed.

Maximum of 1 person at a time

Maximum of 2 people at a time

Maximum of 3 people at a time

Maximum of 4 people at a time

To request the above email your details and risk assessment to:

ppegeneral@carmarthenshire.gov.uk
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External Sign Panels

As well as downloadable posters the following messages are available as external sign panels in A3 Size.

To position outside of premises as agreed by Health & Safety.

If you require a sign that is not currently available please contact graphics@carmarthenshire.gov.uk

Please note there is a 2-3 week lead time on bespoke orders.

To request the above email your details and risk assessment to: ppegeneral@carmarthenshire.gov.uk
Banners

All PVC banners are available in a standard size of 3m x 1m, hemmed and eyeleted.

**These are to be placed in locations agreed by the Health and Safety Team.**

If you require a banner that is not currently available please contact `graphics@carmarthenshire.gov.uk`

Please note there is a 2-3 week lead time on bespoke orders.

To request the above email your details and risk assessment to: `ppegeneral@carmarthenshire.gov.uk`
In accordance with social distancing measures this area is **entry only**.

To request the above email your details and risk assessment to:

**ppegeneral@carmarthenshire.gov.uk**
Pull Up Banners

To capture further attention the following roll up banners have been created to communicate in reception and large open areas.

To request the above email your details and risk assessment to:

ppegeneral@carmarthenshire.gov.uk
Floor graphics

Floor graphics are available to give direction on where to stand and queue whilst keeping a 2meter distance along with directional arrows to communicate the foot flow of facilities.

To request the above email your details and risk assessment to: ppegeneral@carmarthenshire.gov.uk
Primary focused graphics

To help communicate to younger pupils the following primary focused graphics have been created to engage and educate pupils with social distancing.

**Kids High Vis**

![Kids High Vis](image1)

**‘Life size’ Posters**

![‘Life size’ Posters](image2)

To request the above email your details and risk assessment to:

[ppegeneral@carmarthenshire.gov.uk](mailto:ppegeneral@carmarthenshire.gov.uk)
To request the above email your details and risk assessment to:

ppegeneral@carmarthenshire.gov.uk
Perspex screen protection

Perspex screens will be bespoke manufactured and arranged by request following your risk assessment with the Health and Safety team.

Please note that there is a lead time to this product as it is made to order.

Floor marking and measurements

Floor marking, anti slip hazard tape and measuring tapes are available to mark out areas for social distancing.

To request the above email your details and risk assessment to: ppegeneral@carmarthenshire.gov.uk
Outdoor Areas

For outdoor areas, the following products are being manufactured:

Reusable exterior floor marking stencils

These stencils are manufactured from aluminium composite to be durable and reusable. Markings are to be spray painted on the ground in outdoor areas using these templates.

To request the above email your details and risk assessment to:

ppegeneral@carmarthenshire.gov.uk
High vis clothing

Social distancing messages have been added to high vis clothing to communicate to the public to keep their distance from our workers on site.

Staff will require these following guidance from Health and Safety.

Personal Protective Equipment (PPE)

There are different types of PPE which will be dictated by the type of work undertaken and the level of risk a person is exposed to in a particular setting. This includes, for example clothing and cleaning supplies.

You will need to have identified your PPE requirements during the risk assessment process.

The above will be made available by forwarding your risk assessment to: ppegeneral@carmarthenshire.gov.uk
Further information

This document forms part of a family of documents relating to Social Distancing and Health and Safety. Other documents are shown below. Please visit the intranet to access and view these documents in full.