

# Social Distancing

Toolkit and equipment  
guidelines for **schools**



Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



# 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.

## Contents

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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.

**Cadw pellter cymdeithasol**

Cadwch bellter o 2 fetr rhyngoch chi ac eraill.

**Social distancing**

Please keep a 2m distance between yourself and others.

2 Fetr  
2 Metre

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SCHOOL001

**EI DDAL  
CATCH IT**

**EI DAFLU  
BIN IT**

**EI DDIFA  
KILL IT**

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SCHOOL002

**Diheintydd dwylo**

Mae diheintydd ar gael i lanhau eich dwylo'n rheolaidd.

**Hand sanitisers**

Sanitisers are available to clean your hands regularly.

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SCHOOL003

**Gorsaf Diheintydd  
Sanitiser station**

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SCHOOL004

AVAILABLE ON THE INTRANET TO  
DOWNLOAD AND PRINT - [CLICK HERE](#)

## Golchwch eich dwylo

Cofiwch olchi eich dwylo yn rheolaidd ac yn drylwyr.



SCHOOL005

## Wash your hands

Remember to regularly and thoroughly wash your hands.

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## Cofiwch lanhau'r cyfarpar ar ôl ei ddefnyddio

Helpwch i atal y feirws.



## Desg ar gael

Mae'r ddesg hon ar gael i'w defnyddio. Cofiwch lanhau'r ddesg hon cyn ei defnyddio ac ar ddiwedd y dydd.



SCHOOL006

## Desk available

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

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[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

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## Nid yw'r ddesg hon yn cael ei defnyddio

Yn unol â mesurau cadw pellter cymdeithasol, ni ddylid defnyddio'r ddesg hon er mwyn sicrhau pellter diogel.



## Please clean equipment after use

Help stop the spread.

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## Desg ar gael ar gyfer:

### Desk available for:



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SCHOOL009

## Desk not in use

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

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SCHOOL008

If you require a poster that is not currently available please contact [graphics@carmarthenshire.gov.uk](mailto:graphics@carmarthenshire.gov.uk)

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

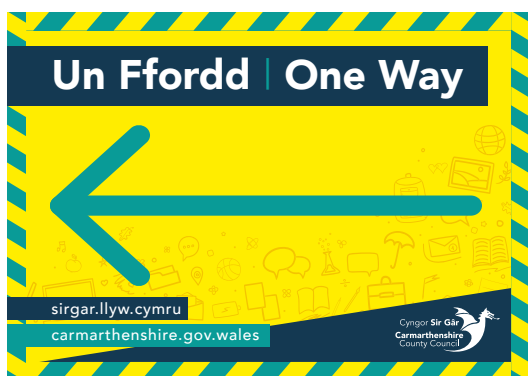
[ppegeneral@carmarthenshire.gov.uk](mailto:ppegeneral@carmarthenshire.gov.uk)



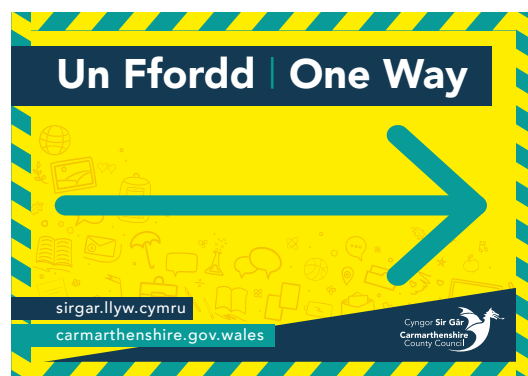
SCHOOL010



SCHOOL011



SCHOOL012



SCHOOL013



SCHOOL014



SCHOOL015



SCHOOL016

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

[ppegeneral@carmarthenshire.gov.uk](mailto:ppegeneral@carmarthenshire.gov.uk)

# MYNEDIAD YN UNIG

Mae'r drws hwn ar gyfer mynediad yn unig.  
**Diolch yn fawr.**



## ENTRY ONLY

This door is entry only.  
**Thank you.**

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[carmarthenshire.gov.wales](https://carmarthenshire.gov.wales)

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SCHOOL017

# ALLAN YN UNIG

Mae'r drws hwn ar gyfer allan yn unig.  
**Diolch yn fawr.**



## EXIT ONLY

This door is exit only.  
**Thank you.**

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SCHOOL018

# AR GAU

Mae'r ardal hon ar gau.  
**Diolch yn fawr.**



## CLOSED

This area is closed.  
**Thank you.**

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SCHOOL019



# DIM MYNEDIAD

## NO ENTRY

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SCHOOL020

Professionally printed versions have also been manufactured and are available to request.

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

[ppegeneral@carmarthenshire.gov.uk](mailto:ppegeneral@carmarthenshire.gov.uk)

# 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.



SCHOOL021



SCHOOL022



SCHOOL023



SCHOOL024



SCHOOL025

If you require a sign that is not currently available please contact [graphics@carmarthenshire.gov.uk](mailto: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](mailto:ppegeneral@carmarthenshire.gov.uk)



# Banners

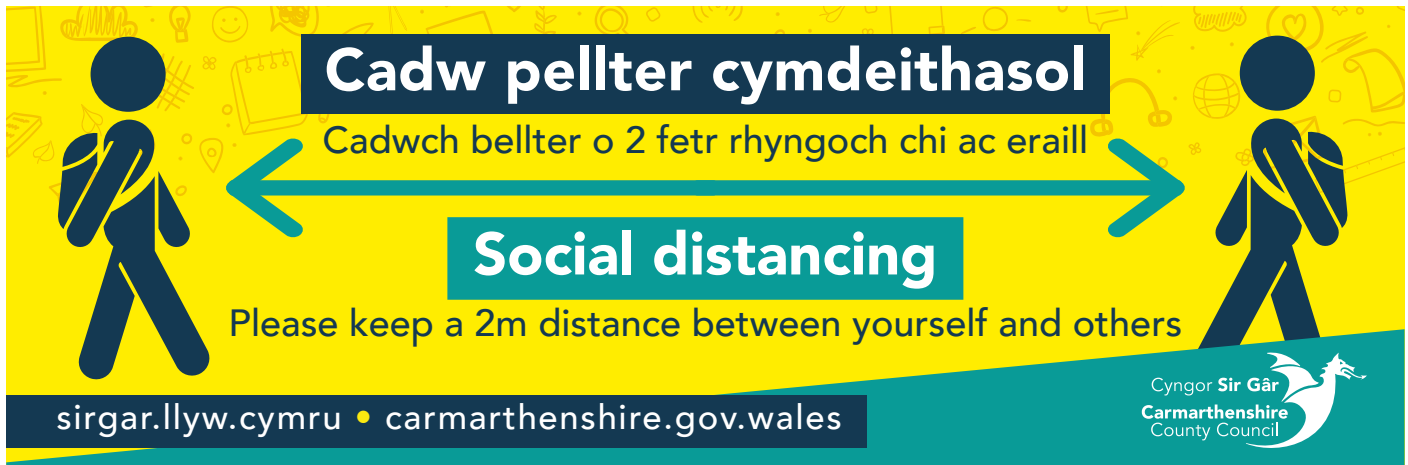
All PVC banners are available in a standard size of 3m x 1m, hemmed and eyeleted.

**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](mailto:graphics@carmarthenshire.gov.uk)**

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



SCHOOL026



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

**[ppegeneral@carmarthenshire.gov.uk](mailto:ppegeneral@carmarthenshire.gov.uk)**



# MYNEDIAD YN UNIG

Yn unol â'r mesurau cadw pellter cymdeithasol mae'r ardal hon ar gyfer **mynediad yn unig**.



## ENTRY ONLY

In accordance with social distancing measures this area is **entry only**.

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SCHOOL027



# ALLAN YN UNIG

Yn unol â'r mesurau cadw pellter cymdeithasol mae'r ardal hon ar gyfer **allan yn unig**.



## EXIT ONLY

In accordance with social distancing measures this area is **exit only**.

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SCHOOL028



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your details and risk assessment to:

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# Pull Up Banners

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



SCHOOL029



SCHOOL030

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

[ppegeneral@carmarthenshire.gov.uk](mailto: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.

SCHOOL031



SCHOOL032



SCHOOL033



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

[ppegeneral@cararthenshire.gov.uk](mailto:ppegeneral@cararthenshire.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



SCHOOL034

## 'Life size' Posters



SCHOOL035

To request the above email  
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# Primary focused posters



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# Perspex screen protection



SCHOOL041

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.



SCHOOL042



SCHOOL043



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

[\*\*ppegeneral@carmarthenshire.gov.uk\*\*](mailto:ppegeneral@carmarthenshire.gov.uk)

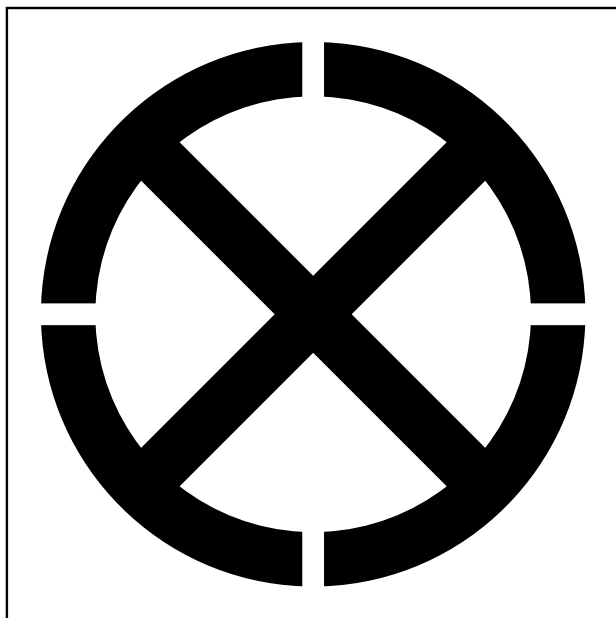


# Outdoor Areas

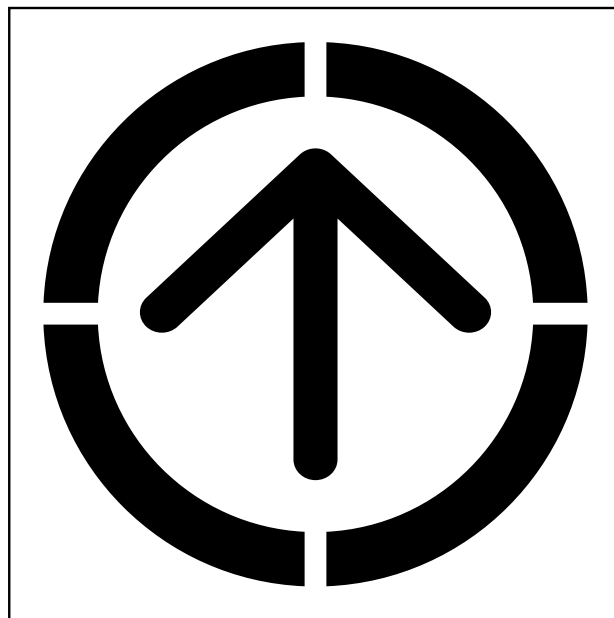
For outdoor areas, the following products are being manufactured

## 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.



SCHOOL044



SCHOOL045



SCHOOL046



SCHOOL047

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

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# 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.



SCHOOL048

## 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.

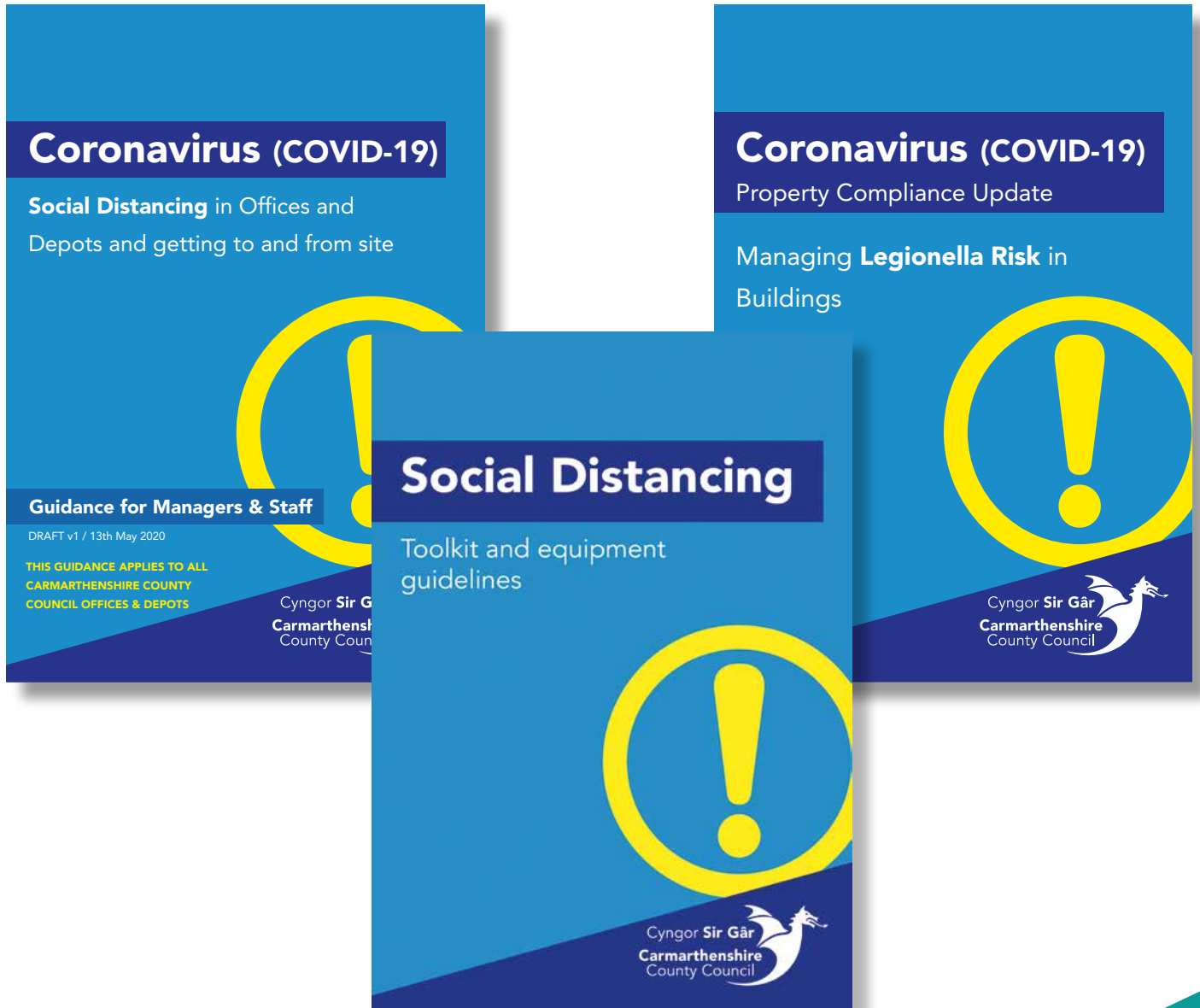
You will need to have identified your PPE requirements during the risk assessment process.

The above will be made available by forwarding your risk assessment to:

[ppegeneral@carmarthenshire.gov.uk](mailto: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.



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