



Establishment name:  
**Chagford CE Primary School**



Initial Assessment

Review

Following Incident

Date of Initial Assessment: **05/01/2021**

Assessor(s): **JHW**

Date of Review: **N/A**

Assessor(s): **N/A**

#### Activity/Task/Process/Equipment

**COVID-19 2021. School partial return January 2021: vulnerable and children of key workers only. V1.0**  
(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

#### Summary of controls:

- Children of critical workers and vulnerable pupils only
- CEV staff to resume shielding. Risk assessment for CV staff.
- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE
- **Room capacity calculations based upon strict social distance in teaching spaces for staff and pupils**
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room
- Good respiratory hygiene practice
- Enhanced cleaning regime
- No cross class group mass congregation: no assemblies, segregated lunch sittings, virtual staff meetings.
- No sharing of equipment
- Face coverings mandatory in internal circulation spaces
- PPE to be worn by teaching staff who leave the segregated 2m zone in the teaching room.
- Risk assessment for staff who work 1:1 in close proximity
- Face coverings to be worn for bus/taxi travel

- School discipline: policy amended to account for those who disrupt/endorse fellow pupils/staff

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<p><b>Essential premises services to keep school open</b></p> <p>Recognition that lockdown/shielding may present challenges for maintenance contractors resulting in potential for legionella contamination, CO production, failure to raise alarm in event of fire.</p>	Staff, pupils	<1	5	<5	<p>In order maintain minimum safety standards the follow must continue subject to due date:</p> <ul style="list-style-type: none"> <li>Boiler servicing</li> <li>Water hygiene checks: monthly temperature checks, weekly water flushing, 12 monthly water hygiene checks (water tank and calorifier inspections)</li> <li>Water flushing will need to account for reduced use of water systems: all outlets unused over a 7 day period must be flushed for 2 mins.</li> <li>Electrical installation inspection</li> <li>PAT testing</li> <li>6-monthly fire alarm and emergency lighting maintenance</li> <li>Weekly manual call point tests</li> <li>Monthly emergency lighting tests</li> </ul>
<p><b>CHAG:</b></p> <ul style="list-style-type: none"> <li>Site visit to be completed by <b>13.01.2021 [APPENDIX 1]</b> (JW/AK) in conjunction with TP/EU</li> <li>Ensure all are evident clearly in the Every System (EU, TP, JW)</li> </ul>					
<p><b>Clinically Extremely Vulnerable</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with <i>significantly</i> elevated consequence</p>	<p>Staff, pupils</p> <p>Staff, pupils</p>	<1	5	<5	<ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable (CEV), where it may be predicted that COVID-19 would have serious consequences, must not attend the school in line with national government guidance – this applies to staff and pupils.</li> <li>This also applies to expectant mothers &gt;28 weeks.</li> <li>This also applies to staff over 65 years' of age.</li> <li>Clinically Vulnerable (CV) staff and expectant mothers &lt;28 weeks, must have been risk assessed ahead of the September</li> </ul>

<p><b>Clinically Vulnerable</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>					<p>return by their line manager. These risk assessments should again be reviewed.</p> <ul style="list-style-type: none"> <li>▪ Additional control measures should include: work with minimal classroom contact (creating resources etc), remote teaching activities, avoidance of any close contacts (refer to definition below).</li> <li>▪ Risk assessments for CEV/CV staff should be subject to ongoing review in response to changed circumstances.</li> </ul>
<ul style="list-style-type: none"> <li>• Risk assessment completed with associated staff (EU/TP) [Appendix 2]</li> <li>• Risk assessment completed with associated children (TP) [Appendix 3]</li> <li>• Clear roles and expectations defined for all staff whether they are working from home or on site (EU, TP) [Appendix 4]</li> </ul>					
<p><b>Staff or pupils with symptoms</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	<p>Staff, pupils</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ No staff or pupils to attend if they are symptomatic.</li> <li>▪ Contact-free thermometers to be provided at each site to monitor pupils if they feel unwell.</li> <li>▪ Those who display symptoms of one or more of the following: <ul style="list-style-type: none"> <li>○ New and continuous cough</li> <li>○ high temp &gt;37.8</li> <li>○ loss/change to sense of smell/taste</li> </ul> <p>must return home as soon as possible to start period of isolation for 10 days from onset of symptoms. <u>This individual must get a PCR test.</u></p> </li> <li>▪ Household members of this individual to isolate for 10 days, or until: <ul style="list-style-type: none"> <li>○ They develop symptoms themselves whereupon they should be tested and isolate for 10 days from onset of symptoms</li> <li>○ Until receipt of negative test result by person who is symptomatic.</li> </ul> </li> <li>▪ Test kits available for those who cannot, or will struggle to, access a test. Schools can re-order as needed.</li> <li>▪ Isolation room provided for those with symptoms to wait until collected.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave.</li> <li>▪ Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section).</li> <li>▪ The room must then be cleaned in line with previously circulated guidance.</li> <li>▪ If visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, FFP2/N95 respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</li> <li>▪ Flow chart (v7.0) from PHE SW to be followed in respect of any person who has tested positive. DfE phone number to be used as initial point of contact.</li> <li>▪ Actions on flow chart followed depending on test result. If negative, child can return to school after end of symptoms.</li> <li>▪ Positive test result would be communicated as per flowchart 7.0. <i>All instruction received from the HPT at PHE SW would be followed.</i></li> <li>▪ If required by HPT, immediate adjacent contacts to be sent home to isolate for 10 days.</li> <li>▪ Class charts to be maintained so school can quickly identify adjacent contact.</li> </ul>
<ul style="list-style-type: none"> <li>• Isolation room has been identified as The Medical Room downstairs in the event of a child/member of staff displaying symptoms</li> <li>• Contactless thermometer to be based with the HoS office but readily available for staff access.</li> <li>• Class teachers to maintain a dated, editable record of class seating plan to identify close contact of pupils in the event of a positive case.</li> </ul>					
<p><b>Transmission via direct contact</b></p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, pupils	2	3	6	<p><b><u>Maximum safe capacity</u></b></p> <ul style="list-style-type: none"> <li>▪ Pupils attending should be minimised to the following groups only: vulnerable children and children of critical workers.</li> <li>▪ Safe capacity will be determined by social distancing of no less than 1m for pupils with staff remaining at 2m distance unless using PPE (see below). 1:1 support staff will have a separate</li> </ul>

					<p>RA. Each teaching space will have a capacity calculated on this basis. Spaces will therefore be finite.</p> <ul style="list-style-type: none"> <li>▪ The capacity of Chagford CE Primary is based on these criteria is 70</li> <li>▪ A priority allocation will be used based upon the following priority factors: <ul style="list-style-type: none"> <li>○ Vulnerable children</li> <li>○ Essential public services: children of health and social care workers / police service / fire service / ambulance service / education and childcare</li> <li>○ Food chain workers: food wholesale and retail / food transportation and delivery</li> <li>○ Others.</li> </ul> </li> <li>▪ The term children of 'critical worker' assumes that <u>both</u> parents/guardians are obliged to attend the workplace.</li> </ul> <p><b><u>Pupils:</u></b></p> <ul style="list-style-type: none"> <li>▪ Pupils attending must maintain a 2m distance at all times <i>where physically possible</i> and no less than 1m. <i>This remains the control measure of first choice.</i></li> <li>▪ Maximum room capacities for each room calculated to ensure no less than 1m distance can be maintained by between pupils and no less than 2m between pupils and staff.</li> <li>▪ Where needed, tape markers to be positioned to clarify and remind all parties about the social distancing rule.</li> <li>▪ Desks should be positioned to accommodate this rule and pupils should be seated 1 per desk. Rooms should be laid out with excess desks and chairs removed <i>if possible.</i></li> <li>▪ Exceptions can be made for siblings who can sit at the same desk</li> <li>▪ Classes should be divided up into separate rooms if calculated maximum capacities are exceeded.</li> <li>▪ With strict social distancing measures in place, each class would not represent a 'bubble'. Nevertheless, pupils should as far as possible remain in this group and avoid mingling:</li> </ul>
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					<ul style="list-style-type: none"> <li>○ No collective assemblies or joint PE activities</li> <li>○ Separate breaks and lunchtimes</li> <li>○ Separate entrance/exit for each class group.</li> <li>○ Pupils in different classes to line up in separated lines at start of day – 2m spaced where possible, but no less than 1m.</li> <li>▪ Recreation areas to be supervised to ensure that games encouraged that keep pupils apart.</li> <li>▪ No use of shared play equipment. Outdoor play equipment to be taped-off.</li> <li>▪ Food to be organised by rotas so 2m rule can be met in dining hall OR lunches to be eaten in classroom spaces using existing social distancing arrangements.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>▪ Staff down-time and meetings must also be organised to maintain 2 m distancing rule. Adjust staffrooms accordingly as with teaching spaces OR identify another space to hold staff meetings where staffroom small OR conduct remotely via Teams.</li> <li>▪ Maximum room capacities for each room calculated to ensure no less than 2m between pupils and staff.</li> <li>▪ During lesson time, where rooms are properly laid out to ensure a 2m spacing of staff and pupils, teaching staff should not require PPE. Where the demands of classroom teaching require movement within the 2m limit: <ul style="list-style-type: none"> <li>○ There should be <b><u>no contact of less than 2m for more than 15 minutes.</u></b></li> <li>○ There should be <b><u>no contact of less than 1m for more than 1 minute.</u></b> Face shields to be worn in these instances.</li> <li>○ There should be <b><u>no direct face to face contact within 1m for anytime.</u></b> Assist pupils by looking over their shoulder or remain side by side.</li> </ul> </li> </ul>
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				<ul style="list-style-type: none"> <li>▪ However, if teachers need to approach a pupil's desk to assist above these levels then this represents a 'close contact'. In these circumstances a disposable medical mask should be worn. If direct face to face contact really cannot be avoided then this PPE should be augmented by a face shield to protect the eyes</li> </ul> <p><b><u>1:1 working</u></b></p> <ul style="list-style-type: none"> <li>▪ Individual risk assessments should be completed for pupils who require 1:1 support where close proximity (see above definition) contact cannot be avoided. The assessment must consider the specific needs of the child as well as the staff member supporting them. PPE needs for staff should be identified here.</li> <li>▪ 1:1 support staff to limit direct face to face contact as far as is practicable by positioning side to side.</li> <li>▪ This specific risk assessment should identify additional PPE (face shield, disposable medical mask) taking into account the needs of the child and the member of staff.</li> <li>▪ Additional hygiene controls are described below for Nursery/Early Years in recognition of the reduced ability of staff in these areas to maintain social distance.</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>The wearing of PPE – please note:</b> the wearing of masks/face shields for the purposes of infection control must be used with caution as these are an <u>additional</u> precaution in circumstances where it is impossible to keep 2m apart. <u>Do not let wearing a mask lull you into a false sense of security. Maintain social distancing wherever you can.</u></li> <li>▪ Face shields should be sanitised at the day's end. Disposable medical masks should be disposed of if they become wet. Disposable masks should never be shared. Face shields can be <u>only</u> if they have been thoroughly sanitised.</li> <li>▪ Gloves – if pupils' work needs to be handled then disposable gloves should be worn. Limit the need as far as is possible by</li> </ul>
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				<p>not requiring work to be handed in or marked. Verbal feedback should be used wherever possible. Remove gloves from the wrist and then wash hands. <u>Gloves are not a substitute for other hygiene controls.</u></p> <p><b><u>Face coverings:</u></b></p> <ul style="list-style-type: none"> <li>▪ Face coverings: <ul style="list-style-type: none"> <li>○ A face-covering offers little protection <u>to</u> the individual but it will protect others <u>from</u> the individual by limiting the travel of their breath or cough/sneezes. By this means the build-up of contaminated aerosols will be limited.</li> <li>○ Separate guidance on use of face-coverings.</li> <li>○ <u>Face coverings mandatory for staff in circulation spaces and common areas</u> (including staffroom) unless there is a specific exemption provided or strict 2m distance can be maintained.</li> <li>○ See also PPE guidance for staff within teaching spaces above.</li> </ul> </li> </ul> <p><b><u>Ventilation:</u></b></p> <ul style="list-style-type: none"> <li>▪ Occupied teaching spaces to be ventilated by opening windows.</li> <li>▪ Doors into room can be propped open when the room is occupied <u>but teaching staff must close these when the room is unoccupied.</u></li> <li>▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured that these systems are <u>not</u> set to air re-circulation only.</li> <li>▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation but can be used so long as source of fresh air available</li> <li>▪ Source of fresh air to be maintained in winter months when weather is colder whilst maintaining statutory minimum temperatures by:</li> </ul>
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					<ul style="list-style-type: none"> <li>○ Open all windows by a small amount</li> <li>○ Opening doors to aid cross-ventilation (subject to controls for fire doors above)</li> <li>○ 'Flush' rooms at break times by opening all windows to fullest extent for 2 minutes.</li> <li>○ Allow pupils to wear jumpers/hoodies/coats</li> </ul>
<ul style="list-style-type: none"> <li>• Staggered arrival and departure times ensure social distancing while hand over takes place [Specific School Detail CHA – [Appendix 5]</li> <li>• Where classrooms have an internal and an external door, the internal door will remain open, but will be closed if the room is vacated and the external door will be used to enter and exit to the playground.</li> <li>• Ventilation systems will be active in all classrooms or windows to be opened by a small amount</li> <li>• Classrooms upstairs will be access via separate stairways for each bubble at staggered times to avoid congestion.</li> <li>• A member of staff will be based in each classroom with an additional member of staff to release them as needed</li> <li>• The children will remain based in their own rooms. <ul style="list-style-type: none"> <li>• Lunches will be eaten in the classrooms using the existing 1m+ rule.</li> <li>• Each bubble will have a separate access to outdoor space, staggered and/or separated to ensure that bubbles of children don't mix - it is important that there is access to outdoors most of the time where possible, especially for pre-school and reception</li> <li>• The route from the classroom to the toilet will be clearly</li> <li>• Parents will remain outside and not enter the school site. Masks are required to be worn when approaching and leaving the school site.</li> <li>• Staff well-being will be carefully managed through release time for breaks, whilst still ensuring a reduction of movement around the school.</li> <li>• Telephones are available in every room to ensure full communication across school, and for use during lockdown and fire drill.</li> <li>• Where possible, staff will work within one 'bubble'. Where this is unavoidable and staff need to move between classes, hand hygiene and social distancing will be applied</li> </ul> </li> </ul>					
<b>Transmission via indirect contact</b>  Potential for contracting COVID-19 via indirect contact whilst attending school site	Staff, pupils	2	3	6	<ul style="list-style-type: none"> <li>▪ Pupils should be self-sufficient in terms of equipment and food wherever possible: all equipment, pens, rulers etc to be brought form home and be for that pupil's personal use only. No sharing of kit. Spare stocks to be held for those who do not come equipped.</li> <li>▪ Packed lunches provided for children attending school. Hampers delivered to families eligible for FSM.</li> <li>▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times:</li> </ul>

					<ul style="list-style-type: none"> <li>○ Upon arrival</li> <li>○ After using a washroom</li> <li>○ Before and after food</li> <li>○ After leaving the teaching room</li> <li>○ After coming in from outside recreation</li> <li>○ Upon final departure</li> <li>○ After removing PPE</li> </ul> <ul style="list-style-type: none"> <li>▪ <i>Therefore, sanitiser must be available within each teaching space.</i></li> <li>▪ Good respiratory hygiene – ‘Catch it, Bin it, Kill it’ to be followed and modelled as much as possible</li> <li>▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available.</li> <li>▪ Pupil access to washrooms to be controlled – staff to monitor as this is an area where social distancing can break-down.</li> <li>▪ Message to be reinforced by posters displayed around the site</li> <li>▪ Staff should supervise hand washing and model it for younger children</li> <li>▪ All visitors must wash/sanitise their hands upon arrival and departure</li> <li>▪ All rooms utilised in the timetable should be cleaned <b>twice daily</b>. In order to best target resources, it is therefore recommended that where practicable areas not being used be locked off.</li> <li>▪ Cleaning protocol circulated. Table and desk tops to be cleaned and disinfected.</li> <li>▪ Regularly touched surfaces to be sanitised: light switches, keyboards/mouse, phones, taps, flush handles.</li> <li>▪ If a staff member or a child displays any symptoms of a cold, cough or temperature then they must be isolated to a separate room behind a closed door until they can leave or be collected. They are to cover their mouth/nose with a tissue or paper towel until they can leave. A room should be identified for this purpose</li> </ul>
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					<ul style="list-style-type: none"> <li>▪ The room must then be cleaned in line with the above and previously circulated guidance.</li> </ul>
<ul style="list-style-type: none"> <li>• Resources and stationery will be available to the pupils and will be stored in their tray to ensure clear table policy for nightly deep clean</li> <li>• All equipment will be washed and sanitised regularly</li> <li>• Children will be supervised to sanitise hands prior to using the library, books that have been withdrawn will be quarantined on return for 72 hours.</li> <li>• Every room has a resource list of what they should have available – they must inform TP if it runs low (this will also be checked each night during cleaning).[Appendix 6]</li> <li>• Each room will have a reminder check list of what should be completed on a daily basis ie open windows, clean down all resources as they are used etc.. [Appendix 7]</li> <li>• Updates and newsletters sent to parents and reinforced with children contains information regarding hygiene etc... this will also be the focus of the morning reminder every time the children start a new day. [Appendix 8]</li> <li>• Hands to be sanitised <b>before and after</b> handling children’s work</li> <li>• Room and toilet checks will be made regularly.</li> <li>• Internal doors will be wedged open throughout school to ensure a reduced need to touch surfaces</li> <li>• Pupils and staff entering via the main entrance to sanitise hands before being admitted through the mag-locked internal door - door handles to be cleaned after arrival in the morning and departure in the afternoon.</li> </ul>					
<p><b>Nursery/Early Years</b></p> <p>Potential for contracting COVID-19 via direct and indirect contact in Nursery/Early Years settings where social distancing and respiratory hygiene compromised</p>	EYFS Staff	2	3	6	<ul style="list-style-type: none"> <li>▪ Evidence shows that the risk of direct transmission is lower with young children. Nevertheless, due to the reduced capacity of younger children to follow hygiene norms and social distancing rules, indirect transmission risk may be slightly higher. Therefore:</li> <li>▪ The following additional precautions over and above what is listed above should be employed: <ul style="list-style-type: none"> <li>○ Nursery/KS1 classes to be cleaned in response to need but at least <b>twice daily</b></li> <li>○ More frequent hand washing should be undertaken by both staff and children – a suggested frequency is hourly.</li> </ul> </li> </ul>

					<ul style="list-style-type: none"> <li>○ Model and supervise correct hand-washing.</li> <li>○ Staff should wear a disposable apron.</li> <li>○ Avoid/limit direct face to face contact at the level of the child.</li> <li>○ If experience shows continued close contact with a child cannot be avoided, and there is a risk of coughs/sneezes being directed in the face, then PPE in the form of a face shield should be worn.</li> <li>○ An additional risk assessment should be undertaken for any clinically vulnerable staff working in this area – as described above.</li> <li>▪ Intimate care of very young children must continue using established protocols. Robust hygiene controls must already be established in this area. Please refer to existing risk assessment and planning documents.</li> <li>▪ A cleaner-disinfectant and a stock of paper towels should be available in the area for staff supervising young children so that obviously contaminated surfaces can be cleaned <i>as required</i> throughout the session as needed. This must be stored securely out of reach of the children concerned.</li> <li>▪ Limit the number of toys available so that their hygiene can be better maintained. Choose toys that are easy to clean.</li> <li>▪ Avoid unnecessary sharing of equipment within class bubble and share no equipment across class bubbles.</li> </ul>
<ul style="list-style-type: none"> <li>• Toys sorted to ensure those available can be readily &amp; easily sanitised after use.</li> <li>• Other toys are stored out of reach of children.</li> </ul>					
<p><b>First Aid</b></p> <p>Potential for contracting COVID-19 from direct contact with child due to administration of First Aid</p>	First Aid staff	1	3	3	<p><b><u>First Aid:</u></b></p> <ul style="list-style-type: none"> <li>▪ Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (&lt;1m) to a pupil often face to face. A higher level of control is therefore needed.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ PPE is required in these instances and should be provided in the form of disposable gloves, a medical face mask and face shield</li> <li>▪ The medical face mask to be replaced with a FFP2/N95 respirator <i>if the person displays symptoms and approaching them is unavoidable</i>. The first control measure is not to approach the person with symptoms if at all possible.</li> <li>▪ Disposable gloves should be worn</li> <li>▪ If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens.</li> <li>▪ A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above.</li> <li>▪ Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand.</li> </ul>
<ul style="list-style-type: none"> <li>• Contactless thermometer held by HoS and readily available for staff access</li> <li>• Isolation room allocated is the downstairs Medical Room</li> </ul>					
<p><b>Transmission via visitors to the school</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact with</p>	Staff, pupils, visitors	1	3	3	<p><b>Visitors:</b></p> <ul style="list-style-type: none"> <li>▪ Only visits that are absolutely necessary are permitted. Only visits with a prior appointment will be made. Parents and ad-hoc visitors must not be granted access and reception should remain closed. Signs should be displayed with a telephone number or e-mail for essential appointments to be made.</li> <li>▪ Where reception remains unprotected, a reception screen is installed to protect reception staff.</li> <li>▪ A meeting room is set up to allow essential meetings with an advanced appointment to take place in accordance with 2m social distancing.</li> </ul>

					<ul style="list-style-type: none"> <li>Contractors who must attend for essential maintenance (see above) must follow hygiene practices and must maintain strict social distance, as with staff. This includes wearing a face covering on site unless in a fixed and socially distanced meeting room.</li> <li>Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc).</li> </ul>
<ul style="list-style-type: none"> <li>Glass reception screen is to be kept shut to protect reception staff</li> <li>External doors set to 'auto' where possible to minimise touch contact with handles etc.</li> </ul>					
<p><b>Cleaning tasks</b></p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	Cleaning staff	2	3	6	<ul style="list-style-type: none"> <li>See separate cleaning guidance and associated risk assessments</li> <li>Cleaners' PPE to be disposable gloves and disposable or laundered aprons.</li> <li>FFP2/FFP3/N95 respirators are for direct contact (within 2m for &gt;15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below.</li> <li>If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned</li> <li>Removed PPE to be double-bagged for disposal</li> <li>A cleaner-disinfectant/cleaner compliant with BSEN1276 to be used.</li> <li>Usual COSHH risk assessment findings to be followed in respect of chemical safety and use.</li> <li>Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner-disinfectant.</li> <li>Launder cloths daily or use disposable paper towels/rolls.</li> <li>All staff to follow a 'clear-desk' policy to enable regular cleaning of all hard surfaces.</li> <li>Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser as described in Cleaning Guidance document.</li> </ul>
<ul style="list-style-type: none"> <li>• All rooms will follow a clear desk policy.</li> <li>• Norse cleaners will be directed as per instructions from Alan King/Joe Wood by regional manager, reinforced by school leadership as to safety measures.</li> <li>• All staff to refer to DMAT Cleaning Guidance [Appendix 10]</li> </ul>					
<p><b>Pupil needs</b></p> <p>Safeguarding needs, failure to administer medication, misadministration, injuries exacerbated by absence of first aid facilities</p>	Pupils	1	3	3	<ul style="list-style-type: none"> <li>▪ Each open school must have a Designated Safeguarding Lead available on site</li> <li>▪ Usual safeguarding procedures for recording and reporting followed including consultation if unsure</li> <li>▪ Teaching ratios and class sizes must be such that the 2 m rule can be observed within the teaching space.</li> <li>▪ IHCP and EHCP should be reviewed to ensure that arrangements for pupil safety and wellbeing are still in place given reduced staffing levels.</li> <li>▪ Information from IHCP and EHCP must be made available to supervising staff to ensure essential needs are met.</li> <li>▪ This must include communication of any medicinal needs.</li> <li>▪ Parents remain responsible for providing medication along with any consent in line with existing policy and procedure.</li> <li>▪ First Aid risk assessment to be reviewed for partial return to ensure sufficient cover. Facilities must be maintained with at least 1 Emergency First Aid at Work trained member of staff and 1 Paediatric First Aid trained member of staff <i>where children under 5 are present.</i></li> </ul>
<ul style="list-style-type: none"> <li>• Designated Safeguarding Leads are: Tara Penny, Sara Halsey, Chloe Bennett and Elizabeth Underwood</li> <li>• 13 staff are Emergency First Aid at Work trained</li> <li>• 5 staff are Paediatric First Aid trained</li> </ul>					

