




Site / Premises: Ellesmere College	Assessment Carried Out By	Assessment Serial Number: 001 – 07/09/20		
Department:	Name: Steph Beale	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: <i>School activities during COVID 19 outbreak - For the return to School in September 2020</i> <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided <i>All normal working practices should be assumed to continue unless they need to be changed for the duration.</i> 	Signature: 			
	Responsible Manager / Team Leader etc			
	Name:	12.06.20	15.07.20	Steph Beale
	Signature:	24.08.20	20.09.20	Steph Beale
		21.09.20	20.10.20	Steph Beale
		15.12.20	05.01.21	Steph Beale
		26.02.21	12.04.21	Steph Beale
		15.04.21	12.06.21	Steph Beale
		05.05.21	19.07.21	Steph Beale
	17.05.21	19.07.21	Steph Beale	
	09.08.21	15.10.21	Steph Beale	

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> Avoiding contact with those who have symptoms. Frequent hand cleaning & good Respiratory hygiene practices. Regular Cleaning of settings. Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk.</p>
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		At Ellesmere we are maintaining higher levels of precaution by keeping bubbles for the foreseeable future. It should also be remembered that more than one of the principles can be adopted simultaneously.							
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>Ongoing - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct twice weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart.</p> <p>Upon initial return to School in the Autumn 2021 Term Secondary aged pupils will be expected to undertake two on-site Lateral Flow Tests. The requirement for continued weekly testing for Staff and Secondary aged pupils will be reviewed at the end of September 2021.</p> <p>Pupils aged 12 to 17 are to be supervised by an adult whilst taking the tests, and Pupils aged 11 are to have the tests administered by an adult (at home but not at school – school insurance does not cover us for this) (Pupils aged 18 may self-administer the tests).</p> <p>The On-Site testing facility will remain in place (although potentially reduced in scale) to permit the testing of those unable to do this test at home. <i>For Pupils, the completion of 3 supervised On-Site tests is a pre-requirement to permit home testing.</i> Although encouraged (and consent is required for on-Site testing) this testing is voluntary.</p>	3	4	12				



	<p>Lateral Flow Test Results A negative result will allow the tested person to remain in school. A positive result will require the tested person start a 10 day self-isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days). The use of public transport should be avoided where possible by the person testing positive.</p> <p>The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test].</p> <p>Where tests are carried out at home the results must be reported 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. Issuing of home test kits to Staff are to be recorded in an Issue Log, and results of home tests are to be recorded in a separate Results Register. Results for tests taken at School will be recorded & reported in line with current School test logging protocols.</p> <p>LATERAL FLOW TEST INCIDENT REPORTING Incidents regarding LFT testing are to be reported as follows.</p> <p>Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the School Management. Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.</p> <p>Incidents in School to - It is important that all incidents related to testing are recorded, including void results. Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline. Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.</p>							
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	<p>Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required. DfE Coronavirus Helpline 0800 0468687. Records of all incidents are kept.</p> <p>SECONDARY/SPECIAL SCHOOL LATERAL FLOW TEST FACILITY A dedicated Covid 19 Rapid Results Test Facility has been set up. The facilities & procedures of which include,</p> <ul style="list-style-type: none"> • Appropriately trained Staff. • A non-porous floor. • Good air flow/ventilation & well lit. • One-way flow or adequate space for social distancing. • Test subjects seating in the Swabbing Area 2m apart from each other. • A Registration desk at the entrance to the facility. • Separate desks for Recording and Processing tests, and a Swabbing Area. • The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by. • There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area. • Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility. • Facilities & PPE for containing & cleaning up bodily fluids are readily available (<i>Sneezing or vomiting may be expected</i>). • Established NHS Testing protocols are followed in line with the training provided. • Appropriate PPE is worn (Gloves, Apron, Fluid Resistant Surgical Mask & Eye Protection for those administering the tests & cleaners + Fluid Resistant Surgical Masks for those within 2m of others where no physical contact is made). • PPE should be replaced between test session, and 							
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	<p>Sample Processors are to change gloves after each Sample.</p> <ul style="list-style-type: none"> • General Waste disposal facilities are provided. All Lateral Flow Test waste can now be treated as General waste. • The Swabbing area and Processing area are cleaned between each test. • General School Covid 19 social distancing & face covering requirements apply to those awaiting test and upon completion of testing. • Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate. <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p>							
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	<p>Excerpt from government guidance:</p> <p>When you do not need to self-isolate</p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS • you're under 18 years, 6 months old • you're taking part or have taken part in a COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> • get a PCR test on GOV.UK to check if you have COVID-19 • follow advice on how to avoid catching and spreading COVID-19 • consider limiting contact with people who are at higher risk from COVID-19 <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including as examples -</p> <ul style="list-style-type: none"> • Before & after eating or handling food. • After sneezing, nose blowing & coughing or using tissues. • When accessing frequently touched surfaces & shared areas. • Before & after touching the face. • Upon returning home. <p>After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p>							
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	<p>For pupils regular hand washing / sanitising would also include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, Visitors & Contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>An Outbreak Management Plan / Contingency plans are in place to revert to a greater level of Covid 19 control measures (possibly based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks. These contingency plans include the provision of remote learning for pupils where this becomes necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Employee support services (Occupational Health Service / Smart Clinic etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Staff continually monitor pupil wellbeing, and take appropriate measures as necessary.</p> <p>Clinically Extremely Vulnerable Staff are able to return to School if their work cannot be done at home. If attending site these staff may wish to take</p>							
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	<p>additional Covid 19 precautions if required (e.g. limiting close contacts etc), and as agreed in their individual risk assessment.</p> <p>Clinically Extremely Vulnerable Pupils are able to attend school unless it is advised by their medical support team that they should be shielding.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Non-legislative additional control measures for consideration based upon Government Expectations & Recommendations:</p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet. This no longer applies to communal areas/corridors etc as you would usually meet those people in school. You can choose to wear a face covering but it is no longer mandatory anywhere in school.</p> <p>The Government expects and recommends that a gradual resumption to full workplace attendance will be practiced.</p> <p>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering</p>							
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		<p>the frequency, duration & numbers of contacts). At Ellesmere we will be maintaining bubbles:</p> <p>Bubble 1 – Primary Bubble 2 – KS3 Bubble 3 – KS4/Post 16 Bubble 4 – C&R Each bubble has it's own staff room.</p> <p>As meetings outside are less prone to virus spreading, the government expectation is that meetings outside would be prioritised over meetings indoors. At Ellesmere we will continue to meet on TEAMS or outdoors where practicable.</p> <p>Records of staff, visitor & contractor attendance are kept for NHS Test & Trace purposes.</p>							
<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 10 day self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test & Trace notification.</p> <p>The use of public transport should be avoided where possible.</p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Household members of the symptomatic person are also required to self-isolate for 10 days.</p> <p>Where a person tests negative for COVID 19 they can return to school <i>(Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over two days later than the LFT Test).</i></p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues). The use of public transport should be avoided where possible.</p>							



	<p>The NHS Test & Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. <i>(In exceptional circumstances, the School may be requested to assist in identifying close contacts).</i></p> <p>With Effect From 16 August 2021 Those persons under 18 Years old who are identified as close contacts by the NHS Test & Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive.</p> <p>With Effect From 16 August 2021 If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. If not fully vaccinated they will be required to self-isolate for 10 days.</p> <p><i>Household members of those close contacts, or other close contacts who have not been contacted by the Test & Trace system, do not need to self-isolate unless they themselves later receive a positive test result, develop symptoms themselves, or the affected person later tests positive and they are then informed to do so by the NHS Test & Trace system.</i></p> <p>If several positive cases are identified within a 14 day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England's Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans). In a special school 2 linked positive cases will be considered an outbreak.</p> <p>Close contacts should be advised to take a PCR. They are to finish the school day first. (unless they are themselves symptomatic).</p> <p>If a person receives a positive Covid 19 PCR Test result or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p>							
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	<ul style="list-style-type: none"> • Notify SLT immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation & testing and not return to school until their period of self-isolation has been completed or have received a Negative PCR Test result. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the NHS Test & Trace system.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p>							
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		<p>A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use. Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>Remote learning is provided to pupils who are self-isolating, and where they are well enough to participate.</p>							
<p>Travel off site</p>	<p>Staff, Pupils</p>	<p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. 							



		<ul style="list-style-type: none"> • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. • Overseas visits are not recommended to be undertaken until the start of the Autumn 2021 Term. 							
<p>Contaminati on during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<p>Any persons who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.</p> <p>Bubble 1 will enter school via the student entrance.</p> <p>Bubbles 2-3 will enter via the side steps and the rear of the school.</p> <p>Bubble 4 will enter the village via the MUGA.</p> <p>Visitors All visitors & contractors are to be made aware of site rules.</p>							



		<p>Only essential visitors will be permitted onsite following agreement from SLT.</p> <p>Covid guidance will be shared with all visitors. All visitors will be required to show evidence of a negative LFT upon entry.</p>							
<p>Contaminati on within Internal Areas</p>	<p>Staff, Pupils, Visitors</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks are as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other. Surfaces within the classrooms are to be kept clear.</p> <p>Soft furnishings (chairs) have been removed to allow more effective cleaning and to allow the desks to be spread out.</p> <p>Adults within the class should remain socially distanced where possible. (2m)</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups – eg MUGA organised with at least a 2m gap between class lines – this is supported by signage.</p> <p>Staff rooms have been created in each bubble. These all have:</p> <ul style="list-style-type: none"> • Reduced furniture • Soft furnishings removed. • Anti-bac wipes placed on each table (staff to use to wipe table and chair after use) • No shared crockery. • Dishwashers may now be used but staff are still advised to bring their own cutlery/crockery to avoid cross-contamination. 							



	<p>ALL staff meetings are to be conducted remotely on Teams for staff to access from their classrooms/hub areas in a socially distanced manner (2m+) Some meetings (time permitting) may also be accessed from home or outdoors.</p> <p>Bubble groups must take break times at staggered times to avoid cross-contamination..</p> <p>There are minimal staff timetabled across bubbles. All staff are to remain within their bubbles (including lunchtime supervisors and cleaners). The only exceptions to this are: SLT Premises officers ICT team Intervention TAs SSOs</p> <p>In order to avoid cross-bubble contamination the following rules apply to the above staff:</p> <ul style="list-style-type: none"> • Minimal team-teach • No touching • Wash/sanitize hands between each bubble. • These staff reserve the right to direct other staff to follow the above rules if they are not readily being adhered to. • ICT support will be given remotely in the first instance. If the issue can't be resolved remotely ICT staff will attend. This may need to be arranged due to numbers in the room. <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Primary– Must stay downstairs at all times. One exception is the use of the central staircase to reach the canteen to collect morning toast and lunches.</p> <p>KS3 – Purple Hub & TMB KS4 – Orange hub and Sci corridor</p>							
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	<p>KS5 – Orange hub, Sci Corridor, Back corridor and DT room (external access only) C&R – The Village (until the Knighton Fields site is ready) Staff and students must remain in these allocated areas whilst on site (only exceptions are to access the gym and cooking room)</p> <p>Outside spaces to be divided as follows: Front playground – C&R/Primary Primary playground – primary MUGA -Post 16 Back playground – KS3-4-5 (staggered times)</p> <p>Upstairs bubbles may access the sports hall for timetabled lessons only using the central staircase. There is no access to changing facilities.</p> <p>See maps for allocated student and staff toilets – appendix B. The toilet in reception is for reception and ICT staff only. Staff and students are only able to use the toilets within their bubble space. However, KS3 staff will need to have access to the disabled toilet by the orange hub toilets but this must be accessed via the back playground.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffrooms are to be kept to a minimum. However, when it is used the rules above apply. Post will be delivered to bubble staffrooms by POs.</p> <p>Staff on duty at break/lunch times including lunchtime supervisors should remain 2m apart.</p> <p>Dots are placed showing students where to stand by sinks when hand washing to keep 2m apart. There are no urinals. All toilets are in individual cubicles.</p> <p>TAs are responsible under the direction of the teacher to clean high-touch points in classrooms at the end of each day before students move around for bus rooms.</p>							
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	<p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>Assemblies will be delivered through ICT and will take place in individual classrooms or in bubbles outside.</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned using wipes provided in each classroom. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying or quarantined, etc. Teachers must continue to mark work as per the marking and feedback policy. Gloves are available should staff wish to use them. Or work can be quarantined for 72 hours before marking.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • The food room is only to be used by timetabled classes – cleaning schedules support this. KS3 access is down the Science corridor and stairs. Staff must ensure this route is clear before leading a class from KS3 to the food room to ensure no cross-bubble meeting. 							
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		<ul style="list-style-type: none"> • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. Each student provided with a named pencil case with their own set of resources. • All equipment & resources are to be regularly cleaned (including IT equipment including whiteboard and associated equipment), and equipment & resources that are shared between groups are cleaned between each use. TAs are responsible for wiping down IT equipment after use. This includes the keyboards in the ICT suite. This also applies to PE equipment e.g soft play as directed by the PE staff. Older students may support with this under the guidance of TAs. • PE equipment is allocated to each bubble to avoid cross-contamination. • Bikes and helmets must be cleaned after each use and are allocated to one bubble each term. • Drama costumes are not to be used. . • Shared IT such as ipads MUST be wiped down after use. • Where students move between classrooms for lessons (e.g streamed maths/English and options the teacher is responsible for ensuring the tables and chairs are wiped down between use. They may direct TAs and students where appropriate. This should be completed at the end of each session so is the responsibility of the teacher ending the lesson, rather than the teacher starting the next one where there is movement. • Shared keys (e.g for bikes) can be collected from reception (via external routes). They will be wiped by reception between use and any fabric key-fobs have been removed. • The library is still accessible just to staff (max occupancy – 3) but now only before and after school using the external routes to access. Books are to be returned to boxes provided in bubble staffrooms which are then quarantined for 72 hours. • The library can now be accessed by students undertaking maths and English/ therapy dog interventions but not to exchange books. • When using the hygiene room PPE must be worn – masks/visor, apron and gloves. All surfaces and equipment must be cleaned after use by the staff using the room. 							
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		<ul style="list-style-type: none"> • Pupils should be reminded only to bring essential items into the school. • Students' coats should be kept on the back of student chairs, not on the classroom pegs. • Play Dough must be single use. Therefore in order not to waste proper play-doh please make your own in school which must be thrown away after use. • Laptops need to be wiped down after use – this is the responsibility of the class team. • Use of the sensory room and soft play rooms are timetabled to enable cleaning between uses. • If students use the calm spaces the member of staff supervising must notify the PO after use so that they may clean the area. The sign on the door must be turned to indicate 'no entry' until it has been cleaned. <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ - Please see appendix A for a summary and how this is being administered at Ellesmere.</p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u></p> <p>Ensure occupied rooms are well ventilated, opening windows where possible. Air con units use fresh air. 2 stand-alone air-con units have been added to ensure all internal classrooms without external opening windows all have a circulation of fresh air. Internal offices all have desk fans to avoid pockets of stagnant air. Internal doors are to be kept open where possible and the windows in the hub spaces should be open to increase circulation of fresh air throughout the building. During colder weather conditions windows will be kept open and supplementary heating will be</p>							
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	<p>provided where necessary to counteract. Parents are also advised that children are able to wear additional layers under/over their uniform (e.g base-layers or fleece jumpers) Children will not be encouraged to wear outdoor coats in the classroom.</p> <p>Corridors are not widely used as these lead between bubbles. As an alternative staff and students are encouraged to exit the building and use external routes to reach their destination. All corridors are marked with 2m stripes and keep left signs are displayed. Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance segregation.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly – see cleaning schedule Hands are to be washed & dried or sanitised after using the lift.</p> <p>A screen has been fitted to separate the main Reception Staff from persons entering the building and from each other.</p> <p>Bins are provided in each main room to collect used tissues, and are emptied regularly – see cleaning schedules.</p> <p>Drinking water fountains are not in use. Students bring water bottles from home. Where this is not appropriate students are provided with individual named cups which are not shared.</p> <p>Offices:</p>							
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		<ul style="list-style-type: none"> No students to be allowed in admin offices. Staff need to telephone admin staff rather than go to see them in person. PPE (hand gel/tissues/masks) available for all staff. Staff are not to share cups/glasses, but must use their own. Hot desking rooms will only be available to KS4 (Room 79) Computers, worktop and chairs must be wiped down by the staff using them after use using the anti-bac wipes provided in the hot-desking room. PPA to be taken in own classroom if available or bubble staffroom. Staff to use photocopiers in their hub spaces. No students to use photocopiers. Offices have been rearranged to ensure no seating is within 2m and desks face away from each other. Meeting rooms have been reassigned as offices to accommodate this. No staff or students to enter the ICT office. (Maximum occupancy 3 x Credible systems staff). Use the phone or helpdesk system to contact ICT staff. 							
<p>Contaminati on in Outdoor Areas</p>	<p>Staff, Pupils</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. MUGA – signage informs 2m gap between groups.</p> <p>Staggered break and lunch times are in place.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p>							



		<p>External play equipment is not shared across bubbles. The back play equipment is for KS3 use only. Under guidance of class teams students must wash hands before and after use.</p> <p>Students are to wash their hands before going out to play and on returning to the classroom.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside activities. At Ellesmere equipment has been allocated to each bubble. Staff should also wipe down equipment using anti-bac wipes at the end of each lesson. Where possible PE lessons are taken outside making use of MUGA, fields and 4G pitches. There is a timetable in place to support this.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) are adopted as for indoors lessons.</p>							
<p>Work planning</p>	<p>Staff, Pupils,</p>	<p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned upon change of user.</p> <p>Where SEN pupils are attending School the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>							



<p>Cleaning</p>	<p>Staff, Pupils, Visitors</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring all areas and equipment are all thoroughly cleaned at least twice per day, focussing on frequently touched surfaces. Additional cleaning staff have been employed for this purpose. Cleaning schedules are in place.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be included in the cleaning regimes.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19</p>							
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		<p>contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Alternative cleaning & disinfecting methods may be appropriate in some circumstances (e.g. after known contamination), but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.</p>						
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>						
Contractors	Staff, Pupils, Contractors	<p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>						
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p>						



		<p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Regular education around social distancing, face masks, hand washing and catch it, bin it, kill it with students across all age groups through assembly and PSHE programmes.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. – see cleaning schedules</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Extra supplies of soap, hand sanitiser and paper towels are securely stored.</p>							
<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>Hand cleaning facilities or hand sanitiser is available in any room where people eat and should be used by all persons before and after eating.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. Seats are separated and number of seats limited to facilitate this – see staffroom photos in training powerpoint</p> <p>In dining halls each group is to be kept separate from others. (2m gap) At Ellesmere our bubbles are kept completely separate. 2 bubbles use the dining hall at different times and the dining room is cleaned between bubbles by cleaners – see schedule. Groups within bubbles are also kept separate as much as possible – Floor markings and additional eating spaces support this.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p>							



	<p>Food displays are protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves organised by APs</p> <p>Payments should be taken by contactless methods wherever possible. Parents pay in advance using Parent-Pay.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use. Cleaning between bubbles 2 and 3 is included on the cleaning schedule. Bubble one have packed lunches and hot dinners in their classrooms.</p> <p>Breakfast/snack time/lunch in classes for primary, C&R and KS3. This should be closely controlled by class teachers. Surfaces are cleaned before and after eating. Hands should be washed before and after eating. Food containers should be kept out of reach of children at other times of the day.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, tables and door handles – see cleaning schedule.</p> <p>Staff collecting hot meals from the canteen should do so at the following set times to avoid cross contamination:</p> <p>11.30-11.40am Primary and C & R staff</p> <p>11.40-12.20pm KS3 staff</p>							
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		12.40-1.10pm KS4 and Post 16 staff						
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	Changing rooms are currently not in use. Students wear their kit on the days they have PE or outdoor learning to avoid needing to change. Wash & dry hands on return to the classroom after PE.						
Lack of awareness	Staff, Pupils, Visitors	Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary. "Toolbox talks" will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. Staff are to challenge any person not adhering to the control measures within this risk assessment.						
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation between groups – signage supports this). Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.						
First Aid provision	Staff, Pupils, Visitors	Sufficient numbers of first aiders working in each bubble – see First Aid bubble list						



		<p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>Medicines to be kept in locked cabinets in each staffroom. The medical room in reception is only to be used in cases of emergency,(The only exception to this is the administering of meds to AE in Post 16. The staff are to wear PPE and wipe all surfaces after use.)</p> <p>The minimum number of staff should be involved with any first aid incident.</p>						
PPE	Staff Pupils Visitors	<p>Gloves and masks available for all staff.</p> <p>For personal care, gloves, masks, aprons and visors must be worn. Medical grade disposable masks are available in the hygiene rooms for this purpose.</p> <p>PPE that is issued from school should not be used outside school, due to cross-contamination. Masks may be taken home to wash, but not to be worn elsewhere.</p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet. This no longer applies to communal areas/corridors etc as you would usually meet those people in school. You can choose to wear a face covering but it is no longer mandatory anywhere in school.</p>						
Outbreak		<p>Additional Measures to be reinstated in case of an outbreak in school:</p> <p>If two linked cases within a 14 day period contact PHE for further advice and reinstate the following precautions in discussion with PHE:</p>						



		<ol style="list-style-type: none"> 1. All staff to wear masks in classrooms as well as communal areas. 2. Reinstate maximum capacities in staffrooms/offices 3. Bubble closures with remote learning provided 4. Liaise with LA Transport to reinstate bubble-proof transport. 5. Limit cross bubble staff to exec SLT, ICT and premises. <p>For more detail see outbreak contingency plan.</p>							
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Government & NHS Guidance

Coronavirus Guidance
<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19
<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises
<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms
<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance



<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Protective measures in education settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Guidance for the full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>



LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.	

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.



		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

CLEAPSS – Summary for Ellesmere Appendix A

Science

Equipment

Equipment should not be shared across bubbles without being meticulously cleaned (defined as fully disinfected) or quarantined for a minimum of 72 hours

Equipment can be shared within a bubble providing it is and can be cleaned (wiped down with anti-bacterial wipes) between uses and all staff/students wash their hands before and after use. For demonstrations staff should have their own set of equipment which should not be shared with students.

Once an activity is over the equipment will be collected. Before it can be used in a different bubble the equipment will be cleaned and quarantined for 72 hours, labels will denote when the equipment was quarantined and when it will next be available for use. Where equipment will move from group to group within a bubble it will be disinfected overnight.

Quarantine Times

Day Used	Next Available
Monday	Friday
Tuesday	Monday
Wednesday	Monday
Thursday	Monday



Friday

Tuesday

Space for quarantined equipment will be in the prep room and no staff other than the technician and science teachers will have access.

Equipment such as glassware, electrical items, intricate equipment (e.g. oscilloscopes), small items (wires, leads), fabrics, reagent bottles and books will be quarantined when used across bubbles. Equipment will be cleaned between uses within a bubble but not meticulously cleaned. Where equipment is intricate and cannot be easily cleaned it will be quarantined for 72 hours.

Hazardous Chemicals

Normal procedures will be followed for hazardous chemicals, where they have been used they will be quarantined and labelled with when they can next be used.

Meticulous Cleaning

Where equipment will be crossing bubbles. The equipment will be meticulously cleaned, this will include the use of an appropriate disinfectant that kills 99.99% of viruses and bacteria. To achieve this the equipment will be submerged overnight. Where equipment has become dirty it will be cleaned before disinfecting to ensure effective disinfecting.

Eye Protection

Eye protection will need to be disinfected between groups regardless of their bubbles. Students will place their eye protection into disinfectant bowls, the bowl will be covered and they will remain in their for 20 mins. Once disinfected they will be rinsed thoroughly and dried. Disinfectant used will be suitable for babies bottles as this will disinfect the eye protection but not damage it or irritate students skin. The solution will be to a concentration of 1000ppm avCL. Follow a sterilising solution for babies bottles but increase the volume of the neat solution by 10. For example drop 10 tablets into 5 litres of clean water.

Food Technology

In general, there are three groups of equipment which need cleaning:



- Fixed equipment, such as machines, cookers, sinks These can be shared within a bubble, but must be cleaned between bubbles, this will involve wiping with suitable cleaning products and allowing to dry.
- Portable/hand held equipment, such as cordless drills, food mixers, sewing machines. These can be shared within a bubble but must be cleaned or quarantined between bubbles. Cleaning will be similar to fixed machines, alternatively, where there is enough equipment, it can be quarantined for up to 72 hours then brought back into use.
- Materials, such as timber, food ingredients, textiles. Materials used by the pupils can be shared within a bubble, but not between different bubbles. Materials and ongoing products made by pupils will be very difficult to clean, the most appropriate way to manage such items will be quarantine for up to 72 hours

Quarantine Times

Day Used	Next Available
Monday	Friday
Tuesday	Monday
Wednesday	Monday
Thursday	Monday
Friday	Tuesday

Meticulous Cleaning

This can be achieved in a number of ways

- Immersion in a solution of disinfectant,



- Spraying with a disinfectant
- Wiping surfaces with wipes impregnated with disinfectant

In all cases in order for the disinfectant to work it needs to be in contact with the surface for the time specified on the product, typically between 10 and 20 minutes. Where equipment that has become dirty during an activity it will be cleaned before it is disinfected as surface dirt and grease will prevent the disinfectant from working. This can be done by hand washing with hot soapy water, then air drying or drying with a clean tea towel, which is then laundered.

Hand washing food equipment in hot soapy water using a bactericidal detergent, will be followed by wiping with disinfectant or quarantining before using with a different bubble. The use of disinfectants on food utensils and equipment presents a significant issue, it is therefore likely that after washing, utensils will need to be quarantined, rather than disinfected, unless a suitable, food safe, disinfectant can be used, following the manufacturer's instructions.

Oven gloves are considered as close contact PPE. At the end of a session the oven gloves will be collected and soaked in a disinfecting bath for 20 minutes, then dried and readied for the next user. If they are dirty, they will also need washing prior to disinfecting.

When washing textiles, such as tea towels, the washing cycle of at least 60C will be used and followed by tumble drying to remove bacteria which has originated, or been left, in the textiles during the wash. Where tumble drying is not possible, air drying in direct sunlight where possible will be used. Overloading the washing machine should be avoided as the increased density of the textiles will inhibit the cleaning effectiveness at any temperature. Aprons will be cleaned in the same way/

Where bare metal surfaces, such as cutlery, hand tools and machine parts need to be disinfected, the chemical used must be bleach and chlorine free. Products include Dettol, Sanytol, Dou-Max, however, users must read the label and follow the instructions provided by the manufacturer.

The following staff will receive training in the CLEAPSS processes by 1st Oct:

DT/Science Technician, Food instructor, Science teacher, AP for primary, C&R lead, KS4 and KS5 food teachers (VG/HC) and lead teacher for independence (DA)



Appendix B



Upper Floor Fire Exits

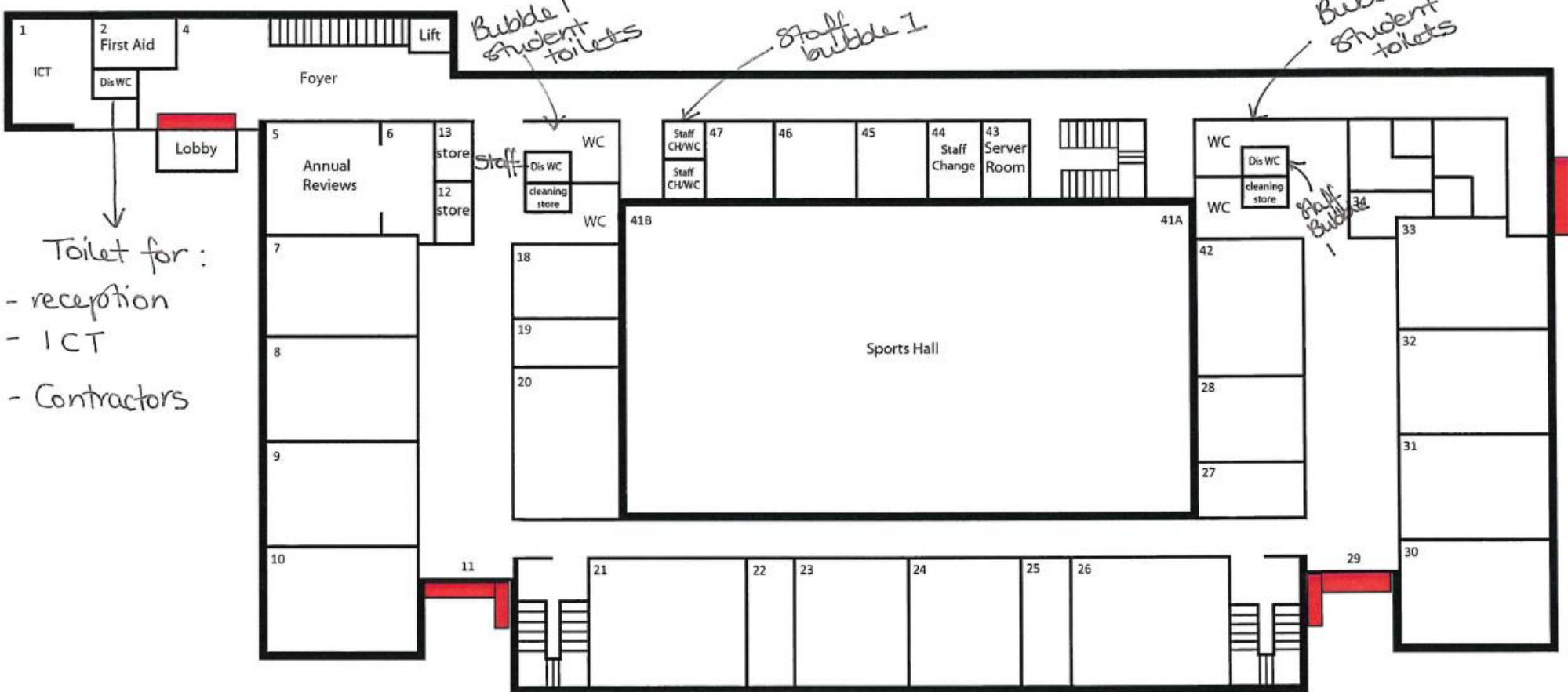




Lower Floor Fire Exits



Bubble 1



Toilet for :
- reception
- ICT
- Contractors

