






RISK ASSESSMENT CHECKLIST FOR Warmingham CE Primary FROM September 2021

School	Date of assessment	Review date
Warmingham CE Primary School.	September 2021	October 22 nd 2021
Name and Position of Assessor(s):	Nic Badger Executive Headteacher	Assessor(s) Signature: 
Principals Name:	Kate Appleby	Principal's signature: 
Director of Trust:	Piers Bostock	Director's signature: 

Risk Assessment Checklist

This risk assessment checklist has been revised to support schools in Cheshire East to update the key areas to consider in their coronavirus (COVID-19) risk assessment following the operational guidance issued in August 2021 to take effect in Step 4 of the Roadmap as described in the document

[Operational guidance at Step 4](#)

This checklist follows the **4 control measures** set out in the above guidance and shows how these are linked to specific actions and measures which schools should adopt. There are 3 further areas listed in the control measures included for which schools should ensure they have robust planning in place. These are travel and quarantine, safeguarding arrangements and the development and sign off of the school's risk assessment.

The control measures specified in the guidance are:

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

The checklist is set out in the following sections to address the 4 systems of control:

Required Control Measures	Related actions in school	Requirement
1 Ensure good hygiene for everyone	A. Hygiene and Handwashing	Must be in place in all schools, all the time.
	B. Respiratory Hygiene	Regular reminders and staff to oversee handwashing regularly throughout the school day.
2 Maintain appropriate cleaning regimes	C. Cleaning	Must be in place in all schools, all the time. Separate cleaning regime attached.
3. Keep spaces well ventilated	D. Keep Spaces Well-ventilated	Must be in place in all schools, all the time. Daily requirement to open classroom and shared area windows daily.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	E. Responding to Someone with Symptoms	Any suspected cases removed from school as quickly as possible.
	F. Personal Protective Equipment (PPE)	Air lock designated 'holding place'. Office to contact parents.
	G. Managing Symptoms, Testing and Responding to a Local Outbreak	Full PPE donned if case is deemed to be high risk/involving bodily fluids/excessive coughing (PPE Guidance Appendix B)
	H. Face Coverings	Gloves and mask to be worn for all suspected cases being managed.

		<p>Case removed and additional cleaning of classroom to take place with seat and table areas additionally cleaned and all other pupils sent to wash hands.</p> <p>All cases to continue to be reported to LA/PHWE to aid mapping of cases via online form.</p> <p>Local numbers considered on weekly basis and Executive Head informed by Local Authority weekly emergency recovery group notes to ensure actions remain proportionate and reflective of local position not just national.</p> <p>Face coverings to be advised in September 2021 in all communal areas. To be reviewed in last week of September.</p>
	<p>J. Minimizing the risks associated with travel and quarantine</p>	<p>Must be followed in every case where they are relevant.</p> <p>All planned trips must be agreed with senior management team and if required consultation through EVOLVE with local authority representatives. In Autumn term local trips will take place.</p> <p>National and local picture considered when deciding on all excursions in autumn term.</p>

	K. Safeguarding and arrangements for vulnerable and critical worker children	<p>Office to report an absence to principal on daily basis. Kate Appleby to decide on next steps.</p> <p>Parents to be contacted via telephone and absence checked if report has been via telephone message or email.</p> <p>If further action required staff must discuss this with KA / KC (DSL).</p>
	L. Risk Assessment	<p>COVID-19 risk assessment, considering the measures in the government's guidance written and Health and Safety governor check and agreed it prior to final GB approval in consultation with staff, led by SMT.</p>

Area of Risk Assessment	Control Measures	Action Complete Yes - Y No - X	Planned Actions
<p>Section A.</p> <p>Hygiene and Handwashing</p>	<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <ul style="list-style-type: none"> The school has sufficient hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly 	Y	<p>Weekly checks by Pete Rathbone that there are sufficient supplies of both hand sanitiser and liquid soap in each classroom and daily checks in all staff toilets – responsibility of site manager informed by class staff if supplies run out unexpectedly.</p> <p>Site manager to be responsible for ordering additional stocks and managing usage.</p>
	<ul style="list-style-type: none"> The school has enough tissues and bins available in the school to support pupils and staff to follow the enhance hygiene routine. 	Y	<p>Site manager responsible for ordering in additional supplies and checking classrooms remain stocked up.</p> <p>All bins to be emptied and cleaned daily – continue with lunchtime cleaning routine (Appendix A).</p>
	<ul style="list-style-type: none"> All adults and children are aware of the required hygiene and handwashing regime, which includes: <ul style="list-style-type: none"> Frequently washing their hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating embedding the 'catch it, bin it, kill it' approach encouraging pupils to clean their hands thoroughly after using the toilet 	Y	<p>Daily handwashing regime to continue until at least October half term.</p> <p>Children to sanitiser their hands on arrival – dispensers positioned by every door.</p> <p>After each play/break time and before and after lunch.</p> <p>Before fruit and milk time (EYFS & KS1)</p> <p>Reminder posters in each toilet and regular reminders issued by class teams.</p>

			Key hygiene messages revisited in first week back in autumn term by all classroom staff.
	<ul style="list-style-type: none"> • Sanitiser is stored safely away from small children. Staff are aware of the need to supervise the use of hand sanitiser, where needed, including small children and pupils with complex needs. 	Y	All stocks stored in disabled toilet cupboard . In classrooms administration of santiser overseen by staff.
	<ul style="list-style-type: none"> • Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	Y	Alternatives arranged with parents.
	<ul style="list-style-type: none"> • The school's risk assessment sets out how the school will support children who struggle to maintain as good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	Y	Highlighted within SEN plans and discuss with parents who we ask to support us with this issue.
	<ul style="list-style-type: none"> • The school has considered the accessibility of hand wash basins, including in or adjacent to classrooms, so may be able to use these to maximise hand washing, for specialist settings. 	Y	Utilisation of classroom sinks to increase access for all classes.
<p>Guidance Safe working in education, childcare and children's social care, including the use of PPE E-Bug resources include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters NHS Print friendly A4 poster 6 steps of handwashing' poster NHS washing hands video: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>		<p>Contact Public Health phbusinesssteam@cheshireeast.gov.uk Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk</p>	

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
<p>Section B:</p> <p>Respiratory Hygiene</p>	<ul style="list-style-type: none"> Schools are communicating and reinforcing the 'catch it, bin it, and kill it' approach and have ensured that there are enough tissues and bins available to support staff and pupils to follow this routine. 	<p>Y</p>	<p>Daily handwashing regime to continue until at least October half term.</p> <p>Children to sanitise hands on arrival – dispensers positioned by playground doors.</p> <p>After each play/break time and before and after lunch.</p> <p>Before fruit and milk time (EYFS & KS1)</p> <p>Reminder posters in each toilet and regular reminders issued by class teams.</p> <p>Key hygiene messages revisited in first week back in autumn term by all classroom staff.</p>
	<ul style="list-style-type: none"> The school will ensure younger children and those with complex needs are helped with this process. 	<p>Y</p>	<p>Class teachers to support with this.</p>
	<ul style="list-style-type: none"> Where pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant a separate risk assessment is available to support them and the staff working with them. 	<p>Y</p>	<p>Highlighted within SEN plans and discuss with parents who we ask to support us with this issue.</p>

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section C Cleaning	<ul style="list-style-type: none"> The school has put in place an enhanced cleaning schedule in line with government guidance. 	Y	<p>Schedule attached and to be read in conjunction with this document. All staff made aware (Appendix A).</p> <p>TAs to continue her role of cleaning main pupil/staff communal areas at lunchtime.</p>
	<ul style="list-style-type: none"> The schools cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups 	Y	<p>Enhanced cleaning of other shared areas. See attached cleaning schedule.</p>
	<ul style="list-style-type: none"> The school's cleaning schedule includes frequently touched surfaces being cleaned more often than normal 	Y	<p>Particular reference to desks and door handles.</p>
	<ul style="list-style-type: none"> The school's cleaning schedule includes classroom-based resources, such as books and games are cleaned regularly 	Y	<p>Classes encouraged to weekly wipe down shared items within each class and either wipe down or quarantine books upon return.</p> <p>Shared equipment between classes needs to be wiped down after use.</p>
	<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. 	Y	<p>Each child to be given their own pencil cases so sharing of resources reduced. KS2 only.</p>
	<ul style="list-style-type: none"> Where pupils and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	Y	<p>Maintain previous regime in classes that ran throughout previous summer term 2021.</p>

	<ul style="list-style-type: none"> The school has assessed the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use 	N/A	
	<ul style="list-style-type: none"> The school has arrangements to dispose of waste in line with government guidance, in relation to a possible case 	Y	Any items disposed of in medical waste bins double bagged and removed from building immediately.
Guidance COVID-19: cleaning of non-healthcare settings guidance.			

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
<p>Section D.</p> <p>Keeping Spaces well ventilated</p>	<ul style="list-style-type: none"> To increase ventilation while maintaining a comfortable temperature, the school uses the following measures: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) 	<p>Y</p>	<p>Windows and doors to be opened in the morning on entry and close at the end of the day.</p> <p>Pupils may wear school hoodies over uniform from October half term.</p> <p>CO2 monitors to be sent by government during autumn term to help monitor poorly ventilated areas.</p> <p>Poorly ventilated areas to be used by one class at a time unless no other alternatives such as lunchtime service.</p>
	<ul style="list-style-type: none"> Poorly ventilated spaces have been identified in the risk assessment and steps have been taken to improve fresh air flow in these areas, giving consideration when holding events where visitors such as parents are on site, for example school plays. 	<p>Y</p>	<p>Hosting parents on site will not take place until October 2021 at the earliest and all decisions to extend the number of adults in the building will be informed by local and national infection rates.</p> <p>Safety to those who work and learn on our site will always be the first priority.</p> <p>Whole school worship will be held in the village hall which is well ventilated. Classes will sit separately.</p>

	<ul style="list-style-type: none">Any mechanical ventilation systems have been adjusted to increase the ventilation rate and ensure that only fresh outside air is circulated.	Y	Fans positioned if required near open doors and windows to ensure fresh-air recirculation.
	<ul style="list-style-type: none">Mechanical ventilation systems are used and maintained in accordance with the manufacturers' recommendations.	Y	All fans PAT tested.

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section E: Responding to Someone with Symptoms	<ul style="list-style-type: none"> Staff and children have been advised not to come to school if they have coronavirus symptoms or have tested positive. 	Y	<p>Regular reminders shared with parents via Newsletter and if required text to parents and email updates to staff.</p> <p>New guidance to be shared with parents on 1.9.21 via letter from Principal.</p>
	<ul style="list-style-type: none"> The school policy and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms. 	Y	<p>This continues the system previously utilised in Summer Term.</p>
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those developing symptoms. 	Y	<p>Reminder undertaken on INSET day September 1st. All COVID guidance referred to in staff handbook 2021 – 22.</p>
	<ul style="list-style-type: none"> The school level response should someone fall ill on site is in place (in line with relevant government guidance). 	Y	<p>Reminder undertaken on INSET day September 1st. All COVID guidance referred to in staff handbook 2021 – 22.</p>
	<ul style="list-style-type: none"> A well-ventilated room is available in the school for a child or young person to wait until collected. 	Y	<p>Air lock area identified (entrance lobby) as safe place for pupils to wait. The main gate locked and entrance door to building left open. Internal door to the main school cannot be accessed without a security fob.</p> <p>Kate Appleby will position herself in the admin office where she can interact/observe the child through the glass screen until a parent arrives.</p>

	<ul style="list-style-type: none"> The school is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE. 	Y	Reminder undertaken on INSET day September 1 st . All COVID guidance referred to in staff handbook 2021 – 22. See Appendix B for PPE Guidance
	<ul style="list-style-type: none"> The school policy is clear that any staff or pupil should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	Y	Reminder undertaken on INSET day September 1 st . All COVID guidance referred to in staff handbook 2021 – 22.
	<ul style="list-style-type: none"> The school policy ensures the room will be cleaned after a person with symptoms has left concentrating on contact areas in line with government guidance. 	Y	Contact areas to be sprayed with DC10 and wiped down. Room thoroughly ventilated.
	<ul style="list-style-type: none"> On developing symptoms, pupils and members of staff will be asked to request a test. 	Y	Pupils and staff advised to take PCR if any symptoms evident. Regular reminders sent out via teachers to parents and Newsletter.
	<ul style="list-style-type: none"> Guidance on testing has been given to staff and parents. 	Y	Reminder undertaken on INSET day September 1 st . All COVID guidance referred to in staff handbook 2021 – 22.
	<p>Guidance Coronavirus (COVID-19) symptoms Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Arrange to have a test See ChESS hub for: FAQ for school staff Testing guidance for schools Testing script for schools Testing data form</p>	<p>Contacts Testing (via CEC) gary.pickford@cheshireeast.gov.uk Testing (self-referral) www.gov.uk/coronavirus Contact your HR contact or email deanhadden@cheshireeast.gov.uk</p>	

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section F: Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> The school's policy ensures that PPE is only used in line with government guidance. 	Y	Reminder undertaken on INSET day September 1 st . All COVID guidance referred to in staff handbook 2021 – 22.
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section G: Managing Symptoms, Testing and Responding to a Local Outbreak	<ul style="list-style-type: none"> The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. 	Y	From July 19 th Step 4 NHS Test and Trace rules change. In line with local authority request, the school will continue to report all positive cases to ensure that the mapping of positive cases continues. School will adapt to changes of requirements at a local or national level as the autumn term develops. New guidance to be shared with parents on 1.9.21 via letter from Principal.
	<ul style="list-style-type: none"> The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms. 	Y	Regular reminders shared via: email/teachers to parents and weekly Newsletters. New guidance to be shared with parents on 1.9.21 via letter from Principal.

	<ul style="list-style-type: none"> The school has a system to keep brief records of pupils and staff contacts so that they can provide these details if required by NHS Test & Trace or the LA COVID19/Public Health team. 	Y	<p>Principal (or in her absence EHT) collates this information and has it available if required.</p> <p>All visitors to school must sign in COVID logbook. Staff required to work with senior management team to quickly establish close contacts.</p>
	<ul style="list-style-type: none"> The school's procedures include contact with the LA COVID-19 Education Team when they are aware of multiple cases and agreeing a plan of action. 	Y	
	<ul style="list-style-type: none"> The school has isolation procedures which can be activated if required by the LA COVID-19 Education Team/Public Health. 	Y	
	<ul style="list-style-type: none"> The school has a template letter to send to parents and staff if required by the LA COVID-19 Education Team/Public Health. 	Y	LA distributed model letter September 2021.
	<ul style="list-style-type: none"> The school has an outbreak management plan outlining how it would operate if there were an outbreak in the school or local area based on the advice from the COVID-19 Education Team/Public Health. 	Y	Written August 2021.
	<ul style="list-style-type: none"> A separate risk assessment is provided for the asymptomatic testing of staff and pupils (where available). 	N/A	Parents and pupils advised to access LFD and staff test twice weekly from September 1 st to end of September when system is to be nationally reviewed.
	<p>Guidance Testing for coronavirus (COVID-19).</p>	<p>Contact COVID-19 Education Team 01270 371323 COVID19@cheshireeast.gov.uk Public Health phbusinesssteam@cheshireeast.gov.uk Public Health England health protection team Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562.</p>	

Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section H. Face Coverings	<ul style="list-style-type: none"> Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. 	Y	<p>Until September 30th staff to maintain wearing face coverings in communal areas of the school.</p> <p>Any visitors to school will be asked to wear a face covering before entering the setting.</p>
Area of Risk Assessment	Control Measures	Action Complete Yes - Y No - X	Planned Actions
Section J. Minimizing the risks associated with travel and quarantine	<ul style="list-style-type: none"> Staff and children should not come into school and should quarantine if they have recently visited countries where testing and/or quarantine is required unless they are exempt. The school has arrangements in place to inform parents/carers of the possible impact of travelling abroad. 	Y	
		Y	New guidance to be shared with parents on 1.9.21 via letter from Principal.

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
<p>Section K.</p> <p>Safeguarding and arrangements for vulnerable and critical worker children</p>	<ul style="list-style-type: none"> • Arrangements are in place to strongly encourage vulnerable children to attend school. Early Help lead or Social Worker is made aware of any issues with attendance • 	Y	
	<ul style="list-style-type: none"> • Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded 	Y	<p>Phone calls or door knocks undertaken if any vulnerable pupils do not attend school and staff are not 'satisfied' that period of absence is either of the right length, commensurate to reported illness or have any other concerns.</p> <p>Absence is always examined.</p> <p>Principal works with office to ensure a regular update is given as to absences.</p>
	<ul style="list-style-type: none"> • School has arrangements in place on how it will support: <ul style="list-style-type: none"> - individual children who find remote learning difficult - those who have developed anxieties related to the virus - those about whom there are safeguarding concerns - those who may make safeguarding disclosures once they are back in school 	Y	<p>Additional laptops available if required.</p> <p>Staff also available to directly support pupil's mental health in addition staff trained in mental health first aid.</p> <p>DSL and deputies follow safeguarding procedures in the event of a disclosure.</p>

	<ul style="list-style-type: none"> Any safeguarding issues that arise will be addressed using the school's safeguarding policy. 	Y	Annually reviewed policy in place.
	<ul style="list-style-type: none"> Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school. 	Y	Additional deputy DSL trained during 2021/22 (Sally Allen) and ensured continuity when key staff retired.
	<ul style="list-style-type: none"> Sufficient staff are trained to support or signpost pupils with mental health issues. 	Y	All staff to be trained 1.11.21
	<ul style="list-style-type: none"> Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place. 	Y	Continuation of support from summer 2021. Resilient classrooms, Cool Connection and other emotional wellbeing interventions.
	<ul style="list-style-type: none"> The impact on pupils with protected characteristics, including race and disability, has been considered. 	Y	
	<ul style="list-style-type: none"> For children with an Education, Health and Care Plan (EHCP), these have been reviewed to ensure that they can attend safely, and any necessary adjustments made. Regular updates to their risk assessments are planned. 	Y	
	<ul style="list-style-type: none"> Changes to provision for children with an EHCP have been agreed and recorded. 	Y	Recorded on CPOMs.
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section L. Risk Assessment	<ul style="list-style-type: none"> The school has undertaken a coronavirus (COVID-19) risk assessment, considering the measures in the government's guidance to inform their decisions and control measures 	Y	Undertaken and shared with all Directors and local governors.

Warmingham CE Primary School – Cleaning Regime for **Otters’ Area**

Item	Frequency, Product & PPE	Responsibility
Window Sills	Twice weekly using Bio360, blue roll and gloves.	Crystal Clean after school
Classroom Tables	Twice daily using Bio360, blue roll and gloves.	Katie Ollerton before & after lunch Crystal Clean after school
Door Handles, Light Switches & Remotes	Twice daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Washable Floors	Daily using Bio360, blue roll and gloves.	Crystal Clean after school
Carpets	Daily Hoovering Monthly Cleaning – EYFS/KS1 Termly Cleaning – KS2	Crystal Clean after school
Sinks including taps, draining boards and surrounding surfaces.	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Walls & Other Surfaces including IWB	Contact areas wiped daily . Other areas termly with Bio360, blue roll and gloves	Crystal Clean after school
Waste Bins	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Toys which have been in the mouth, sneezed or coughed on.	Immediately with Bio360, blue roll and gloves.	Sally Allen
Other hard toys e.g. dolls house, climbing frame.	Daily using Bio360, blue roll and gloves.	Sally Allen

Appendix A

Warmingham CE Primary School – Cleaning Regime for **Hedgehogs’ Area**

Item	Frequency, Product & PPE	Responsibility
Window Sills	Twice weekly using Bio360, blue roll and gloves.	Crystal Clean after school
Classroom Tables	Three times daily using Bio360, blue roll and gloves.	Heather Killilea before & after lunch. Crystal Clean after school
Door Handles, Light Switches & Remotes	Twice daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Washable Floors	Daily using Bio360, blue roll and gloves.	Crystal Clean after school
Carpets	Daily Hoovering Monthly Cleaning – EYFS/KS1 Termly Cleaning – KS2	Crystal Clean after school
Sinks including taps, draining boards and surrounding surfaces.	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Walls & Other Surfaces including IWB	Contact areas wiped daily . Other areas termly with Bio360, blue roll and gloves	Crystal Clean after school
Waste Bins	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Toys which have been in the mouth, sneezed or coughed on.	Immediately with Bio360, blue roll and gloves.	Heather Killilea
Other hard toys e.g. dolls house, climbing frame.	Daily using Bio360, blue roll and gloves.	Heather Killilea

Appendix A

Warmingham CE Primary School – Cleaning Regime for **Squirrels’ Area**

Item	Frequency, Product & PPE	Responsibility
Window Sills	Twice weekly using Bio360, blue roll and gloves.	Crystal Clean after school
Classroom Tables	Three times daily using Bio360, blue roll and gloves.	Louise Knight before & after lunch Crystal Clean after school
Door Handles, Light Switches & Remotes	Twice daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Carpets	Daily Hoovering Monthly Cleaning – EYFS/KS1 Termly Cleaning – KS2	Crystal Clean after school
Sinks including taps, draining boards and surrounding surfaces.	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Walls & Other Surfaces including IWB	Contact areas wiped daily . Other areas termly with Bio360, blue roll and gloves	Crystal Clean after school
Waste Bins	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Toys which have been in the mouth, sneezed or coughed on.	Immediately with Bio360, blue roll and gloves.	Louise Knight
Other hard toys e.g. dolls house, climbing frame.	Daily using Bio360, blue roll and gloves.	Louise Knight

Appendix A.

Warmingham CE Primary School – Cleaning Regime for **Badgers' Area**

Item	Frequency, Product & PPE	Responsibility
Window Sills	Twice weekly using Bio360, blue roll and gloves.	Crystal Clean after school
Classroom Tables	Three times daily using Bio360, blue roll and gloves.	Adele Morris before & after lunch Crystal Clean after school
Door Handles, Light Switches & Remotes	Twice daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Carpets	Daily Hoovering Monthly Cleaning – EYFS/KS1 Termly Cleaning – KS2	Crystal Clean after school
Sinks including taps, draining boards and surrounding surfaces.	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Walls & Other Surfaces including IWB	Contact areas wiped daily . Other areas termly with Bio360, blue roll and gloves	Crystal Clean after school
Waste Bins	Twice times daily using Bio360, blue roll and gloves.	Tina Brookes after lunch Crystal Clean after school
Toys which have been in the mouth, sneezed or coughed on.	Immediately with Bio360, blue roll and gloves.	Adele Morris
Other hard toys e.g. dolls house, climbing frame.	Daily using Bio360, blue roll and gloves.	Adele Morris

Appendix A

Warmingham CE Primary School – Cleaning Regime for **Toilets – Girls, Boys & Disabled/Staff**

Item	Frequency, Product & PPE	Responsibility
Sinks, taps, surrounding counters, soap & paper towel dispensers	Twice times daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Toilet seat – both sides	Twice times daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Toilet bowls	Twice times daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Toilet handles, door knobs, cubicle handles & light switches	Twice times daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Changing Unit	After use	Adult supervising
Bins - empty	Twice times daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school

Appendix A

Warmingham CE Primary School – Cleaning Regime for **Staff Room, Library, Offices & Entrance**

Item	Frequency, Product & PPE	Responsibility
Window Sills	Twice weekly using Bio360, blue roll and gloves.	Crystal Clean after school
Desks	Daily using Bio360, blue roll and gloves.	Member of staff using Crystal Clean after school
Door Handles & Light Switches	Twice daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Washable Floors	Daily using Bio360, blue roll and gloves.	Crystal Clean after school
Carpets	Daily Hoovering	Crystal Clean after school
Sinks including taps, draining boards and surrounding surfaces.	Daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school
Walls & Other Surfaces	Contact areas wiped daily . Other areas termly with Bio360, blue roll and gloves	Crystal Clean after school
Waste Bins	Daily using Bio360, blue roll and gloves.	Sharon Rowell after lunch Crystal Clean after school

Appendix A

Appendix B - PPE is only effective when taken on and off using the following guidelines:

- Before putting on any PPE, perform hand hygiene. The use of PPE does not replace the need for appropriate hand hygiene, which should be performed frequently.
- Use alcohol rub or gel or soap and water before and taking off any PPE.
- Before you put on PPE, make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.
- Ensure you have PPE that fits before putting it on.
- Always dispose of used PPE immediately and directly into a clinical waste bin and clean your hands with alcohol-based hand rub or soap and water.
- Don't move the mask around on your face and don't frequently touch or take it off.
- Don't share you mask with anyone.

Putting on PPE

1. Put on plastic apron.
2. Put on your surgical face mask.
3. Put on your gloves.

Taking off PPE

1. Remove gloves.
2. Perform good hand hygiene measures.
3. Remove your apron.
4. Perform good hand hygiene measures.
5. Remove your mask.
6. Perform good hand hygiene measures thoroughly.

