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Checklist Completed By (Print Name):	James Church and Tim Phillips
Name & Tel No of Institution:	Abbot Beyne School 01283 759007
Name of Head Teacher/Manager:	Jamie Tickle

General Management	Yes/No	Comments
<p>The school will be required to ensure all staff have had infection prevention and control (IPC) training that includes: -</p> <ul style="list-style-type: none"> ● hand and respiratory hygiene, ● use of personal protective equipment, donning and doffing procedure. ● cleaning and decontamination ● waste disposal, laundry management ● dealing with body fluid spillages and sharps injuries ● caring for a pupil/member of staff who develops possible COVID-19 type symptoms whilst at the school. <p>Ensure that all staff understand the PHE COVID-19 guidance and their roles and responsibilities.</p> <p>IPC policies and procedures are in place and up-to-date</p> <p>Has an accountable member of staff for monitoring that all IPC practices are being maintained.</p> <p>All resources required are available and in stock</p> <p>To ensure there is a procedure for escalating incidents/outbreaks.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Shared relevant staff -training days</p> <p>hourly clean</p> <p>Outside/ spare classroom</p> <p>communicated on training days</p> <p>JAC/TP</p>
Communication - up to date local contact numbers available to obtain advice pertaining to infection prevention and control	Yes	
Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.	Yes	Few contractors in, all co-ordinated by TP, supervised by site staff
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.	Yes	Rotas changed according to changing needs. Additional cleaning on both sites.
Environmental cleaning schedules/ check lists will be required.	Yes	Site team Google check Sheet modified
The school must have a segregated room or an area which is at least 2 metres away from other people, for children who are unwell and require isolation.	Yes	Dozens of spare rooms available (outside if appropriate)
Ensure communications are circulated before school re-opens telling children, young people, parents, staff, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Display this information at the entrance of the school.	Yes	JPT letters
Hand hygiene facilities		

Hand wash basins should only be used for hand washing and be accessible to users.	Yes	Year group, outside sinks installed for majority of pandemic, switched to sanitiser Oct 2021 on entrances 3x daily (staffed).
Hand wash basins need to be: <ul style="list-style-type: none"> ● Clean ● Devoid of extraneous items ● In a good condition minimising infection risks 	Yes Yes Yes	
Soap dispensers need to be: <ul style="list-style-type: none"> ● Clean and intact ● Wall mounted ● replenished on a day-to-day basis and cleaned between refills (not simply topped up). Cartridge, liquid, disposable dispensers are most appropriate. ● Checked regularly to ensure sufficient supply ● Bar soap should be removed 	Yes No Yes Yes Yes	Heads of Year and other staff enforce sanitisation of students on entry to building. Site Team ensure supplies are available.
Paper towel dispensers need to be: <ul style="list-style-type: none"> ● Clean ● Enclosed ● Paper towels should be soft tissue with sufficient supply in the dispenser at all times 	Yes Yes Yes	
Posters (wipeable) that promote how to perform hand hygiene need to be displayed by the hand wash sinks Hand washing needs to be promoted using visual methods and demonstration. Staff to supervise children washing and drying hands	Yes Yes	In all toilets
A waste bin for discarding paper towels needs to be in close proximity to hand wash sinks, foot operated and clean.	Yes	Open top bins, regularly changed
Toilet facilities must have: <ul style="list-style-type: none"> ● Wall mounted soap dispensers ● Water that is hot (preferably a mixer tap which can take the water to a safe temperature) ● Paper towels ● Foot action pedal bins 	Yes Yes Yes Open top changed regularly	
Toilet area walls, floors, ceilings, doors, etc. must be of a type that are <ul style="list-style-type: none"> ● impervious/non-absorbent and washable ● easy to clean ● intact ● capable of withstanding disinfection and other cleaning processes 	Yes Yes Yes Yes	
Toilet paper dispensers to be mounted where they are easily accessible. Toilet paper to be provided in all toilet cubicles, at the start of a school day, and a process of re-supply is in place at a reasonable mid-point of the school day	Yes Yes	Checked break and lunch -TP and Team
All toilets to have lids. (It is good practice for the lid to be closed	Yes	

When toilets are flushed in order to minimise the spread of water droplets when flushing.)	Yes	
Set clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean	Yes	
All toilet equipment, including cubicle seats, to be thoroughly cleaned at the end of each day, and similarly during a non-break time during the day	Yes	
Frequent hand contact sites, such as toilet flush handles, taps, doorknobs and waste bins to be cleaned and disinfected regularly throughout the day	Yes	
Implement and maintain an effective toilet cleaning, supervision and inspection regime, to ensure proper standards of provision and cleanliness, throughout the school day	Yes	hourly or less (contact cleaner rotation)
Hand hygiene		
Hand washing for 20 seconds with warm water and liquid soap is recommended as follows: <ul style="list-style-type: none"> ● After using (or helping someone to use) the toilet ● After changing a nappy ● Before, during and after preparing food ● Before eating food ● After blowing your nose, coughing or sneezing (or helping someone to blow or wipe their nose) ● Before and after treating a cut or wound ● Immediately after hands have been contaminated with respiratory secretions, blood, faeces, urine or other body fluid ● After handling animals, pet food/treats or cleaning cages ● Whenever hands are visibly soiled 	Yes	Guidance given to staff and students
Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments and at the entrance and exit points of the school.	Yes	In all classrooms and enforced on entry to building
Domestic store room/cleaners cupboard		
There is a designated locked area for cleaning products and equipment – no inappropriate items are stored in the designated cleaning cupboard. The cupboard is only used to store cleaning equipment and materials	Yes	
The room needs to be clean and tidy	Yes	
Equipment to be appropriately stored off the floor	Yes	
Floor coverings to be clean and washable, impervious to moisture and sealed	Yes	
Appropriate cleaning agents are available for cleaning of the school	Yes	
Cleaning equipment is stored clean and dry	Yes	
Mop heads are disposable or laundered	Yes	disposable
Cleaning equipment/products (mop buckets, cloths, etc) are colour coded or designated for specific areas. There is a poster with the colours identified or items are individually labelled	Yes	toilets red, corridors blue
There is a suitable designated area for the disposal of dirty water, for example low level sink or drain.	Yes	in stores
COSHH sheets to be available for all disinfectants and cleaning agents used	Yes	
Environmental cleaning schedules/ check lists are available. The environment cleaning schedule which is based on a risk assessment needs to includes: <ul style="list-style-type: none"> ● All areas of the practice ● The responsibilities for cleaning 	Yes	

<ul style="list-style-type: none"> The methods for cleaning The frequency of cleaning Soft furnishings cleaning 		
There are many disinfectants that are safe to use around children and pets, (e.g. Milton Solution) and your cleaning staff should have a policy in place for use of these products. Whichever solution is used, check the label to ensure that it is used in line with directions and make sure that it states that it can kill both viruses and bacteria. Hypochlorite solutions should be diluted to 0.1% or 1000 ppm.	Yes	Bleach not used on site. "Protect" solution used.
Classrooms		
Remove unnecessary items from classrooms and other learning environments to ensure a clutter free environment.	Yes	
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Yes	Woodlands Sofas
Follow the guidance on social distancing within schools 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	Yes	
Reduce the use of shared resources. Prevent the sharing of stationery and other equipment where possible Shared materials and surfaces should be cleaned and disinfected more frequently.	Yes	Hot desking very rare and cleaning practices in place where necessary. Non Bubble classrooms have cleaning regime in place prior to each lesson. Some sharing now in place with loosening of national guidelines
consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Yes	Urban Gyms now open to single year group.
Ensure that handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Yes	
Stress handwashing – liquid soap & paper towels/tissues & disposal "Catch it, Bin it, Kill it"	Yes	Entry/exit/signage etc
A foot operated clean waste bin for discarding tissues/paper towels is required in each classroom	Yes	Open bin regular changing/emptying
Ensure each class has a supply of: - <ul style="list-style-type: none"> vomit bags tissues fluid-resistant surgical face masks disposable gloves disposable plastic aprons eye protection (for example a face visor or goggles) disinfectant wipes 	No Yes No No No No Yes	If not In the classroom (as left) items available at receptions. Sanitiser also in all classrooms along with enhanced cleaning for non bubble rooms.
To prevent the indirect spread of the virus from person to person, clean frequently-touched surfaces, such as: <ul style="list-style-type: none"> door handles handrails table tops 	Yes - fire doors open Yes am/pm -child stays at	Constant cyclical cleaning by extra cleaning staff. Teachers/students clean desk/chair before/after -signage.

<ul style="list-style-type: none"> •play equipment •electronic devices (such as phones, interactive boards, keyboards and screens) following manufacturer guidelines 	<p>same table Closed</p> <p>N/A</p>	
Ensure that all pictures and displays in classrooms, corridors and entrance to the school are laminated where possible. If unable to laminate, remove to ensure that all surfaces are easily wipeable.	Yes	checks on on rooms carried out
Keep all food in cupboards or in a lidded wipeable box	Yes	
Do not allow children to take fruit/biscuits etc out of a shared bowl, in order to reduce risk of cross infection.	Yes	Students bring own food at break
All shared crockery and cutlery to be dishwasher washed or washed and then soaked in Milton following manufacturer guidelines, dried and then stored in a cupboard	Yes	Dishwashers used on max heat setting
Any homemade non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands	No	
Corridors and Communal Areas		
All students and staff, unless medically exempt, are required to wear a facemask in communal areas of the school. Students are encouraged to bring their own masks but a limited supply is available at school.	Yes	Exemptions checked by HOY
Caring for a symptomatic child		
<p>If a child develops COVID-19 symptoms whilst at school: -</p> <ul style="list-style-type: none"> •new continuous cough or •high temperature or •a loss of, or change in, normal sense of taste or smell (anosmia) <p>And is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	Yes	<p>Outside/Hall/Conf room at Linnell.</p> <p>Outside/ Hall / dining room / spare classroom / meeting room as required.</p>
If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Yes	Linnell, toilet opposite L15. Evershed toilet near E14.
PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	Yes	First Aiders have had PPE briefing
In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Yes	
They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Yes	
<p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-n-on-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Yes	

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments	Yes	
wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished	Yes	
using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as: •door handles •handrails •table tops •play equipment •toys •electronic devices (such as phones)	Yes	
The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed	Yes	PPE at reception
If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron	Yes	Site team trace movements and re-clean
Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal	Yes	As above
All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: •objects which are visibly contaminated with body fluids •all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells	Yes	
Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: •use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or •a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or •if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses	Yes	“Protect” solutions used (checked anti-C19 compliant)
Avoid creating splashes and spray when cleaning. Spray cleaning solution into disposable cloth prior to cleaning if spray bottles are used	Yes	
Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.	Yes	Disposable only

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.		
Laundry If the child with symptoms, clothing is soiled - double bag it for the child to take home with them. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Ensure air is not expelled from the bag with force and keep away from face. Wear PPE when handling soiled clothing.	Yes	
Waste management		
Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, PPE and tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. 	Yes	LFT Waste now to be black bagged as per SCC advice (5/3/2021)
Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. <ul style="list-style-type: none"> •if the individual tests negative, this can be put in with the normal waste •if the individual tests positive, then store it for at least 72 hours and put in with the normal waste 	Yes	Compound at Evershed
If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.	Yes	Plenty of secure storage available on site. Use Orange bags for potential contaminated bags
Testing Testing Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. https://www.gov.uk/apply-coronavirus-test-essential-workers By the time settings open to wider cohorts of children and young people, all children, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. <ol style="list-style-type: none"> 1. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. 2. If they test positive, education and childcare settings should follow guidance on implementing protective measures in education and childcare settings. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ 	Staff aware	Staff training LFT provided for staff. LFT for students collect from local centre (BOT Town Hall is the closest)

There is no legislative requirement to operate a colour-coded cleaning regime. However, it is generally considered good practice to adopt such a scheme when cleaning commercial premises and stops equipment being used in different areas (e.g. toilet and then used in a kitchen). As a result, and given the importance afforded to infection control, the cleaning industry has developed a widely used colour-coding system for all relevant cleaning equipment which should be used in the areas as identified by the various colours. These are;

BLUE	Generally used when cleaning areas that are considered to present a low risk of infection. All equipment can be used to clean classrooms/offices/reception areas etc. (USED at AB)
GREEN	All kitchen areas within the school/nursery should use green equipment.
RED	This is for high risk areas in relation to the spread of infection, such as toilets/washrooms/showers. Including all fixtures and fittings (USED at AB)
YELLOW	Should be used in washroom areas for cleaning all fixtures and fittings and surfaces that are not considered critical in terms of infection. These include worktops/ doors/pipework/towel dispensers/sink and basins