

APRIL 2021

Risk-Assessment for Re-Opening and Re-Operating Dhoon School and Laxey School

COVID19 Response

DHOON / LAXEY FEDERATION

DEPARTMENT OF EDUCATION, SPORT AND CULTURE



LAXEY SCHOOL and DHOON SCHOOL (FEDERATED SCHOOLS)

Preventing and Managing Sickness (including outbreaks Risk Procedures and Risk Assessment)

This risk assessment document is in response to the re-opening and future operation of the Laxey School and Dhoon School sites during the current global pandemic of COVID19

Progression of restrictions / Staged response

At Laxey School and Dhoon School we have 6 stages for when dealing with medical incidents / outbreaks, depending on the nature of the situation and stage

RESPONSE STAGE	TRIGGER	KEY ACTIONS	LEAD	NOTES
STAGE ONE <u>GENERAL</u>	None	<ul style="list-style-type: none"> General reminders for hygiene Effective handwashing facilities and soap available Follow usual absence periods for sickness 	SLT	DESC posters about general hygiene in schools to be displayed.
STAGE TWO PREVENTION	<p><u>Where an increased risk is present</u></p> <p>Increased absence rates of pupils or staff</p> <p>Local increases in sickness e.g. flu, gastric, coronavirus</p> <p>Public health alerts</p>	<ul style="list-style-type: none"> Increase hygiene procedure Communication with key people including key information (staff, pupils and families, users of the site) <ul style="list-style-type: none"> On site social distancing <ul style="list-style-type: none"> ⇒ Information ⇒ Signs ⇒ Newsletters ⇒ Parent / guardian reinforcement Specific hygiene reminders in class Increased use of handwashing <ul style="list-style-type: none"> ⇒ before eating of food ⇒ entering / leaving school ⇒ at regular intervals ⇒ after activities Consider events/trips and make changes as necessary Review <i>Control Measures and make changes as necessary (see table below)</i> Daily review of the situation 	<p>SLT</p> <p>Cleaning and caretaking staff</p>	<p>Hand sanitizer stations deployed around the school buildings.</p> <p>Handwashing stations to be sourced by DESC and procured for both schools.</p> <p>DESC posters and signage prepared and displayed to promote physical distancing and hygiene routines.</p>
STAGE THREE <u>MITIGATION / DELAY</u>	<p><u>Where a significant risk is present</u></p> <p>Direct case or increased likelihood of cases</p> <p>Public health/other advice for restrictions</p>	<ul style="list-style-type: none"> Consider reducing contact situations: <ul style="list-style-type: none"> ⇒ assemblies ⇒ carpet time ⇒ school events ⇒ trips Consider: <ul style="list-style-type: none"> ⇒ sending home any children with <i>any</i> illness ⇒ additional cleaning including deeper cleans Require: <ul style="list-style-type: none"> ⇒ self-isolation from school for those with stated symptoms 	<p>SLT</p> <p>Bryan Ashworth / DOI Central Estates Team</p>	Bryan Ashworth and DOI central team retain control and management of caretaking and cleaning team across both schools.

<p>STAGE FOUR CONTAINMENT</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p>	<ul style="list-style-type: none"> • Part / full closures of site / classes • Deep cleans • Closure of lettings and building use • Reduction or exclusion of visitors 	<p>SLT</p>	<p><u>Latest guidance from DESC requires HTs to liaise with Department before closing – contact Director of Education when 25% trigger point of staff absence is reached</u></p>
<p>STAGE FIVE EARLY EDUCATION RESPONSE TO SCHOOL CLOSURE</p>	<p><u>Enhancing education provision during longer-term closure</u></p>	<ul style="list-style-type: none"> • Teachers operating on an in-school rota designed based on availability and potentially weekly teams • Open over Bank holidays using volunteers • Contact list and communication process with those identified as most vulnerable: <ul style="list-style-type: none"> ⇒ follow up action as required • Revisiting of key concepts via remote learning with an emphasis on practice / consolidation • New learning material introduced as closure had become extended • Regular universal newsletters / video messages to parents and other comms as required 	<p>EHT or delegate, school staff, supported by DESC</p>	<p>Focus on keeping the vulnerable safe rather than on education</p>
<p>STAGE SIX EXPANDING EDUCATION PROVISION REFLECTING IOM PRIORITIES</p>	<p>Complementary education to bolster remote learning</p> <p>Loaning IT kit to the needy</p>	<ul style="list-style-type: none"> • Pupil groups of up to 50% of usual classroom capacity, managed as separately as possible <ul style="list-style-type: none"> ⇒ increase staffing as number of groups increases • Operational considerations of additional students and maintaining social distance in school considered: <ul style="list-style-type: none"> ⇒ Furniture re-configuration / visual aids ⇒ Limited room occupation (DESC guidance of maximum 50% usual classroom capacity) <i>Further risk assessment / visit may be required depending upon shape of rooms and furniture in them.</i> ⇒ Staggered starts, breaks, lunch, end of school ⇒ Additional cleaning managed by DOI • Transportation liaison with Bus Vannin <ul style="list-style-type: none"> ⇒ No. on buses ⇒ Site of bus stops and exit / entry ⇒ Lengths of journeys • Periodic collection of information on students' remote learning engagement 	<p>SLT</p>	<p>Capacity issues with classrooms and team structure - weekly review as numbers increase - will be a maximum which can be managed this way</p> <p>It is likely that the "50%" capacity "rule" will need to be adapted over time in light of new guidance, scientific evidence, data and DESC directions.</p> <p>Supply of PPE to cover requests by staff to access them.</p>
<p>Work with and comply with decisions and discussions with DESC / Public Health / Government. This phase of the risk assessment will require a flexible, fluid and adaptable approach. <i>April 2021</i></p>				

Risk Classification

Likelihood (L): Low = 1; Low/Medium = 2; Medium = 3; Medium High = 4; High = 5
 Severity (S): Low = 1; Low/Medium = 2; Medium = 3; Medium High = 4; High = 5
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COVID19 Key Actions

SPECIFIC ISSUE	RAW RISK CLASSIFICATION			ACTIONS INCLUDING MESSAGES TO MITIGATE THE RISK	RESIDUAL RISK CLASSIFICATION			LEAD	NOTES
	L	S	R		L	S	R		
Suspected case in school (staff or pupil)	3	3	9	<ul style="list-style-type: none"> Isolate student (medical room if available) – well ventilated room Contact the parents of pupil concerned for pick-up Agree pupil's health status; pupil to stay off-site until confirmed non-Covid related Consideration of adjusting day's accommodation and necessary enhanced cleaning Take advice from Public Health IOM and DESC Core reminders of hygiene for others in school 	2	2	4	School Leadership Team/ Parents/ Teachers/ Site team	Refer to Laxey / Dhoon Federation Policy and Procedure for People Displaying Signs of COVID19
Confirmed case in school	3	5	15	<ul style="list-style-type: none"> Take advice from Public Health IOM and DESC Potential temporary closure Enhanced cleaning following Public Health protocols Alteration of staff rotas to allow necessary self-isolation Inform staff and parents re. next steps Core reminders of hygiene for others in school 	3	3	9	SLT, Staff; Site Team	It is likely at this stage that all persons who had contact with the confirmed case would need to self-isolate for a period of time and await further instructions
Suspected case in a family - displaying stated symptoms	4	2	8	<ul style="list-style-type: none"> Family must follow self-isolation advice Increase monitoring of pupils who may have had contact 	2	2	4	Families / Staff	
Confirmed case in a family (that has a child attending a school)	4	5	20	<ul style="list-style-type: none"> Family to advise school Family (including pupil) must follow self-isolation advice Take advice from Public Health IOM and DESC Enhanced clean of areas used 	4	3	12	Family/ School Leadership Team Site Team	
Teacher availability	4	3	12	<ul style="list-style-type: none"> Schools have minimised teacher-pupil contact Rota models in effect - to keep teams separate Vulnerable staff not available in-school so can only support remotely 	3	2	5	SLT	Teacher availability could be a limiting factor on pupil numbers in school

Teacher shortage	4	3	12	<ul style="list-style-type: none"> Supply / Merging classes / School Leadership Team Cover/Creative use of remaining workforce Where too many – refer to DESC, possible partial closure for certain classes or part time / AM / PM classes 	4	2	8	School Leadership Team	DESC stated trigger point of 25% staff absence before consideration of any closure
Support staff shortage	1	2	2	<ul style="list-style-type: none"> Supply / Prioritise complex needs children - Consider using admin staff & defer non-essential functions 	1	1	1	School Leadership Team / SENCO	
Protection for most vulnerable children	5	5	25	<ul style="list-style-type: none"> Identify those children who are most vulnerable e.g. those with child protection considerations, underlying health conditions that may be affected by the current threat Identify others at risk - e.g. LAC, FSM, subset of SEN Prioritise vulnerable students including LAC, CLN, SS, Unit and Learning support, FSM Discuss with parents/carers (where appropriate) and agree key actions Potential to loan IT kit to some students 	4	4	16	SLT / Safeguarding Leads / SENCO	SENCO will be asked to devise a "Well-being Check" which will be used with all pupils / families on return to the schools
Staff with health issues (e.g. Heart)	5	5	25	<ul style="list-style-type: none"> Ask them to seek medical advice on their condition Consider back office, changes to duties or working from home - following advice given 	5	4	20	School Leadership Team / Line Managers	Refer to Isle of Man Government COVID-19 Vulnerable Persons – Management Guidelines
Staff with stated symptoms	5	5	25	<ul style="list-style-type: none"> Must follow self-isolation guidance Inform SLT Complete self-isolation form 	4	4	16	Staff	Refer to Isle of Man Government COVID-19 Vulnerable Persons – Management Guidelines
Pregnant staff	4	4	16	<ul style="list-style-type: none"> Ask them to seek medical advice; Consider working from home. 	2	2	4	Staff / School Leadership Team	

Kitchen shut down	1	4	4	<ul style="list-style-type: none"> Take advice from DESC Focus on FSM provision Ask non-FSM parents to feed children at home if possible or provide packed lunches (or allow students of an appropriate age to eat off site. NB this is unmonitored and non social distancing is likely) 	1	1	1	School Leadership Team / DESC Catering Team / Families	
Site team shortage	3	4	12	<ul style="list-style-type: none"> Refer to DESC /Bryan Ashworth and Central Estates Team 	2	3	6	School Leadership Team / DOI/ DESC central site management	
Leadership shortage	3	4	12	<ul style="list-style-type: none"> Establish lines of communication and responsibility beforehand. 	2	2	4	SLT / DESC	Make use of cross school Federation Steering Group
Admin shortage	3	4	12	<ul style="list-style-type: none"> Essential admin functions may need cover - consider classroom-based (S)ESOs / School Leadership Team Inform parents that normal services may be interrupted and ask for forbearance 	3	2	5	School Leadership Team	Federation already has a staff absence in this area – Dhoon Administrator overseeing both schools
Death of pupil / staff member / close relative	3	5	15	<ul style="list-style-type: none"> Invoke normal procedures ⇒ Contact support team : Chrissey Callaghan (482623) / Jonny Fee (365122) Monitor situation around the risk of this escalating Good communication with parents needed when issues are developing 	2	5	10	School Leadership Team / Staff / DESC	Reputational risk to Isle of Man Government / DESC/ Schools

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Core Control Measures

CONTROL MEASURE	CONTROL STAGE	RAW RISK CLASSIFICATION			ACTION	RESIDUAL RISK CLASSIFICATION			LEAD	NOTES
		L	S	R		L	S	R		
Particular worker group pupils to be integrated into school Particular year groups to be gradually phased back into school	2 - 6	5	4	20	<ul style="list-style-type: none"> Indication of numbers for each worker group / year group ascertained Consider risks associated with increasing numbers of children starting to attend schools ⇒ See all other aspects of the risk assessment ⇒ Check pupil emergency contact details are up to date Review medical details for all children 	3	3	9	School Leadership Team / teachers / all existing pupils	Laxey and Dhoon Federation Protocol and Procedures for Parents and Pupils to be followed in respect of applying for a place
Central health resources in key areas e.g. tissues, soap cleaning products, wipes, bin bags	1 - 6	2	3	6	<ul style="list-style-type: none"> Caretaker tasked with ensuring adequate stock levels Replenish as needed Site staff to also self-replenish from stock Cleaning spray and cloths to be allocated and stationed in each classroom 	2	2	4	Site Staff / All Staff	Bryan Ashworth and DOI retain responsibility for sourcing caretakers/cleaners; their training; and the quality assurance of their work Responsibility now sits with Richard Collister, DESC. <i>April 2021</i>
Hand washing facilities	1 - 6	5	4	20	<ul style="list-style-type: none"> Encourage and remind pupils about handwashing routines Children to wash hands on entry to school and frequently throughout the day Monitor access where appropriate Open doors so that facilities can readily be accessed Have soap available via dispensers 	3	3	9	All	Display handwashing posters (provided by DESC) throughout the schools, especially at sinks and handwash stations

Communicate with lettings	2 - 3	1	1	1	<ul style="list-style-type: none"> Inform them of usage expectations: <ul style="list-style-type: none"> ⇒ Sanitary protocols ⇒ Potential restrictions or suspensions of usage ⇒ Need to communicate of any site users who are confirmed cases Initially, lettings will be cancelled 	1	1	1	Site/Admin / DESC	Lettings will be cancelled during the gradual and phased re-opening period. This will be reviewed once the Isle of Man begins to move beyond the epidemic / pandemic status.
Monitoring daily any child or staff absence	2 - 6	2	2	4	<ul style="list-style-type: none"> Daily report to the HT/LT/DESC I&S - number of absences If 25% trigger for staff absence looks likely inform DESC 	2	1	2	SLT/ Administrator	
Ask about planned staff travel arrangements	3 - 6	1	3	3	<ul style="list-style-type: none"> Review likely consequences if staff are travelling off Island and then having to self-isolate on return, following Isle of Man Government guidelines. Plan for cover required. Seek advice from DESC leadership for those colleagues stranded in the UK who are required The Emergency Powers allow persons who meet the residency requirements but who would not ordinarily qualify for return to the Island, having left (or who need to leave) following the closure of the Island's borders to now travel and return back to the Island on 'compassionate' 	1	2	2	School Leadership Team / Staff	<p>Isle of Man borders are currently closed. Public sector workers are to secure permission at Director level before leaving the Isle of Man</p> <p>The School Emergency Management and Business Continuity Plan includes further advice on this aspect, contained within the Appendices in Section 5</p>

					grounds.				
Hygiene precautions	2 - 6	5	5	25	<ul style="list-style-type: none"> Inform parents and pupils of hygiene expectation Children to wash their hands regularly Avoid any activity where you are passing items around a class Other <ul style="list-style-type: none"> ⇒ Cease hand shaking of children and visitors ⇒ Increased cleaning of communal water fountains – students to have and use their own marked / labelled bottles / containers ⇒ Inform parents/children the heightened need to have their own water bottle in school. 	3	3	9	<p>School Leadership Team / Pupils / All Staff</p> <p>Face coverings can be worn by staff and pupils (optional unless directed by Public Health / DESC) <i>April 2021</i></p> <p>Windows in used rooms to be opened during the time the building is in use to promote good ventilation <i>April 2021</i></p>
School cleaning	2 - 6	5	5	25	<ul style="list-style-type: none"> Bryan Ashworth to with site caretaker to review cleaning arrangements and make any necessary changes Increase focus cleaning on touch points and tables Preparations for deep cleans if necessary Covered bins readily available throughout the buildings 	3	3	9	<p>Bryan Ashworth (DOI Central Estates team) / Admin / Site Staff</p> <p>Employees to follow Isle of Man Government Policy on use (and disposal) of PPE</p>
Essential school visitors	2 - -6	4	2	8	<ul style="list-style-type: none"> Inform them of current hygiene requirements Encourage front of house staff to be vigilant - visible symptoms 	3	1	3	<p>Office / Site Staff</p> <p>Sign in / sign out for contact tracing purposes <i>April 2021</i></p>

Absence policy	2 - 6	2	3	6	<ul style="list-style-type: none"> Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) 	2	3	6	School Leadership Team	
Support for families affected	2 - 6	3	3	9	<ul style="list-style-type: none"> Communicate to parents and staff to contact DESC if they require support (FSM) Regular contact maintained with affected families and staff – wellbeing checks. 	2	2	4	School Leadership Team / All staff / SENCo	<p>Federation SENCo to produce a “well-being” check to use with pupils on their return</p> <p>Pupil well-being survey <i>April 2021</i></p>
Taking temperature of anyone in school who may begin to feel unwell	2 - 6	3	3	9	<ul style="list-style-type: none"> Use hand held non-contact thermometer Contact parents re issue and to collect Advise of support for staff - <ul style="list-style-type: none"> ⇒ Occupational health ⇒ Staff welfare office of IOM Govt. 	3	2	5	School Leadership Team	Hand held non-contact thermometer to be purchased
Medical conditions / Medication	1 - 6	3	5	15	<ul style="list-style-type: none"> Pupil medication to be with pupil when coming in to school Usual Medicine Policy to be followed 	2	4	8	School Leadership Team / Teachers	
Fire / evacuation event	1 - 6	3	3	9	<ul style="list-style-type: none"> Normal procedures to be followed Practice evacuations on a regular basis Social distancing – indications of distances to be put down on ground Tape / paint / Lines / markers Paperwork for roll call to be readily available as per current system 	2	2	4	School Leadership Team / All staff present / all pupils on site	Fire drills will be held weekly during the gradual and phased reopenings of the sites, until we are fully operational
Signage	2 - 6	3	3	9	<ul style="list-style-type: none"> Basic signage put in place – 2m intervals in corridors. Pupils design signage for use in school. 	2	2	4	School Leadership Team / All staff present / pupils	Health, Safety and Advisory Team visit to both sites 27.5.2020 to advise

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iPad and tech use	1 - 6	5	1	5	<ul style="list-style-type: none"> Clean after use – appropriate cleaning materials will be stationed in each classroom Ensure only used by one person 	2	1	2	School Leadership Team / All staff present / all pupils on site	School administrator to source cleaning sprays and cloths for use in classroom
Pencils / pens	1 - 6	5	1	5	<ul style="list-style-type: none"> Clean after use – appropriate cleaning materials will be stationed in each classroom Ensure only used by one person 	2	1	2	School Leadership Team / All staff present / all pupils on site	School administrator to source cleaning sprays and cloths for use in classroom
Textbooks / reading books	1 - 6	3	2	6	<ul style="list-style-type: none"> Don't use Issue textbooks to individuals for personal use only – take home / bring in to school for use Library in Dhoon School will be closed from use Library areas in Laxey School (corridor, KS1) will be closed from use 	2	1	2	School Leadership Team / All staff / All pupils	
Arrival at school	1 - 6	5	2	10	<ul style="list-style-type: none"> Staggered start times planned and communicated Parents/carers asked to drop off at school gates and not enter premises where possible (this won't work for younger children) Children come straight in through designated doors (no congregating outside) Clear signage in playgrounds and at entrance points to explain "arrival procedures" Staff to be present at strategic points to direct, prompt and remind pupils and parents about arrival procedures 	4	1	4	All staff / parents / pupils	<p>Children to bring coats and bags in with them and hang on the back of their chairs – access to cloakrooms etc not permitted</p> <p>Arrival and exit procedures will have to be communicated clearly to all parents in an information letter prior to the schools reopening.</p>

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Release from school	1 - 6	5	2	10	<ul style="list-style-type: none"> Staggered finish times planned and communicated Pupils escorted out by teacher and advised to leave playground immediately Parents asked not to enter premises and collect from school gates Clear signage in playgrounds and at exit points 	4	1	4	All staff / parents / pupils	Arrival and exit procedures will have to be communicated clearly to all parents in an information letter prior to the schools reopening.
Limit items brought into school	1 - 6	3	2	6	<ul style="list-style-type: none"> Limited space in some cloakrooms – restrict what may be brought to school e.g. no PE kits Lunchboxes to be kept at individual children’s desks/stations Book bags not needed if there is no requirement to transport reading books, learning logs, etc between home and school 	2	1	2	School Leadership Team / all staff / parents /pupils	Pupils to bring a personal water bottle for their own use only. Each bottle to be named. Bottles will be stored at individual children’s desks/ stations
Manage use of toilet facilities	1 - 6	5	3	15	<ul style="list-style-type: none"> Control access to bathroom so they are used by the smallest number of pupils at one time. Sticker system introduced to indicate that a toilet is in use (to manage the numbers of children accessing at any one time) Outer doors be left open to minimise contact with door handles Logging of cleaning times to monitor frequency of cleaning and to check that it is regular 	3	2	6	All staff / pupils	

Staggered break times	1 - 6	5	3	15	<ul style="list-style-type: none"> Staggered by year group / class Class groups to remain in separate areas of playground Verbal reminder about social distancing prior to each break Teacher supervision Desks to be cleaned during each break time – cleaning products to be stationed in each classroom 	4	2	8	School Leadership Team / all staff / pupils	Staff discretion about when and how long to allow children outside for breaks
Staggered lunch times	1 - 6	5	3	15	<ul style="list-style-type: none"> Staggered by year group / class Class groups to eat in their classrooms at their individual stations Provision of packed lunches rather than hot meals to avoid cross contamination via cutlery and to allow for physical distancing of dinner staff Classroom / learning area to be thoroughly cleaned during lunch break 	2	2	4	School Leadership Team / all staff / pupils	Email from Ronald Barr (28/9/20) outlines DESC directions re lunchtime meals No further directions have been given on this – use dining halls but ensure ventilation (and physical distancing if mandated) <i>April 2021</i>
Handwashing facilities	1 - 6	5	4	20	<ul style="list-style-type: none"> System in place for whole class to wash hands before entering classroom, learning area, before and after break and lunch times Importance of thorough handwashing and effective technique verbally discussed and frequently reinforced DESC posters demonstrating effective technique to be displayed by all handwashing facilities 	3	3	9	School Leadership Team / all staff / pupils	Hand soap available in all classrooms via dispensers. Order handwashing stations from DESC; Richard Collister email confirms order is processed Handwashing stations delivered – to be used if necessary <i>April 2021</i>

Reduction of cross-contamination via use of resources	1 - 6	5	3	15	<ul style="list-style-type: none"> • Cleaning materials to be stationed in each classroom and used on equipment that has to be shared i.e. iPads, individual whiteboards & pens, laptops before being transferred between pupils • Consider restricting or disallowing use of any shared resource • Library in Dhoon School will be closed from use • Library areas in Laxey School (corridor, KS1) will be closed from use 	2	2	4	School Leadership Team / all staff / pupils	
Enhanced cleaning regime	1 - 6	5	4	20	<ul style="list-style-type: none"> • School specific enhanced cleaning regime to be devised to manage the need for more frequent, thorough cleaning of school environment. • Cleaning "log" sheets to be used in key areas such as toilets to monitor frequency of cleaning and to check that it is regular 	4	3	12	School Leadership Team / caretaking staff / all staff	<p>Bryan Ashworth (DOI Central Estates Team) to arrange cleaning regime.</p> <p>Written confirmation about adequateness of cleaning regime required prior to sites reopening <i>Requirement dropped April 2021</i></p>
Disallow 'mass gatherings' i.e. assemblies	1 - 6	3	4	12	<ul style="list-style-type: none"> • Reduction in frequency of assemblies • Use electronic media i.e. Zoom, MS Teams, Google Classroom to facilitate whole school assemblies – initial online assembly held 29/05/20 	2	2	4	School Leadership Team / class teachers	<p>Risk assessment and DPIA to be compiled before electronic media i.e. Zoom, MS Teams, Google Classroom is used with pupils.</p> <p>Parental consent required for electronic media to be used with pupils</p>
Restrictions on after-school clubs	1 - 6	2	4	8	<ul style="list-style-type: none"> • After school clubs are cancelled at this time 	1	1	1	School Leadership Team	
Establish a COVID19 room in each school	2 - 4	3	5	15	<ul style="list-style-type: none"> • Ventilated space, away from other classes, identified for suspected COVID cases. 	2	4	8	School Leadership Team	Both COVID rooms checked and approved by Health, Safety and Welfare Advisory Team

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Reconfiguration of school layout and furniture to facilitate physical distancing	1 - 6	5	4	20	<ul style="list-style-type: none"> Rooms and layouts reset to support physical distancing, with appropriate floor markings and visual reminders 	4	3	12	Adjusted according to current physical distancing guidance (e.g 2m, 1m, 0.5m etc)
Reference to IoM Public Health Directorate guidance documents	1 - 6	-	-	-	<ul style="list-style-type: none"> Familiarity with the education setting specific guidance documents available on the IoM Government Covid-19 website is required 	-	-	-	All staff

This risk assessment has been reviewed by staff designated by DESC to review Health and safety Risk Assessments in schools during the COVID19 crisis. Site visits by the Health, Safety and Welfare Advisory Service took place at Laxey School and Dhoon School on 27/05/2020. A link advisor from DESC was also present at these site visits. The Executive Headteacher reviewed this document and made adjustments on 12/04/2021. The risk assessment is considered a live and dynamic document.

Following these visits it can be confirmed that Laxey School and Dhoon School are developing a range of suitable measures to expand attendance safely beyond its current set up to provide provision as directed by the Isle of Man Government's exit strategy from lockdown.

This risk assessment has been reviewed by a member of the Health, Safety and Welfare Advisory Service:

NAME (officer from Health, Safety and Welfare Advisory Service)_____
SIGNATURE_____
DATE_____

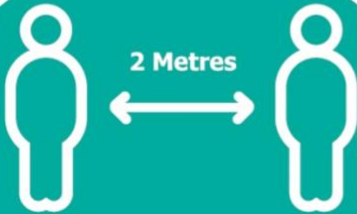
Read and understood:

NAME_____
SIGNATURE_____
DATE_____

STAY SAFE IN SCHOOL



Isle of Man
Government
Reillys Ellan Vannin



Maintain a 2m distance

at all times, including both
inside and outside the school



Regular hand washing

throughout the day for at
least 20 seconds each
time



Clean communal areas

after use and dispose of your
own waste



Follow directional markings

and respect one-way rules
which may be in place



Listen to and respect staff

at all times - they are helping
to keep you safe



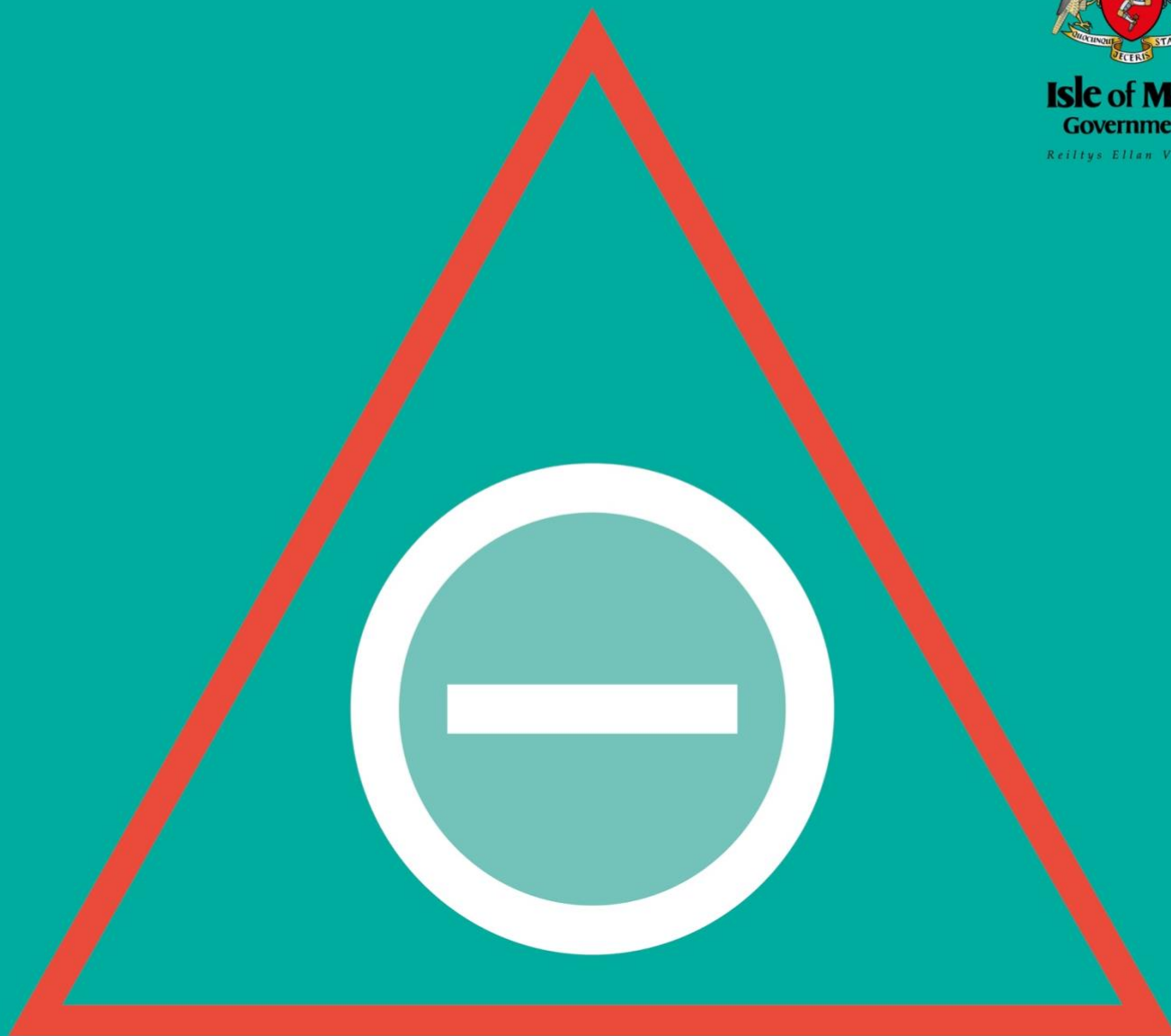
Regular wiping down

using disinfectant wipes to
clean all high touch areas
regularly



Isle of Man
Government

Reillys Ellan Vannin

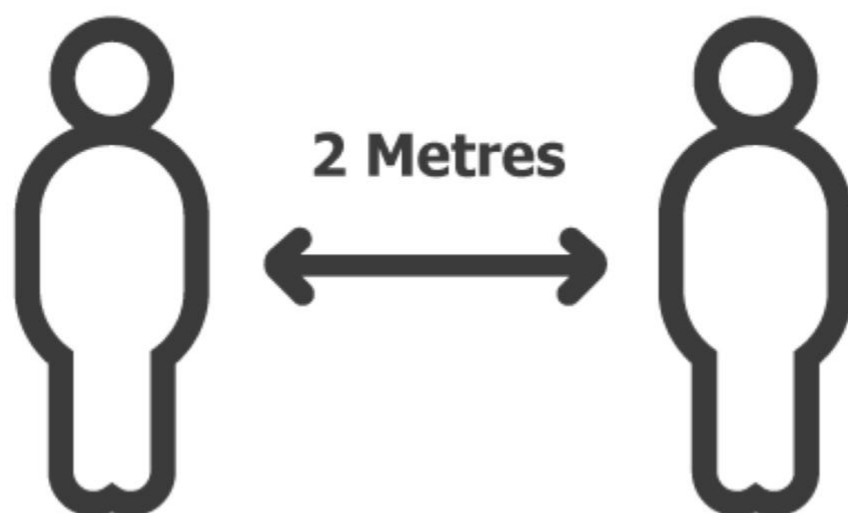


NO ENTRY



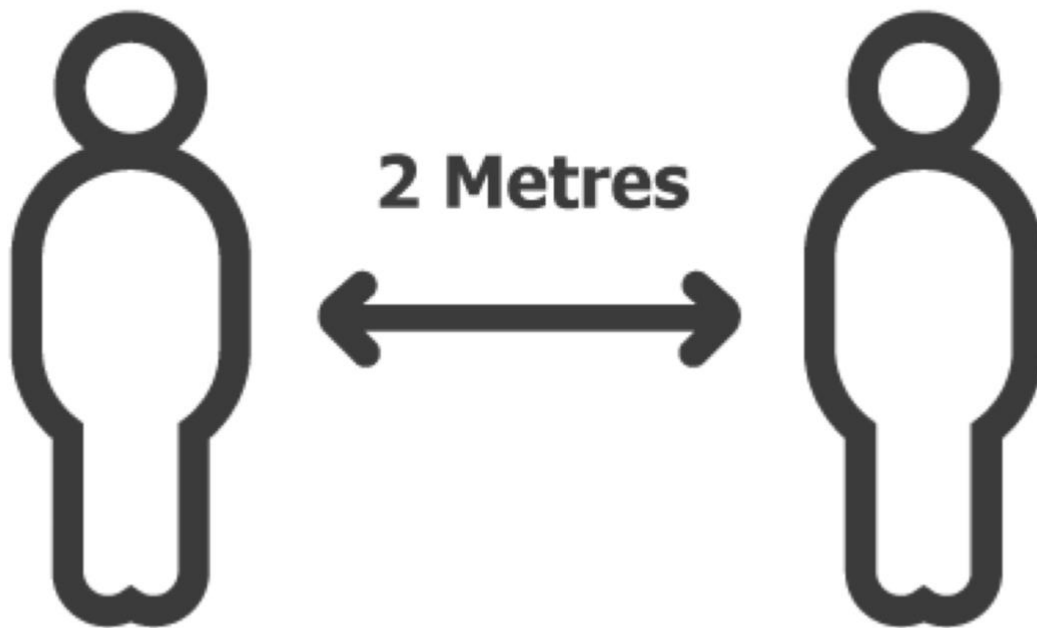
Isle of Man
Government
Reiltys Ellan Vannin

THANK YOU FOR PRACTISING SOCIAL DISTANCING



SOCIAL DISTANCING

PLEASE KEEP A SAFE DISTANCE OF
2 METRES FROM OTHERS



Help stop the spread of Coronavirus

If you need to cough or sneeze remember



Catch it

with a tissue or the crook of your elbow



Bin it

by putting the tissue in a bin



Kill it

by washing your hands with soap and water or hand sanitiser



Isle of Man
Government

Find out more
gov.im/coronavirus

Isle of Man Public Health Directorate

If you
have a



**new and
continuous cough**

or



**high
temperature**

Stay at home for 14 days, this includes all household members if you live with others

SEEK CLINICAL ADVICE

use the online assessment

gov.im/covidtest

to determine whether a call needs to be made to the **COVID 111 helpline**.

Stop the spread of coronavirus



**Wash your hands
more often
and for 20 seconds**

**Use soap and water or a
hand sanitiser when you:**

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (**not your hands**) when you cough or sneeze dispose of the tissue straight away



Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others

If someone becomes unwell with a new, continuous cough or a high temperature, they should be sent home and advised to seek clinical advice using the online assessment at gov.im/covidtest to determine whether they need to call the **COVID 111 helpline**. They must self-isolate for 14 days from the onset of symptoms,

regardless of whether they are tested and whether the test result is positive or negative. If the test is positive, details will be passed to the Public Health Contact Tracing Service so any contacts can be followed up and advised. Schools with special education needs support will remain open

to provide care for vulnerable children and those whose parents are classed as key workers critical to the Island's COVID-19 response. Nurseries are now required to close except to provide services to the children of key workers.



How do I wash my hands properly?

INFORMATION LEAFLET

HEALTH PROTECTION

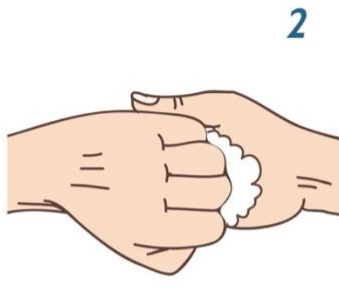
It takes at least fifteen seconds to wash your hands properly - this is about how long it takes to sing 'Happy Birthday to You' twice through!

Encourage children to wash their hands by showing them how to do it, and by setting them a good example yourself.

Use liquid soap



Palm to palm



Backs of fingers to opposing palms with fingers interlocked



Palm to palm, fingers interlaced



Rotational rubbing of right thumb clasped in left palm and vice versa



Right palm over back of left hand and left palm over back of right hand



Rotational rubbing, backwards and forwards, with clasped fingers of right hand in left palm and vice versa

Rinse and dry your hands thoroughly

Good afternoon All,

Hope you're all well and staying safe.

We would like to take the opportunity to remind you all of managing ongoing and deep cleaning when such times as virus outbreaks such as norovirus and coronavirus.

Estates Management continually stresses the importance of using Chlor Clean, through our regular Caretaker Briefings, Site Manager Meetings and ongoing training over the years.

On a weekly basis over the autumn and winter months/terms with regards to schools and colleges/Offices and all government buildings across our island, all door plates, handles etc. must be wiped with a solution of Chlor Clean, this will keep most if not all flu/norovirus/sickness situations at bay and maintaining a high standard of Hygiene throughout our schools and colleges.

Our normal cleaning processes still remain in place I.E vacuuming and moping and scrubbing, daily cleaning of glass and mirrors. We are just maintaining a higher usage of Chlor Tab use than we do over the autumn and winter months.

During this time of enhanced cleaning because of coronavirus, wiping with Chlor Clean is to be undertaken on an hourly basis throughout the day where practicable, when staff and children are on site to maintain a high standard of hygiene throughout the hubs/offices/government buildings.

All site managers and caretakers have received the correct dosage bottles through our meetings and also the correct procedure on how to use the product and dosing bottles. To assist you all a fact sheet was given to you all at that time with a request that all your cleaning staff are shown how to use the product with the correct dosage, 1 litre of water to 1 Chor Clean tablet, as a reminder please see attached sheet.

In addition enclosed is the usage sign out sheet which should only be completed by the Site manager/Caretaker each time the solution is made up and diluted as stated.

Further to the instructions on when it is appropriate for the use of Chor Clean, an additional attachment for Pandemic Policy which was sent to all caretakers and site managers on 17th February 2020.

Lastly, please find enclosed the Cleaning manual for schools, which as a reminder for using Chlor Clean is highlighted on page 7, 7.1 cleaning toilets, and page 9 Terminal/Deep Cleaning.

Should you wish any further clarification or additional training for you or your staff please contact the Estates Management Team.

Kind Regards

Bryan A

Central Estates Manager

Public Estates and Housing Division | Department of Infrastructure | Isle of Man Government |
Sea Terminal Building | Douglas | Isle of Man | IM1 2RF

Tele: 01634 685918
Mobile: 07624 476180

High levels of staff absences

Implications of significant staff absence should be managed in the normal way (eg cover supervisors, supply cover, internal school arrangements etc.) Consideration should also be given to arrangements such as increasing class sizes or using sports coaches in order to accommodate staff absences that are higher than normal. If staff absence goes beyond 25% of staff and the above arrangements cannot be supported, then you should contact the Director of Education.



Policy and Procedure for anyone developing COVID-19 symptoms whilst working at Dhoon School or Laxey School

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new coronavirus.

This document details some simple steps we are taking to help protect the health and safety of our people.

1. Hygiene and contact with others in the workplace
2. Spotting symptoms and taking action
3. Procedure for anyone who becomes unwell in school
4. COVID-19 Guidelines on the Wearing of Face Masks for Public Sector Employees
5. Sick Pay for you, or time off to care for a dependant
6. Confirmed case of COVID-19

1. Hygiene and contact with others in the workplace

Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

Wash your hands frequently

All staff and pupils should practise good hand hygiene by washing hands thoroughly with soap and water for at least 20 seconds on arrival at school and frequently throughout the day, ensuring that hands are thoroughly dry.

Avoid touching eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick. Do not touch your eyes, nose or mouth if your hands are not clean.

Practise respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately and wash your hands afterwards. Droplets spread the virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Catch it – Bin it – Kill it!

2. Spotting symptoms and taking action

Symptoms include:

- a temperature of more than 37.8C (100F)
- OR, a new and persistent cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- OR, anosmia – this is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

If you have a fever, cough and difficulty breathing, seek medical care early.

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, you should stay at home and complete the on-line assessment tool on the Isle of Man Government website to confirm whether you do have possible Covid-19. If advised to do so by the assessment tool, you should contact 111 to see if a test should be arranged. (See <https://covid19.gov.im/> for further information). Staff should also follow and consult the



directions on the **Flow Charts** found at the end of this document (***Symptomatic Essential Worker and Essential Worker who is a household contact of a suspected COVID-19 case***).

Emergency warning signs:

If a member of staff or a pupil at either Dhoon School or Laxey School develops any of the emergency warning signs for COVID-19, medical attention should be sought immediately by calling 999.

Emergency signs include*:

- difficulty breathing or shortness of breath
- persistent pain or pressure in the chest
- new confusion or inability to rouse
- bluish lips or face

*This list is not exhaustive.

If Maxim Kelly, Sarah Shimmin or Craig Astin instructs you not to come into work, you must comply.

The articles of Government for both schools in the Federation state that the Executive Headteacher is responsible for the general direction and conduct of the school and shall control internal organisation and manage the staff of the school.

Follow advice given by your healthcare provider or your local public health authority on how to protect yourself and others from COVID-19.

3. Procedure for anyone who becomes unwell in school

If someone becomes unwell in either Dhoon School or Laxey School, they should follow the procedures below:

- Pupils will be supervised in isolation from others in a designated space until someone is available to collect them. The designated space at Laxey School will be the Teaching and Learning office. The designated area at Dhoon School will be the mobile classroom.
- Staff members and visitors will be asked to leave and to contact their GP for further advice. They will be expected to comply with this instruction. The staff will need to be off for at least 14 days unless a GP advises against this.

Staff will need to provide evidence that they have been advised to isolate for 14 days. Staff must follow usual procedure allowing them to self certify for up to 7 days. It is recognised that there may need to be some flexibility in regards to providing a medical certificate, however you should still endeavour to obtain this as evidence.

4. COVID-19 Guidelines on the Wearing of Face Masks for Public Sector Employees

The evidence about the effectiveness of Personal Protective Equipment (PPE) in reducing the spread of the virus is inconclusive. However, both staff and pupils should be encouraged to make decisions with which they are comfortable and to follow the Government's guidelines in relation to it. If an individual feels that they should, for example, wear a face mask, that should be permitted. (Please see attached document.)

5. Sick pay

Our usual sick leave and pay entitlements apply if someone has Coronavirus.

You must let your manager know as soon as possible if you are not able to attend work, letting them know the reason and how long you are likely to be off for.

6. Confirmed case of Coronavirus at Dhoon or Laxey

If a member of staff or child has a confirmed diagnosis COVID-19 it is the parent or staff's responsibility to report this to the school.

If the case is confirmed, any necessary decisions will be taken and will be based upon advice from the Isle of Man Government.



Coronavirus Guidance for Visitors, Staff and Pupils – Laxey and Dhoon Primary School

Only essential personnel (staff and pupils) should enter Laxey and Dhoon Schools during this period. If a person outside of these categories must attend, they must only do so by prior arrangement with the Executive Head teacher and must complete the signing in sheet as directed.

For the latest official guidance please visit <https://covid19.gov.im/>

If the above presents you with any issues, or where you have questions please feel free to contact Maxim Kelly or Sarah Shimmin at Dhoon School or Maxim Kelly or Craig Astin.

29th May 2020

Isle of Man Government

COVID-19 Vulnerable Persons – Management Guidelines

Introduction

These guidelines are intended to assist staff and managers in the Isle of Man Government in enabling staff to continue to work where at all possible and avoid periods of financial hardship during periods of time where they are classed as vulnerable or extremely vulnerable persons. These guidelines will be in place only for the duration of time that the declaration of a state of emergency issued by the Governor in Council is in force.

Process to follow for staff identified as Vulnerable or Extremely Vulnerable¹, but otherwise well, and at risk of severe illness if they contract COVID-19

Principles

All matters will be dealt with on a case by case basis. OHR and Occupational Health guidance will be applied. The final arrangement will be **authorised by a Director level manager** or other manager with delegated authority.

Process

1. Staff member states they meet vulnerable or extremely vulnerable person category, supplies evidence and advice they have taken.
2. Manager reviews evidence against the published criteria to confirm vulnerability and risk level, and completes a risk assessment to identify any reasonable adjustments that can be made to consider options for working in existing role, homeworking or re-deployment, as follows:
 - a) Working in existing role where social distancing and any other measures identified in a risk assessment can be maintained in accordance with latest advice (unless in the extremely vulnerable category and advised to shield)
 - b) Homeworking, if work tasks are available to allocate
 - c) Redeployment to an alternative role in the public service where social distancing measures and any other measures identified in a risk assessment can be maintained in accordance with latest advice
3. A risk assessment model and guidance on medical vulnerability recommended by Occupational Health is attached.
4. Where a staff member and manager are unable to agree adjustments to enable a staff member to continue working a referral must be made to Occupational Health. Should a staff member then remain at home despite a risk assessment and Occupational Health identifying reasonable adjustments to enable a staff member to continue working the options at 5 below must be considered.

¹ <https://covid19.gov.im/general-information/social-distancing-for-vulnerable-groups/>

5. If you are not able to allocate work to do as per (a), (b) or (c) above please consider with your team member if one/a combination of the following is appropriate.
- Utilising the COVID-19 Pay Scheme for up to 14 days until arrangements set out at 2 above can be put in place
 - Using available annual leave, flexi leave or TOIL
 - Approving a period of unpaid Special Leave
 - Continuing to pay the employee their ordinary pay during the period of leave with written agreement from the employee in advance to either:
 - repay for the hours of absence over an agreed time period (not to exceed 12 months);
 - undertake additional hours on return, to be worked over an agreed time period (not to exceed 12 months), or
 - Absence from work on certified sick leave in cases where the employee provides written confirmation from their GP, Consultant or Occupational Health to self-isolate. Where such confirmation indicates your underlying condition and states that the letter is evidence for your employer to show that you cannot work outside the home, this will suffice for that purpose. In addition, if you have received a letter from the Department of Health and Social Care advising you to practice shielding measures this will also be sufficient evidence. In all other cases, you should obtain a sick note from your GP. The date of sickness absence and any effect it has on pay will commence on or after 1 June 2020 depending on the start date of the absence. This sickness absence will be recorded on PiP as Covid-19 – Shielding and will not count towards an employee's Bradford factor score.
6. All agreed arrangements will be for an initial 21 calendar days and then reviewed. When arrangements are reviewed the latest advice and guidance from public health for self-isolation, shielding and social distancing must be taken in to consideration.

**Department of Health and Social Care - Occupational Health Service
COVID Risk Assessment Form**

Risk factors that can be used to evaluate the residual risk of COVID-19 transmission through work activities

<i>Framework for workplace COVID-19 risk</i>		Based on risk after control measures are implemented			
Risk ID	Risk factors	Low	Standard	Medium	High
1	Patient care/Individuals cared for in the community/Public facing				
2	Ability to maintain social distancing at work >2m				
3	Number of different people sharing the workplace				
4	Travel to and from work				
5	Workplace entry and exit				
6	Availability and use of PPE				
7	Ability to maintain hand hygiene				
8	Workplace environment cleanliness control				
9	Ability to avoid symptomatic people				

The employer will require carrying out a risk assessment for COVID-19 transmission and implementing all reasonable control measures to reduce risk as far as possible. Even if workplace risk is high, review and management of risk control measures must be maintained.

Department of Health and Social Care - Occupational Health Service COVID Work Risk Category

Extremely High Clinical Risk (Shielder) – Home Working only

This group are easily identified from UK Government guidelines on shielding groups who are regarded as clinically extremely vulnerable. They should follow shielding guidance including avoidance of all face to face contact and staying at home until advice changes.

Some in shielding group are signed off irrelevant of COVID, especially those receiving cancer treatment.

Very High Clinical Risk – Home Working Required

Employees who have multiple relevant co-morbidities and risk factors but may not meet the UK Government shielding group definition may still have very high risk for severe COVID-19 infection.

Preferably this group should remain working from Home Working. Individual occupational health assessment will be required if working from home is not practicable.

High Clinical Risk – Can work in a Low Risk Environment

These employees have an underlying health condition, including those outlined by the UK Government as Increased Vulnerability, or co-morbidities and risk factors (e.g. age, ethnicity, pregnancy) but do not meet the Red categories above or Yellow below.

The employer will require carrying out a risk assessment for COVID-19 transmission risk and, if home working is not an option, the patient can consider returning to a Standard risk environment only.

Measures required include maintaining stringent social distancing at work (2m rule), workplace hygiene measures and use of PPE depending on the role. Individual occupational health assessment will be required if managers are unable to make decisions.

Increased Clinical Risk – Can work in a Moderate Risk Environment

Employees who have an underlying health condition, including those outlined by the UK Government as Increased Vulnerability, but do not meet the Orange or Red clinical risk groups above. An example would be a stable asthmatic or a stable diabetic with no co-morbidities or complications.

The employer will require carrying out a risk assessment for COVID-19 transmission risk that gives rise to no more than a Medium workplace transmission risk for any factor.

Suitable roles could be those whereby Social Distancing cannot be stringently applied at all times, but should still be minimised as far as reasonably practicable.

Standard Clinical Risk – Can Work in a High Risk Environment, if Essential

Employees with no health conditions or risk factors placing them in the higher groups above should still be practicing hygiene and social distancing precautions as much as possible.

LAXEY SCHOOL AND DHOON SCHOOL FEDERATION
EMERGENCY HUB PROCEDURES FOR PUPILS AND PARENTS

If you are designated as a key worker in the list below, or work in construction, horticulture or a trade, and would like your child to attend school through the period of closure please complete an application in writing, stating your eligibility and the days of the week you would like your child to attend each week.

Please remember that the advice remains that the safest place for your child during the Covid-19 pandemic is at home. Please complete this application only if it is not possible for you to keep your child at home.

After sending in your application, please do not send your child to school until you have received confirmation from the school that a place has been allocated and a start date arranged.

Please read the "Procedures for People in School" below and make sure your child understands what is expected.

Thank you.

KEY WORKERS

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport

UNLOCKED SECTORS

- Construction, Horticulture, Trades workers

DEFINITIONS

Further clarification on what constitutes Key Worker Status can be found here:

<https://covid19.gov.im/businesses/key-workers/>

Guidance around definition of construction, horticulture and tradespeople includes:

- Any business of a tradesperson, including plumbers, electricians, carpenters, heating, gas or air condition engineers; roofers and general builders.
- Any business of landscaping, gardening or related activity.

The following examples may be useful to consider:

- **Trades** - Plumbing, Electrical, Joinery, Decorating etc.
- **Horticulture** - Grass-cutting, gardening, landscape.
- **Construction** - Sites & Civil Engineering, servicing / waste

PROCEDURES FOR PEOPLE IN SCHOOL

These procedures are based on advice from public health and are to try to minimise risk to people who come into school. It must be emphasised that there is still a risk even if these procedures are followed.

ALL PEOPLE – PUPIL, STAFF AND VISITORS – ARE REQUIRED TO COMPLY WITH THESE PROCEDURES. ANY PUPIL WHO DOES NOT COMPLY WITH THESE PROCEDURES WILL BE SENT HOME.

- Parents who need their child to attend school will apply in writing for a place giving clear information as to the times required. They must give at least a week's notice. Please do not send your child into school until you have been asked to do so.
- Students will be in a classroom with a limited number of people as determined through the risk assessment process and will be supervised by a member of staff (not necessarily a teacher).
- A rota of staff will be maintained so that children are supervised.
- All students and staff will enter and leave by the entrance designated for that hub.
- People will remain in their designated hub area and will follow the instructions of staff members at all times.
- All people will be required to keep a safe distance apart – currently 2m. This includes entering and leaving school.
- All people are responsible for maintaining good hand hygiene, either by washing hands or by using hand sanitiser.
- If a person is feeling ill, they will **not** come into school and will notify the school.
- If symptomatic, all people will contact 111 to enquire about being tested for the virus and must follow any subsequent advice.

Apply in writing, via email, stating:

- Details of your eligibility by stating where you work and which employment sector this falls into.
- Which days of the week you wish your child to attend.
- Which hub you wish to use.

Dear Max

Thanks for letting me know.

Yvette

From: Dhoon, Headteacher [<mailto:DhoonHeadteacher@sch.im>]
Sent: 26 May 2020 12:57
To: Mellor, Yvette (DOE)
Subject: Re: Extra cleaning and caretaking needed to open all schools on 15/6/20

Dear Yvette

I would like Bryan and the Department to source the additional resourcing required for Laxey School please.

Max

From: "Mellor, Yvette (DOE)" <Yvette.Mellor@gov.im>
Date: Tuesday, 26 May 2020 at 10:32
To: Primary Headteachers <PrimaryHeadteachers@sch.im>
Cc: "Barr, Ronald" <Ronald.Barr@gov.im>, "Moorcroft, Geoff" <Geoff.Moorcroft@sch.im>, "Slater, Mary" <Mary.Slater@gov.im>, "Ashworth, Bryan" <Bryan.Ashworth@gov.im>, Helen Goldie <Helen.Goldie@gov.im>
Subject: Extra cleaning and caretaking needed to open all schools on 15/6/20

Dear all

As part of the planning to re-open all schools on the 15/6/20, Bryan Ashworth has put together a detailed analysis of what additional resource each school will need to ensure the schools stay clean and meet the H&S standards required in your risk assessments.

This morning we discussed how we could source this additional resource, which we could do centrally, but many of you have either already done this/ or are in the process of doing it for yourselves. I would be grateful if you could let me know, as soon as possible, if you are/will be doing it yourselves or whether you would like Bryan and the Department to help.

I fully understand that you are all really busy planning for the 15/6/20 but a response by close of play today would be appreciated.

Many thanks

Yvette

Yvette Mellor A.C.A.
Director of Strategy & Corporate Services
Department of Education, Sport and Culture
Hamilton House, Peel Road
Douglas, Isle of Man, IM1 5EZ

ADVICE & GUIDANCE

Overview of travelling outside the Isle of Man during Covid-19

The Policy

The Isle of Man Government recently published a temporary policy on off-Island travel, which can be found here:

<https://hr.gov.im/media/1837/20200513-off-island-travel-policy-v2.pdf>

The policy states that staff are strongly advised not to travel off-Island unless they have permission from a manager at Director level or above to do so, and permission should only be granted in exceptional cases.

The policy itself does not purport to be mandatory but advisory. However, it is effectively mandatory in reality given Regulation 5 of the Emergency Powers (Coronavirus) (Entry Restrictions) Regulations 2020.

The Legislation

Under Regulation 5 of the Emergency Powers (Coronavirus) (Entry Restrictions) Regulations 2020, entry to the Island is prohibited unless one of the exemptions applies: key workers, residents of the Island, emergency services, secure transportation area and compassionate grounds. The exemption for being a resident of the Island only applies where the resident has been certified by the Department of Health and Social Care as re-entering the Island having undergone essential medical treatment. Prior approval is required for this, as well as various safeguards. The exemption on compassionate grounds includes attending the funeral of an immediate family member and travelling with the remains of a deceased family member, and likewise require prior written consent from the Chief Secretary.

Visiting family

We understand that some of our members have family living in mainland UK and are unable to see them in person at this time. Visiting family in the general sense does not fall under the above exemptions, so members leaving the Island on this basis may find themselves unable to return or would be committing an offence by doing so, and may further be disciplined in their

employment. If you have compelling/compassionate reasons to travel out of the Island then you might consider writing to the Chief Secretary, but owing to the legislation we would not advise that you leave without prior written consent.

We understand the restrictions the current measures place upon members and the impact they have on the enjoyment of family and private life but, with regard to the situation at large, we do not consider that they amount to a valid human rights or equality challenge.

28th May 2020

Dear All,

Thank you for your responses to Yvette's email below.

I can confirm that 100 of the V2 mobile hand wash stations (V2 has a bin on rear), as info below have been ordered. They are due to arrive in two batches – 30 on 28/5, and 70 on 5/6 and will then be dispatched to you.

In the first instance the SMT determined that for primaries, generally 2 would be ordered for the larger schools, and 1 for the small / medium schools. The agreed allocation of these initial 100 units is as the attached list.

We appreciate that this is less than many of the primary heads have currently sought. For primaries we need to confirm the suitability / ease of use of the units once we have them (and will welcome your feedback), prior to potentially ordering more, as numbers attending increase, if warranted. We envisage that they will work in the KS2 setting, but not for the younger Reception / KS1 pupils (foot operation / height of sink / reaching soap and paper towels), who we envisage will need to directly access sinks in activity areas.

Best regards,

Richard.

Richard A Collister BSc (Hons), MRICS.
Director of Estates
Department of Education, Sport and Culture
Hamilton House
Peel Road
Douglas
Isle of Man
IM1 5EZ

Tel: 01624 686428
Mob: 07624 431456

**DEPARTMENT OF EDUCATION, SPORT & CULTURE
HAND WASH STATIONS**

First order

Primary

Anagh Coar Primary School	1	
Andreas Primary School	1	
Arbory Primary School	1	
Ashley Hill Primary School	2	
Bunscoil Rhumsaa	2	
Ballacottier Primary School	2	
Ballasalla Primary School	1	
Ballaugh Primary School	1	
Braddan Primary School	1	
Bunscoil Ghealgagh	1	
Cronk-y-Berry Primary School	2	
Dhoon Primary School	1	
Foxdale Primary School	1	
Henry Bloom Noble Primary School	2	
Jurby Primary School	1	
Kewaique Primary School	1	
Laxey Primary School	1	
Manor Park Primary School	1	
Marown Primary School	1	
Michael Primary School	1	
Scoil Yn Jubilee	2	
Onchan Primary School	2	
Peel Clothworkers' Primary School	2	
Pre-school assessment centre (PSAC)	1	
Scoil Phurt le Moirrey (incl.1 for SEN)	2	
Rushen Primary School	1	
Scoil Vallajeelt	1	
St John's Primary School	1	
St Mary's R C Primary School	2	
St Thomas' C E Primary School	1	
Sulby Primary School	1	
Victoria Road Primary School	1	
Willaston Primary School	2	

44

Secondary

Ballakermeen High School	12	
Castle Rushen High School	8	
Queen Elizabeth II High School	9	
Ramsey Grammar School	12	
St Ninian's High School	15	56

100

Isle of Man Government
COVID-19 Guidelines on the Wearing of Face Masks for
Public Sector Employees

Introduction

These guidelines are to advise staff and managers in the Isle of Man Government of the details of the use of non-medical face masks whilst at work and how this will be managed procedurally. These guidelines will be in place only for the duration of time that the declaration of a state of emergency issued by the Governor in Council is in force. These guidelines apply to all Isle of Man Government employees regardless of their terms and conditions of employment (including staff on individual contracts), and to retained, bank, casual, relief and supply staff where, following a local risk assessment it is considered appropriate for certain staff to use face masks.

Principles

There is increasing evidence that people with no or only very mild symptoms may have COVID-19 and be at risk of spreading it to others. Wearing a face mask in public may help reduce the spread of infection from people who may be carrying the virus, without knowing it, to others. Wearing a mask has not been shown to protect the wearer from infection.

Therefore, where a risk assessment identifies that it is difficult to follow social distancing guidelines in the workplace, and you are asked to do so by your manager employees are advised to wear face masks provided by their employer.

Guidance on social distancing can be found here:

<https://covid19.gov.im/general-information/social-distancing/>

The guidelines do not apply to staff in health and social care settings or the Isle of Man Constabulary for which specific arrangements apply, nor does it preclude other service areas from developing further local guidance to suit operational requirements. For example, there are also specific guidelines for Prison officers who may have to restrain people who have or who are suspected to have Covid-19.

Face Mask – Key Points

The wearing of a face mask does not replace the need to keep following the key recommended actions to prevent the spread of COVID-19. These are cleaning your hands frequently with soap and water or hand sanitiser, avoiding touching your face, coughing into a tissue or your elbow and observing social distancing (2m away from others).

The mask does not need to be of clinical standard.

It is also important to use the mask appropriately.

- It should completely cover your face from the bridge of the nose to the chin, and fit snugly against the sides of your face.
- Clean your hands with soap and water or sanitiser before putting on and taking off the mask.
- When taking off the mask, remove it from behind to avoid touching the front which may have become contaminated with virus.

Incorrect removal and frequent adjustment increase the risk of touching your face and potentially increasing virus transmission.

Health & Safety Liability and Responsibilities

Where identified accordingly in risk assessments, masks should be provided where possible and be of adequate standard.

As masks are to be worn to contain any infection to the wearer, there are a number of masks which can be bought which are not in the specification for use in healthcare such as FFP1 masks and nuisance dust masks which can be expected to be more effective than a cloth face mask. There are limitations with a nuisance dust mask, such as weak elastic and moisture absorption and they will need to be replaced when necessary. Homemade cloth masks are of an unknown standard but may still offer a greater degree of containment than not wearing one, and can be used if no alternatives are available.

**Issued by the Office of Human Resources,
on behalf of the Cabinet Office
April 2020**

Hi Karen,

Hope you are well! It has certainly been a strange old time recently!

Thank you for the dates and times of the risk assessment visit. This will work perfectly.

See you there on Wednesday.

Best wishes

Max

From: "Riordan, Karen" <Karen.Riordan@sch.im>

Date: Friday, 22 May 2020 at 12:13

To: "Kelly, Max" <Max.Kelly@sch.im>

Subject: Risk assessment visits

Hi Max

Adrian has asked me to arrange a risk assessment visit with Simon Walmsley and myself. I have pencilled in Wed 27th May

Laxey 12.30-1.45pm

Dhoon 2.00-3.15pm

Can you confirm if these work for you please?

Many thanks

Karen

Karen Riordan
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E-mail sent on behalf of Prof Ronald Barr, Chief Executive Officer to all Headteachers

Dear All

Having considered all the options for school meal delivery and having discussed with Chrissie Swales and the Minister, please note the following which we intend to implement across all schools from 15 June until the end of the Summer term.

Free school meal vouchers will stay in place. Children can bring in their own packed lunches and schools are also expected to deliver a packed lunch service option which we will charge for except for those who are on free school meals. We accept that this will mean a double benefit for some for a short period of time until we adjust any voucher payment in Hamilton House to account for those taking a free school meal.

There will be an impact on Secondary School income but any adverse impact will be managed centrally.

This decision allows us to release up to 30 catering staff for lunchtime ancillary roles and also for some cleaning roles across the schools as we have determined that we will need 26 additional full time cleaners and 5 additional caretakers and this will help with part of that need. We also want to help resolve the shortage of lunchtime ancillary cover which is a problem in some schools. We also hope that this decision allows local catering suppliers to remain viable as we will need them in September.

I hope the above rationale for this temporary decision through to the Summer is clear and please get back to me with any queries.

With kind regards

Ronald

Julie Keeble

Executive Assistant to the Minister & Chief Executive Officer

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