



COVID-19: Checklist & Risk Assessment for school premises.

Schools Safety Guide

Part 1: H&S Checklist

Conducted by: **Kate Hazelwood**

Date: **14/07/20**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			<ul style="list-style-type: none"> Contracts for this lies with Interserve who have continued to maintain equipment throughout lockdown, in line with statutory guidelines. Pre-use visual checks will be completed by staff before use as normal. PAT guidelines have continued to be adhered to. 	<ul style="list-style-type: none"> CHA to meet with Interserve Manager before starting back to discuss requirements. 	CH / Ian Bridgen
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y – High levels of staff to pupi ratio/ Onsite support.			<ul style="list-style-type: none"> Existing fire evacuation plans continue to be in place regarding exit points and meeting points. Under constant review. 	Fire drill to take place within first week (to ensure evacuation can continue to be done safely, and with social distancing maintained)	CH to arrange

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			<ul style="list-style-type: none"> Existing fire evacuation plans continue to be in place regarding exit points and meeting points. Under constant review 	Fire drill to take place within first week (to ensure evacuation can continue to be done safely, and with social distancing maintained)	CH
Social distancing issues						
Have small class groups been organised as per Government guidance?	Y			<ul style="list-style-type: none"> Class sizes do not exceed 12 pupils. Primary pupils will remain separate in their own classroom. 	The entire school will be an 'Albright bubble'.	
Have classrooms and other learning environments been organised to allow for social distancing?	Y			<ul style="list-style-type: none"> Teachers will organise their seating to allow for 1 metre social distancing. All seating will be re-arranged so that it is front facing, with pupils sat alongside each other. 		CH / Teaching staff
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			<ul style="list-style-type: none"> All academic lessons will take place indoors. Mentoring, PSHE, Forest School, PE and Enrichments lessons can take place outside if weather permits. 		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			<ul style="list-style-type: none"> As we are one bubble pupils will use their usual classrooms – forward facing with 1 metre distancing. Break-times and lunch-times will be in open areas to facilitate social distancing. Due to small class sizes pupils will move from one classroom to the next as normal. Teachers will wipe down tables and touchpoints in between classes. 	SLT will dismiss classes for lunch/ end of day thus reducing pupil numbers in the corridor.	SLT
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?		N		<ul style="list-style-type: none"> Not necessary due to SLT dismissing pupils from class/ bringing them back in. Small class numbers. 		
Have assembly groups been staggered?			N/A	<ul style="list-style-type: none"> Assemblies have been temporarily postponed. 		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?	Y			<ul style="list-style-type: none"> • Breaks will take place in open areas or outside. Normal duty points in place. • Lunches will continue as one group due to the small numbers on site. Maximum of 4 staff in the staffroom. SLT will be on duty to ensure social distancing is adhered to. 	Teachers to inform pupils that at break they may use; <ul style="list-style-type: none"> • Outside space • AP room • Hall area But that 1 metre space should be adhered to. If tennis table/ bats or snooker table / cues are used they must be wiped down with anti bac wipes at the end. Pupils should continue to stay 1 metre away from each other.	All
Have drop off and collection times been staggered?	Y			<ul style="list-style-type: none"> • Arrival will be staggered due to the different vehicles being used. • SLT will dismiss pupils at the end of the day. 	Parents that are picking up children to text school phone on their arrival at the end of the day.	SLT/ Parents
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			<ul style="list-style-type: none"> • Parents and drivers of minibuses will remain in vehicles and SLT will dismiss pupils to them. 		SLT
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			<ul style="list-style-type: none"> • Cuddly toys from the primary classroom will be stored in the mentoring room. 		CH
Infection control issues						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			<ul style="list-style-type: none"> Staff and pupils with shielding letters will return to school following 1st August – cut off guidance. Any pupil or staff member showing signs of Covid will not come to school. 		
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			<ul style="list-style-type: none"> Cuddly toys/ beanbags/ cushions will not be accessible. Fabric chairs in the hall area can be used at lunch – when pupils have washed/gelled hands. 		
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			<ul style="list-style-type: none"> Interserve have continued conducting daily cleaning in school during lockdown including deep cleans. 		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			<ul style="list-style-type: none"> Morning cleaning will continue. Lunchtime cleaning will be added in – for each of the classrooms used, to include all ‘touchpoints’. Anti bac wipes will also be available in each classroom for use as necessary. Teachers will use anti bac wipes to complete a wipe down of tables/touch points between lessons. 		CH/ Interserve
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			<ul style="list-style-type: none"> Wipes available for all shared equipment including staff room. 		All
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			<ul style="list-style-type: none"> 70% alcohol hand gel available on arrival/departure. Soap/ washing facilities available for each classroom. 		
Is there a ready supply of tissues for pupils and adults?	Y			<ul style="list-style-type: none"> A supply is available in every room of the school – office or classroom. 		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is contaminated waste disposed of regularly and appropriately?	Y			<ul style="list-style-type: none"> In line with Interserve protocols 		
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			<ul style="list-style-type: none"> The medical room will be used. Any staff caring for the pupil will wear gloves, full visor <i>and</i> mask, and apron. Any tissues or wipes to be disposed of in appropriate hygiene bags. Once departed the room will be deep cleaned. 		
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			<ul style="list-style-type: none"> Pupils have had letters and will also be informed of the plans during virtual lessons. 		CH/ JP/ AF
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			<ul style="list-style-type: none"> Advisory face masks in place on the buses. Community Transport to have their own cleaning measures and PPE in place. All parents/ staff are aware of transport for each child. 		
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			<ul style="list-style-type: none"> No parent will access school. SLT will send pupils out to their car, after they have text the school phone on their arrival. 		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?			N/A			
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			<ul style="list-style-type: none"> • Several emails have been sent detailing plans and providing the opportunity to ask questions/ request support. • Several staff meetings have taken place and a reminder will be covered during September Inset days. Minutes from this meeting will be distributed. 		

Model RA

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Albright Education Centre

Assessment Date: **14/07/20**

Name of Assessor(s): **Kate Hazelwood**

Assessment Ref No: **CV1**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory 	<ul style="list-style-type: none"> Any defects or faults are reported, and equipment taken out of use. 		2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment. <ul style="list-style-type: none"> Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. 	Refer to Premise Management SSG and School Premise Logbook for further guidance.					
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation	Teaching, non-teaching staff, children, cleaners, Parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to 	<ul style="list-style-type: none"> Fire drill practiced within the first week back, to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. If numbers of those in safety critical roles falls below that 	HT – first week	1	5	5	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
and/or shielding.		carry out safety critical roles as per the relevant assessments.	<p>required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</p> <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>	SLT – as and when need arises				
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers. Small class sizes, re-arranged furniture (forward facing arrangements) to allow for "social distancing" space between pupils and adults during lessons wherever possible. Break and lunch times are supervised to minimise numbers and allow for social distancing. Parents/carers can only visit the school by appointment. 	<ul style="list-style-type: none"> When weather allows, some lessons could be conducted outside of the classroom. Message sent to parents prior to school opening that outlines the new regime. 	<p>Teaching staff – daily</p> <p>HT – prior to 1st June</p>	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example Communicate new ways of working to all staff, through posters, briefings etc. 						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and handwashing stations have soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points of the school. Reception desk/area has Perspex screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common 	<ul style="list-style-type: none"> Daily briefings to remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. <p>Refer to Government guidance on Health protection in schools and</p>	HT – Daily Caretaker / Premise Manager	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>touch areas (e.g. door handles, etc)</p> <ul style="list-style-type: none"> Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. 	<p>other childcare facilities for further information.</p>					
<p>New way of working (including working from home) leading to feeling a</p>	<p>Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing</p>	<ul style="list-style-type: none"> All teachers and pupils are expected to be back by September. For any reasons displaying Covid symptoms they should work from home 	<ul style="list-style-type: none"> Refer to Stress SSG for more information. 		3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
lack of supervision, interaction, support and social isolation.		<p>and isolate for 14 days. The following should apply:</p> <ul style="list-style-type: none"> • Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. • Changes in new school protocols explained to children and individual support made available when/if needed. • Arrangements in place for employees to access a confidential counselling service. 						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Safety of the injured/affected to be prioritised during incidents • 2m social distancing is not required when attending to emergency situations • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 			2	3	6	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	Government advice states PPE is not required. <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 			2	3	6	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
