



# COVID-19: Checklist & Risk Assessment for reopening of school premise after lockdown.

**Schools Safety Guide**

## Part 1: H&S Checklist

Conducted by: **Kate Hazelwood**

Date: **21.05.20**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
<p>Have all health &amp; safety compliance checks of plant &amp; equipment been completed prior to opening?</p> <p>(This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)</p>	Y			<ul style="list-style-type: none"> <li>Contracts for this lies with Interserve who have continued to maintain equipment throughout lockdown, in line with statutory guidelines.</li> <li>Pre-use visual checks will be completed by staff before use as normal.</li> <li>PAT guidelines have continued to be adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>CHA to meet with Interserve Manager before starting back to discuss requirements.</li> </ul>	CH / Ian Bridgen
<p>Are there sufficient numbers of staff available in safety critical roles?</p> <p>(e.g. fire marshals, first aid personnel etc)</p>	Y – High levels of staff to pupi ratio/ Onsite support.			<ul style="list-style-type: none"> <li>Existing fire evacuation plans continue to be in place regarding exit points and meeting points. Under constant review.</li> </ul>	Fire drill to take place once pupil numbers <b>exceed 30</b> to ensure evacuation can continue to be done safely, and with social distancing maintained.	CH to arrange when appropriate.

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?		N		Once pupil numbers exceed 30 a fire drill will take place.		CH/ when appropriate
<b>Social distancing issues</b>						
Have small class groups been organised as per Government guidance?	Y			Class sizes will not exceed 8 pupils. Year 10 will remain in their normal sets. AP pupils will join year 10A as it is smaller. Primary pupils will remain separate in their own classroom.		
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Teachers will organise their seating to allow for 2 metre social distancing. The Art/ Science room will be joined. Smaller classrooms will not be used.	If necessary the Maths/ AP room will also be joined.	CH / Teaching staff
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			All academic lessons will take place indoors. Mentoring and PSHE lessons can take place outside if weather permits.		
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Pupils will be in just one room in the morning and one in the afternoon. Breaks will take place in classrooms. Pupils and staff have received copies of the timetable. Only staff timetabled for that day will be in.	SLT will dismiss classes for lunch/ end of day thus reducing pupil numbers in the corridor.	SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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		Not necessary due to SLT dismissing pupils from class/ bringing them back in. Minimal numbers and only 2 rooms in use.		
Have assembly groups been staggered?			N/A	Assemblies have been temporarily postponed as have form periods.		
Have break times (including lunch) been staggered?	Y			<ul style="list-style-type: none"> <li>• Breaks will take place in classrooms. SLT will cover if necessary for teachers to have comfort breaks or to get refreshments (arranged via email)</li> <li>• Lunches will continue as one group (from 11.45 – 12.15) due to the minimal numbers on site. Maximum of 2 staff in the staffroom. SLT will be on duty to ensure social distancing is adhered to.</li> </ul>	<p>Teachers to inform pupils that at break they may use;</p> <ul style="list-style-type: none"> <li>• Outside space</li> <li>• AP room</li> <li>• Hall area</li> </ul> <p>But that 2 metre space should be adhered to.</p> <p>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 2 metres away from each other.</p>	All

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have drop off and collection times been staggered?	Y			<ul style="list-style-type: none"> <li>Arrival will be staggered due to the different vehicles being used/ maximum of 2 at a time.</li> <li>SLT will dismiss pupils at the end of the day.</li> </ul>	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"> <li>Parents and drivers of minibuses will remain in vehicles and SLT will dismiss pupils to them.</li> </ul>		SLT
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Cuddly toys from the primary classroom will be stored in the mentoring room.		CH
<b>Infection control issues</b>						
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"> <li>Staff and pupils with shielding letters will not return to school.</li> <li>Staff with diabetes will not be in the main body of the school.</li> <li>Any pupil or staff member showing signs of Covid will not come to school.</li> </ul>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			<ul style="list-style-type: none"> <li>Cuddly toys/ beanbags/ cushions will not be accessible.</li> <li>Fabric chairs in the hall area can be used at lunch – when pupils will be wearing masks and gloves.</li> </ul>		
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"> <li>Interserve have continued conducting daily cleaning in school during lockdown including deep cleans.</li> </ul>		
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"> <li>Morning cleaning will continue.</li> <li>Lunchtime cleaning will be added in – for each of the 2 classrooms used, to include all ‘touchpoints’.</li> <li>Anti bac wipes will also be available in each classroom for use as necessary.</li> </ul>		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"> <li>Wipes available for all shared equipment.</li> <li>Staff won’t use microwaves.</li> </ul>		All

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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"> <li>70% alcohol hand gel available on arrival/ departure.</li> <li>Soap/ washing facilities available for each classroom.</li> </ul>		
Is there a ready supply of tissues for pupils and adults?	Y			<ul style="list-style-type: none"> <li>A supply is available in every room of the school – office or classroom.</li> </ul>		
Is contaminated waste disposed of regularly and appropriately?	Y			<ul style="list-style-type: none"> <li>In line with Interserve protocols</li> </ul>		
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>Communication of Plans</b>						
Have parents been informed of the drop-off and pick up protocols?	Y			<ul style="list-style-type: none"> <li>Pupils have had letters and will also be informed of the plans during daily calls.</li> </ul>		CH/ JP/ AF

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Social distancing 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			No parent will access school. SLT will send pupils out to their car, after they have text the school phone on their arrival.		
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			Several emails have been sent detailing plans and providing the opportunity to ask questions/ request support. A staff meeting was held virtually on 18 <sup>th</sup> May and minutes from this meeting have been distributed.		



## Model RA

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

School: Albright Education Centre

Assessment Date: **21/ 05/ 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

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	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"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory</li> </ul>	<ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment taken out of use.</li> </ul>		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 <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment.  <ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>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.</li> </ul>	Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> 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"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced once pupils exceed 30, to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> <li>If numbers of those in safety critical roles falls below that required by the assessments,</li> </ul>	HT – when appropriate	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.	then overall school numbers will be decreased for the time they are off/until substitutes can be trained.  <a href="#">Refer to Fire Safety SSG &amp; First Aid SSG for further guidance</a>	SLT – as and when need arises				
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>School drop-off/collection times are staggered to minimise numbers.</li> <li>Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible.</li> <li>Break and lunch times are supervised to minimise numbers and allow for social distancing.</li> <li>Foot marks and/or tape has been used in key areas of the</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, some lessons could be conducted outside of the classroom.</li> <li>Message sent to parents prior to school opening that outlines the new regime.</li> </ul>	Teaching staff – daily  HT – prior to 1 <sup>st</sup> June	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	
		<p>school (e.g. dining hall) to show “social distancing” lengths and no access areas.</p> <ul style="list-style-type: none"> <li>Parents/carers can only visit the school by appointment.</li> <li>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</li> <li>Communicate new ways of working to all staff, through posters, briefings etc.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings to remind pupils of the importance of good hygiene practices.</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> <li>Regular checks made to ensure there is sufficient ABHR each day.</li> </ul>	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	
		<ul style="list-style-type: none"> <li>Reception desk/area has Perspex screen/barrier.</li> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, etc)</li> <li>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.</li> <li>Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> </ul> <p>Refer to <a href="#">Government guidance on Health protection in schools and other childcare facilities</a> for further information.</p>					

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	
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Keep in touch (KIT) meetings regularly organised to ensure staff are supported.</li> <li>Managers to ensure employees are aware of the following advice:</li> <li>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>Changes in new school protocols explained to children and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a confidential counselling service.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Stress SSG</a> for more information.</li> </ul>		3	4	12	
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, parents, visitors, contractors	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations</li> </ul>			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	
	Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>						
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 only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>			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	

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