



Coronavirus (COVID-19): Health and safety risk assessment checklist template


This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the virus.

Where other separate health and safety procedures and written documents have already been produced (e.g. risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist. There is no need or requirement for procedures to be recorded again in this document.

The checklist needs to be completed by the Headteacher / Senior Leadership Team and sections can be delegated to other staff where appropriate.

1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
<p>All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation to be completed prior to the wider opening to pupils and staff.</p>	<ul style="list-style-type: none"> A workplace inspection will be carried out by Site Manager and Governor using the suggested SMBC workplace inspection template  H&S Inspection Template.doc The Site Manager will carry out a site inspection using the suggested  Monthly Site Checklist SMBC monthly site checklist. School to review its water hygiene arrangements with SMBC Property Services (or other designated provider) to assess whether to disinfect water systems in advance of reopening. 	DB	25/05/20 (on-going)

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
	 Property Services ManagingSchools		

2) Government principles to a reopening

To assist in completing this section and to ensure other risk controls have been met, it is advised to complete sections 3-8 first.

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Government advice to be followed for pupils and staff identified as vulnerable or living with someone who is vulnerable.	<ul style="list-style-type: none"> • Vulnerable children of all age groups with education health and care (EHC) to attend school where safe to do so, risk assessments to be completed. • Children, young people and staff classed as extremely clinically vulnerable continue to shield. • Children, young people and staff clinically vulnerable, including those who are pregnant and other vulnerable groups seek medical advice. • A child/young person or staff member living in a household with someone who is extremely clinically vulnerable to return only if stringent control measures. 	TD/SW	05/01/21
Government's protective measures to be implemented to help ensure safety in school.	<ul style="list-style-type: none"> • Pupils will be in their Bubbles and will stay away from other people and other groups. Bubbles will preferably stay in the same classroom throughout the day. • The same staff will remain with those groups wherever possible, although the school recognises the need to provide PPA for teaching staff and the need for TA support in classrooms. Movement of staff will be kept to a minimum. • The hall, studio and computer suite will be out of use. 	TD/LB	05/01/21

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> • PPA sessions – staff need to work from their designated area, EYFS – office area; Year 1, Year 2, Year 3 and Year 4– little kitchen and studio; Office Staff, Site Manager, Year 5 and Year 6 staff room. • The children will have staggered breaks and lunchtimes arranged within larger ‘Bubbles’ (EYFS, Year 1 and 2, Year 3 and 4 and Year 5 and 6) accordingly. The children will remain in their bubbles and will be encouraged not to mix with other children. • Children from Year 1 to 6 are to have a set desk space and where possible, allocated resources either brought from home or supplied by school (labelled). These should be kept on the child’s desk. • Where possible children will sit singularly on a double desk. • No parents and visitors will be allowed into the school – all deliveries left at the front door. • Fixed outdoor area equipment will not be used. • There will be no school lunch offered. Children will bring their own packed lunches and labelled water bottles. • Staff have split lunch times and break times. In all designated staff areas, social distancing rules must be adhered to. • A maximum number of people for each shared area is clearly displayed. • Classrooms and workshops rearranged with sitting positions spaced apart and all pupils forward facing. • One-way system in operation in the corridors. • Any staff training or meetings will be held virtually – information for all staff will be sent via email limiting contact. • Office staff are socially distanced. • Staffroom spaces and toilets have been split across the school – no staff or children are allowed upstairs into the office space if they are not part of that group – all correspondence will be by telephone and walkie-talkies which are in each classroom. • Any door that can be propped open e.g. classroom doors need to be open – windows are to be open for maximum ventilation 		

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> • Procedures in place and layout of building altered to avoid mass groups coming into contact, e.g. staggered break times, lunch times, toilet breaks, drop off and collection times. • Special arrangements in place for children with specific needs, e.g. WG drop off and pick up times • Parents wear masks or face coverings at pick up and drop off. • Masks/visors are to be worn by all adults in school outside of their workspaces in communal areas. • Masks/visors must be worn in the classrooms to teach, it is advised visors are worn whilst teaching and mask and visors when in close proximity to children (though this should be avoided). • We will not be using supply staff. • Signage added to communal areas, clearly indicating how many people allowed in each space. • iPads have been allocated to individual children in KS1 and KS2 and are labelled with names and year groups. • Children will work in separate books in KS1 and KS2 and the teachers will not be marking the books during this period. • Staff will maintain, as much as possible, a distance from other adults and children. 		

3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Staff, pupils and parent are reminded about the following:-</p> <ul style="list-style-type: none"> - Covid19 symptoms and what to look for e.g. high temperature, new persistent cough. - Testing eligibility and how to access tests. - Face masks/coverings etc are not recommended in schools but are available if staff choose to use them - If pupils are sent home due to Coronavirus symptoms they are advised to self-isolate for 10 days. People in the same household are to self-isolate for 10 days - If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. -If a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 10 days. 	<ul style="list-style-type: none"> • Refer to latest Government guidance. • Correspondence via newsletter, texts, social media, staff briefing by email. • There is a requirement for those children who are ill to stay at home. • PPE equipment is in place in all rooms, including aprons, gloves, paper masks, reusable masks, visors, etc. • Staff must use these if a child is symptomatic and needs to be isolated in the AHT office • Masks will be disposed of at the end of use in the pedal bins which are in every area • If a member of staff uses a reusable mask they must not wear it to and from school and must wash it daily any staff wearing a mask to school with remove it before entry and either dispose of it in a pedal bin or bag it up to take home at the end of the day. • Children will not be allowed to wear masks into school – they will be removed before entry and placed in a sealable freezer bag if necessary giving back to them at the end of the day. 	TD/LB	05/01/21
<p>Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school unless previously arranged.</p> <p>Parents will be told not to visit the school unless absolutely necessary e.g collection of ill child</p>	<ul style="list-style-type: none"> • Emails, signage, newsletters. 	JD/TD	
<p>Process developed to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more 	<ul style="list-style-type: none"> • Refer to Government guidance. • School will actively engage with the NHS Test and Trace system. • Staff will be sent home immediately and will need to access testing (email link has been sent to staff) • Children will be taken to AHT office – by member of staff wearing PPE the staff member will remain on a chair in the corridor until child is collected. • Phone call is made to the office to contact parents, child will need to be tested to ascertain next action for the rest of their group (see above) 	TD	01/09/20

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal 	<ul style="list-style-type: none"> • Staff and parents need to inform school as soon as possible of the test results • Deep clean of area child has been working in, linked toilets etc • Letter sent home to parents saying that a child has been sent home with symptoms and the school is awaiting the test results. 		
<p>A room has been allocated where social distance can be maintained for pupils experiencing Coronavirus symptoms where they can wait until being collected. If possible, provide a separate bathroom and ensure it is cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> • Look at criteria in guidance and identify suitable room if possible. • Cleaner or other staff to clean area after use following the COVID-19: cleaning of non-healthcare settings guidance. PPE equipment and cleaning products are outside that area, no member of staff will undertake this cleaning without having read the guidance and followed the instructions. • PPE to be used by staff. 	<p>TD/LB AHT office</p>	<p>01/09/20</p>
<p>Adequate Personal Protective Equipment (PPE) is in place for the care of children/pupils where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home..</p>	<ul style="list-style-type: none"> • Refer to guidance of what PPE is required for intimate care https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/ • Ensure appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained, disposable gloves, a disposable apron, eye protection (visor). 	<p>TD</p>	<p>On-going</p>
<p>Attendance during this period attendance is not statutory and is only offered to key workers and vulnerable children.</p>	<ul style="list-style-type: none"> • Offer of school places has had to be limited risk assessing the size of the school/ footage of classrooms for the safety of both staff and children in school. We also needed to consider the capacity of staff to also provide remote learning for those who are not attending in addition to their own well-being needs. • CFM to contact vulnerable children who school have not had contact with. 	<p>LC/JB</p>	<p>On-going</p>

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> • Use catch-up funding, CFM to put measures into place for families who will need support to ensure regular attendance. • Remote learning ensures daily contact with all children, registers are taken and phone calls are made if there if concerns are raised around lack of engagement. • CFM to ensure FSM parcels are delivered weekly. • Registers of Key Worker children are taken and daily numbers reported to the DFE. 		
<p>Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.</p>	<ul style="list-style-type: none"> • Contact SMBC Property Services (or other designated provider) to see if a competent person is able to complete the building and compliance checks. • Seek support from other schools. • Contact LA services • Highly experienced Site Manager 	DB/TD	

4) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
<p>The following have been communicated to pupils, staff, visitors, etc:</p> <ul style="list-style-type: none"> - The importance of good hand hygiene. - Hands are cleaned on arrival at the setting and when leaving, before and after eating, and after sneezing or coughing. 	<ul style="list-style-type: none"> • Staff to reinforce good hand hygiene with new classes in September • Use of posters, games, songs and repetition during teaching time, daily staff briefing, reminders to staff, signage in reception. • Hand sanitisers at reception, in each classroom and at key points around the school. • No visitors unless in case of emergency, will not be permitted in school. 	JD All staff	
<p>Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place before wider opening</p>	<ul style="list-style-type: none"> • All areas will need to be fully equipped before reopening. Bottles are labelled with specific areas to enable them to be refilled when necessary. The need for this must be indicated by that group to the site manager. 	DB/JD	

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
	<ul style="list-style-type: none"> Site manager to check paper towels, tissues, etc. daily to ensure they are stocked up. Contactless hand sanitiser at entrance. 		
Make sure help is available to children and young people who have trouble cleaning their hands independently.	<ul style="list-style-type: none"> Assess which children, young people may have trouble washing hands on their own and ensure they are observed doing this. 	LC/JB SP/AS	

5) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Ensure the following have been communicated to pupils and staff:- - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it'). - Promote and encourage not to touch mouth, eyes and nose.	<ul style="list-style-type: none"> Staff to reinforce good respiratory hygiene. Games, songs and repetition during teaching time Reminders to staff. Tissues for classrooms, offices, staffroom, etc. Pedal bins for all classrooms, toilets and office spaces, with draw string bags. 	All staff	
Procedure in place for bins for tissues so they are emptied daily.	<ul style="list-style-type: none"> Cleaners, site manager, staff to empty bins and information is provided on how to do this safely – use bin liners which can be tied when bins are emptied. 	DB	
Rooms are to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> Staff to be briefed. Where safe to do so Site Manager to open windows in morning. Children allowed to wear non-uniform in order to wear appropriate warm clothing. 	TD/LB	
Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> Staff emails, support from Site Manager, all classroom doors, hall door, office doors, little kitchen, staff room, EYFS internal doors Use of door wedges - limit need to open doors unless linked to safety or security 	TD/LB	

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6) Cleaning frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
DFE Guidance	<ul style="list-style-type: none"> • Ensure the site manager and cleaning staff are aware off the DFE Guidance. • Staff need to be aware of the DFE Guidance on the use of equipment/resources. 	TD/LB	
Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.	<ul style="list-style-type: none"> • Staff to keep surfaces free of clutter at all times to allow cleaning to take place. • Cleaning timetable put in place with additional hours added. • Resources, where possible, are to be used only by one child which has either been bought in from home and will stay in their desks at school or has been allocated named by staff. For EYFS children. No malleable resources such as playdough are to be shared, small individual pots provided.. • Any shared resources must be thoroughly cleaned. Only plastic resources should be used which can be easily cleaned. • Reminder to staff to keep cleaning products out of reach of children. • Anti bac and blue roll in each area and staff encouraged to use at mid-points during the day • Ensure equipment being used for specific subject areas, e.g. PE, D and T, etc. are cleaned before and after use with anti-bac spray and returned to where they are kept. • The Computer suite, studio and hall will not be used. 	TD/LB	01/09/20

	<ul style="list-style-type: none"> IPads have been allocated to individuals and labelled, cleaned after use. 		
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> Stock take completed of cleaning supplies including the frequency of when they need to be replenished. Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	ML	To continuously monitor after initial order
Identify and remove any soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts.	<ul style="list-style-type: none"> All excess furniture removed and stored. Areas clearly closed off that cannot/should not be used; signage to support this. 	TD/LB	
Pupils not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> Trim trail and adventure playground used on a weekly rota. 	TD/LB	

7) Minimising contact and mixing by altering, as much as possible

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> (see above). 	TD/LB/DB	
Timetable to be refreshed and decisions made on which lessons or activities can be delivered. Also consider which lessons or classroom activities can take place outdoors.	<ul style="list-style-type: none"> Limited time available for outside learning as staggered breaks and lunchtimes, this will need to be timetabled after initial re-opening. 	TD/LB	
Fire evacuations	<ul style="list-style-type: none"> Fire evacuation remains the same– reviewed and information sent to staff 	TD/LB	
Consider how children and young people arrive at school	<ul style="list-style-type: none"> Staggered drop off and pick Pick up and drop off arrangements amended 05/01/21. Specific times set with child with high needs 	TD/LB	

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> • Three entrances used to aid social distancing • Any parents with siblings will have to adhere to the different drop offs • The school bus has been cancelled • Although consideration needs to be given to the anxieties of children coming back to school, in order for the system to work if a child refuses to come in the parent will have to take them home. School will then contact them to discuss how we might help. • FS1 staff will check in the children at the gate recording who will be picking up their child and at what time. 		
<p>Communicate to parents 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). Also, ask that only one parent/child carer collects pupil/s.</p>	<ul style="list-style-type: none"> • This will be communicated to parents via Parentmail 	TD/LB/JD	
<p>Reduce the use of shared resources between pupils and staff.</p>	<ul style="list-style-type: none"> • Children asked in Key Stage 2 to bring in their own stationary (labelled) and leave it in school • Children will sit in the same places and there will be limited movement within the classroom • Any shared resources need to be thoroughly cleaned before and after use – this should be limited (e.g. to plastic resources). 	TD/LB	
<p>Review procedures for pupils in state of crisis.</p>	<ul style="list-style-type: none"> • Class walkie-talkie to be used by ZT/KT/EW - TD respond – if TD teaching this will be covered by JD by entrance to classroom. • Limit direct contact where possible – ZT to use SEN room – resources for WG use only • Staff who work 1:1 will need to use class walkie-talkies when working separately from the cohort. 	LC/KT	

8) Communication of plans and training

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Additional support for staff and pupils with regards to school including their well-being.	<ul style="list-style-type: none"> • Support for pupils who may be anxious about coming to school and anxieties that are displayed as the term progresses • Support offered to parents experiencing difficulties • Support for staff returning to work – make modifications where possible to reduce anxieties 	TD/LB	On-going
Ensure any updates to procedures have been communicated early with contractors and suppliers who may need to prepare to support plans for opening. Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> • Emails, conversations with catering and cleaning company - establish procedures. • Arrangements with Birmingham International (school bus service) 	TD	On-going

9) Windmills

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Before and after school wraparound	<ul style="list-style-type: none"> • Windmills provision during this period of lock down has been suspended. 	KT	05/01/21

10) Staff and pupils with underlining health issues or those who are vulnerable

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Protection of any staff and pupils with underlining health issues or those who are vulnerable	<ul style="list-style-type: none"> • Identify those members of staff/pupils • Consider the curriculum offer in place • Consider the transition needs for getting back into school <p>Where staff are vulnerable:</p> <ul style="list-style-type: none"> • Complete a risk assessment • Listen to concerns • Action concerns in order to reduce risk • If unable to come into work, identify remote working possibilities 	TD	On-going

11) Review

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Review of current procedures	<ul style="list-style-type: none"> • Regular review to include all stakeholders and governors evaluating: <ul style="list-style-type: none"> ○ Pupil attendance (see previous section) ○ Number of positive Covid 19 cases ○ Behaviours ○ Parental concerns ○ Effectiveness of remote learning • Inform Governors of outcomes and actions to be taken. This will form part of the Head teachers report. 		

Signed: Mrs T Drew

Date: 05/02/21

Headteacher / SLT Member: Mrs Tracy Drew

Review date: 15/02/21 (this is a live document and will amended as needed)

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email healthandsafetysupport@solihull.gov.uk telephone 0121 704 6328