

# COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

## Schools Safety Guide

### Bearwood Primary School

#### Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	15 <sup>th</sup> May 2020	Approved on	15 <sup>th</sup> May 2020
Last updated	15 <sup>th</sup> May 2020	Last updated by	HSU/TH
Review date	1 <sup>st</sup> June 2020		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

#### Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start

returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1<sup>st</sup>, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

## Checklist & Risk Assessment

This SSG comes in two distinct parts;

### Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

### Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

## Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## Part 2: H&S Checklist

Conducted by: **DLH**

Date:

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?	Yes			Building has been open throughout Covid 19 crisis and all checks have been carried out as per schedule.  School logs		Completed
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	Yes			Rotas have been completed to ensure that all staff required will be in place.		Completed
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Yes			Fire Log Book		
<b>Social distancing issues</b>						
Have small class groups been organised as per Government guidance?	Yes			All classes have been measured and all children are 2m from all children and staff member. No more than 10 children in a class	Staff to be briefed about layout of room.	Monday 1 <sup>st</sup> June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Each classroom and learning environment has been measured.		Completed
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			All children have been allocated outside time and class teachers will plan appropriate outside activities		Completed
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Staff will be allocated ways in/ways out a staffroom and toilet facilities. Children will be allocated route to outside and toilets.		Completed
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?	Y			Markings around school		Completed
Have assembly groups been staggered?	Y			No assembly groups will take place.		Completed
Have break times (including lunch) been staggered?	Y			See rota		Completed
Have drop off and collection times been staggered?	Y			See rota		Completed

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Letter to parents		Completed
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			All excess furniture removed. Surfaces completely clear		Completed
<b>Infection control issues</b>						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			Those staff that can work from home will work from home  All other staff will remain at home and have not been asked to come in.		Completed
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			All classrooms being used have been cleared of these items.		Completed
Has a "deep clean" been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			All areas have been cleaned		Completed by 22/05/20
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Extra lunchtime cleaning  Extra cleaning by site manager		Completed

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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			Wipes available in every classroom, and communal areas		Completed
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			ABHR sanitising stations are by exit and entry points		Completed
Is there a ready supply of tissues for pupils and adults?	Y			Tissues available in every space		Completed
Is contaminated waste disposed of regularly and appropriately?	Y					Completed
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			James' Room to be used – see first aid addendum		Completed
<b>Communication of Plans</b>						
Have parents been informed of the drop-off and pick up protocols?	Y			Letter sent to parents		Completed

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)?	Yes			Spoken to all parents returning		Completed
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)?	Yes			Letter to parents		Completed
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Yes			Letter to parents		Completed
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?	No			Staff health and safety meeting to be held and info shared prior to wider opening. All info in shared staff drive.		Monday 1 <sup>st</sup> June

**Part 2:**

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

School: Bearwood Primary School

Assessment Date: **31<sup>st</sup> May 2020**

Name of Assessor(s): **Debbie Haywood**

Assessment Ref No:

**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	Teaching, non-teaching staff,	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent</li> </ul>	<ul style="list-style-type: none"> <li>Where extensions/exemptions have been granted by the</li> </ul>		2	4	8	All necessary



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	
has not been inspected / serviced within the recommended timescales	children, cleaners, cooks, parents, visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	contractors are engaged to carry out statutory 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>	HSE, a specific risk assessment for continued use of the plant/equipment has been completed.  <ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment taken out of use.</li> </ul>					checks completed and programme of checks in place
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<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</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practised first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	HT – 1 <sup>st</sup> week of June.	1	5	5	01/05/2020

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	
isolation and/or shielding.	Illness, infection, fatality	number of persons required to carry out safety critical roles as per the relevant assessments.	<ul style="list-style-type: none"> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> </ul>	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, cooks, 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>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> <li>Separate entrance and exit routes are in place.</li> <li>Smaller class sizes, re-arranged furniture, not face to face seating arrangements and clear markings/signage to allow</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom.</li> <li>Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.</li> </ul>	Teaching staff – daily  HT – prior to 1 <sup>st</sup> June	2	4	8	22/05/20

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>for "social distancing" space between pupils and adults during lessons wherever possible.</p> <ul style="list-style-type: none"> <li>• Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing.</li> <li>• One-way system in place around the school to minimise close contact between adults and pupils.</li> <li>• Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to show "social distancing" lengths and no access areas.</li> <li>• Playground has been marked to encourage social distancing.</li> <li>• Parents/carers can only visit the school by appointment.</li> </ul>						

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>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>						

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 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 liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li>Reception desk/area full glass barrier. And office will not be open to parents.</li> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings in class 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> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> </ul>	Class teacher daily  DR daily  DR daily  DR daily  Checked by DR daily	2	4	8	22/05.20

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>occupy/use before and after each use.</p> <ul style="list-style-type: none"> <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>		Checked by DR daily				
New way of working (including working from home) leading to feeling a lack of supervision,	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</li> </ul>		DLH	3	3	9	22/05/20

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	
interaction, support and social isolation.		<p>encouraged to pay regard to their work/life balance.</p> <ul style="list-style-type: none"> <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> <li>Schools stress risk assessment has been reviewed regularly throughout the pandemic.</li> </ul>						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<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> <li>People aiding others during an emergency should pay particular attention to sanitation</li> </ul>			2	3	6	22/05/20

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	
		immediately after the situation (washing hands).						
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.	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> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing,</li> </ul>			3	3	9	



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	
		spitting, or vomiting, then eye protection should also be worn						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
31/05/20	Debbie Haywood	