

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

Schools Safety Guide

Bearwood Primary School

Document information

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| 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 | 5 th January 2021 | Approved on | |
| Last updated | 6 th January 2021 | Last updated by | DLH |
| Review date | 15 th February 2021 or sooner if required | | |
| Purpose | To ensure that the whole school community understand measures that are in place to ensure everyone's safety | | |

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 1st, 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.

Part 2: H&S Checklist

Conducted by: **DLH**

Date:

| 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? | Yes | | | 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 | | | Yes. The majority of staff are attending at the moment and all roles are covered | | 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 | | |
| Social distancing issues | | | | | | |
| Have small class groups been organised as per Government guidance? | Yes | | | Children are currently in classes of no more than 6 pupils, grouped into pairs or trios. Children are not mixing outside of this 6 | Staff to be briefed about layout of room. | 6/0121 |

| 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 | | | All classrooms are laid out so that staff can socially distance from children. | | 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 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. Children remain in class bubbles of no more than 6 children | | Completed |
| Have drop off and collection times been staggered? | Y | | | Not currently needed as only key worker and vulnerable children attending. | | 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 | | | One way system. Clear markings. | | Completed |
| Have all unnecessary items been removed from classrooms and stored elsewhere? | Y | | | All excess furniture removed. Surfaces completely clear for additional cleaning | | Completed |
| Infection control issues | | | | | | |
| Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories? | Y | | | <p>All staff currently attending except pregnant employees in third trimester.</p> <p>All other vulnerable staff have been offered home working and have currently declined offer. This is regularly reviewed.</p> | | 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 thoroughly and are cleaned daily and touch points and shared areas are cleaned throughout the day. | | Completed |

| 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 | | | Extra lunchtime cleaning Extra cleaning by site manager Extra cleaning by classroom staff | | Completed |
| 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 and staff provided with cleaning materials | | 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 at key locations around school. | | 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 | | | Yes | | Completed |
| Is an isolation room available should an adult or pupil become symptomatic whilst at school? | Y | | | Yes - Parents' room to be used | | Completed |
| Communication of Plans | | | | | | |

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|--|-----|---|-----|---|------------------|-----------------|
| Have parents been informed of the drop-off and pick up protocols? | Y | | | Information on newsletter and website and via text | | Completed |
| 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 | | | Made clear on newsletter 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 | | | Made clear on newsletter 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 | | | Daily written briefings by head teacher Regular Teams' meetings with staff | | Completed daily |

Part 2:

Risk Assessment for: **COVID-19 January 2021**

School: **Bearwood Primary School**

Assessment Date: **4th January 2021**

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 |

| | |
|----------------------|--|
| 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 | |
| | | | | | | | | |

| 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 / serviced within the recommended timescales | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc | <ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. 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. | <ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. | | 2 | 4 | 8 | All necessary checks completed and programme of checks in place |
| Lack of persons in safety critical roles (e.g. first aiders, fire | Teaching, non-teaching staff, children, cleaners, | <ul style="list-style-type: none"> Enough staff attending to cover critical rolls Fire risk assessment kept under constant review. | <ul style="list-style-type: none"> Fire drill practised first week back to ensure school can be evacuated safely (considering social distancing at assembly | HT – | 1 | 5 | 5 | 01/09/20 |

| 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 | |
| marshals, etc) due to self-isolation and/or shielding. | cooks, parents, visitors, contractors Illness, infection, fatality | <ul style="list-style-type: none"> First aid needs assessment regularly reviewed. | point) with new working arrangements. | | | | | |
| 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"> School drop-off/collection times are staggered to minimise numbers. Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing. Separate entrance and exit routes are in place. In classes, re-arranged furniture, not face to face seating arrangements and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. | <ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. 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. | Teaching staff – daily HT – prior to 1 st 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 | |
| | | <ul style="list-style-type: none"> • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. • One-way system in place around the school to minimise close contact between adults and pupils. • 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. • Playground has been marked to encourage social distancing. • Parents/carers can only visit the school by appointment. • Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person | | | | | | |

| 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>access at a time for example</p> <ul style="list-style-type: none"> • Staff to wear masks in corridors and communal areas and more widely if wanting to. • No more than two staff in any classroom at a time. • Staff not to mix outside their year group • Communicate new ways of working to all staff, through posters, briefings etc. | | | | | | |

| 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"> 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 liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Reception desk/area full glass barrier. And office will not be open to parents. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they | <ul style="list-style-type: none"> Daily briefings in class 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. | Class teacher daily DR daily DR daily CT daily Checked by DR daily | 2 | 4 | 8 | 4/01/21 |

| 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"> • 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. | | 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"> • Keep in touch (KIT) meetings regularly organised to ensure staff are supported. • Managers to ensure employees are aware of the following advice: | Staff regularly invited to Teams Meetings | DLH | 3 | 3 | 9 | 04/01/21 |

| 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. | | <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. Schools stress risk assessment has been reviewed regularly throughout the pandemic. | | | | | | |
| Inability to maintain social distancing when dealing with accidents | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality. | <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 | Staff will wear PPE to deal with all accidents where 2m distancing cannot be maintained | | 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 | |
| | | should pay particular attention to sanitation 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"> 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. If a risk assessment determines that there is a risk of splashing to the eyes, for | | | 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 | |
| | | example from coughing, spitting, or vomiting, then eye protection should also be worn | | | | | | |
| | | | | | | | | |

| Assessment reviewed [Date]: | Reviewed by [Name]: | Comments: |
|-----------------------------|---------------------|--|
| 04/09/20 | Debbie Haywood | |
| 06/01/21 | Debbie Haywood | Updated to take account of new guidance and requirements Reviewed in school daily |
| | | |