

# RISK ASSESSMENT

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
May 2020

Group/Service Area: LA Maintained Schools      Work Activity: Working in the Schools during Covid19 Pandemic

Workplace/Team: Cheswardine Primary and Nursery School

Date of Assessment: 21.5.20      Date for Re-assessment: Weekly, 9.6.20

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**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1 <b>Catching or spreading Coronavirus – General considerations</b>	Staff, pupils Parents, guardians	<ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges – Isolation area identified in Class 4 for anyone showing symptoms in school. PPE available for staff who deal with these children.</li> <li>• where practicable keeping a social distance of 2 metres – desks set out distanced from each other. Markers on fence to show 2m distances when parents drop children off.</li> <li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – soap at every sink and alcohol rub at every entry point in school also outside handwash area in Reception outside area.</li> <li>• ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – tissues in each classroom available for use. Lidded bins are in place in each classroom.</li> </ul>	Low			RW	
						FS, RW and DF	
						CTs and TAs	
						CTs and TAs	



			<ul style="list-style-type: none"><li>• Review fire safety including emergency evacuation routes to maintain social distancing where practicable. Emergency evacuation routes remain the same, however a fire drill will take place in the first week in order to emphasise the lines taking account of social distancing. 4.6.20 Planned fire drill at 9:45am carried out successfully.</li><li>• Registers are to be taken remotely through the server, using an excel spreadsheet. In place and working.</li><li>• Parents are requested to not enter the school building but to email or phone instead so a socially distant meeting may be set up if required.</li><li>• Distance sprayed lines are in place along the pedestrian pathway to enable correct 2m distancing to be maintained. These are also in place around the playground to teach distancing and encourage awareness as well as lining up to enter for Year 6.</li><li>• Parents have been informed that only one adult may accompany a child onto site.</li><li>• No current pregnant staff in school or nursery.</li><li>• Toilets are being cleaned in the middle of the day (LA) and every afternoon (HA). All highly frequented places are cleaned regularly by staff in bubble (door handles, laptops, desk surfaces).</li></ul>				FS	
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2	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>• Organise small class groups, as described in the 'class or group sizes' The school has identified that Class 1 can take a maximum of 12 children, Class 2 12 children and Class 3 13 children with 2m distancing in place. Nursery can take up to 5 children.</li> <li>• Classrooms have been organised so desks can ensure safe distancing for each pupil in school and in Nursery. Desks have either one chair or labeled chairs to direct seating to maintain distance. In the office there will be one admin staff in each day, MB Mon, FS Tues-Fri. Each has their own computer and the office will be wiped down each day by them before being cleaned thoroughly by the cleaner in charge.</li> <li>• Refresh the timetable: <ul style="list-style-type: none"> <li>○ Morning will be Maths and Literacy based lessons and some activities designed to promote mental health and well-being and how the lockdown has affected pupils. Afternoon lessons will generally take place outside – Science, PE – non-contact designed activities, tennis/golf/running/hula hoops/skipping/hurdles, Forest school – with own risk assessments and gardening maintaining distance at all times. Cheswardine has grounds large enough to separate bubbles but all have access to the outdoors each day.</li> </ul> </li> </ul>	Med	Low	Any equipment used outside will be exclusively for the group but will be wiped down with disinfectant after use. Being done and needs maintaining, CT and TA – sports coaches
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Groups will remain in the groups / bubbles at all times. Each group will come in their own classroom door straight from outside and have a designated route to the toilet and back. Limited to one at a time going to the toilet.

- Most Assemblies will be class based with the teacher, one assembly per week will be with the HT visiting the class or will be virtual with the school coming together through microsoft teams.
- Signs are in place to inform the children, parents and staff about social distancing rules and where to go or not go.
- Space at break times is designated and timings are staggered:  
Reception/Y1 at 10:15, Keyworkers 10:30 and Year 6 10:45am. Nursery can use their outdoor space as much as they want, when they want. Drop-off and collection times are staggered with Nursery coming onto site at 09:15 and being collected at 14:45, Reception and Year1 dropped off at 09:00 and collected at 15:00, Keyworkers and Year 6 (as all are siblings) enter at 08:45 and leave at 15:15
- Year 6 and key worker children will be dropped off at main gate and directed by staff to enter through the side gate and round to Year 6 fire door. All other children will be dropped off by one adult

			<p>to a member of staff at the side gate and then leave across the car park and out onto the opposite pavement in Glebe Close. Yellow lines on the floor show where to stand in order to maintain 2m social distancing whilst waiting.</p> <p>Nursery has its own indoor and outdoor spaces and will remain in these separate from the rest of the school for the whole day. Play equipment will be restricted to one group specifically and will be cleaned every day after use by TAs. No children come into school using public transport or council transport at all.</p>					
3	<b>Reduce mixing within education or childcare setting by:</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Each group will be accessing rooms directly from outside</li> <li>• Only one corridor will be in use by children from one 'bubble' and the staff will make sure only one child can go across this corridor to the toilet at a time. This is the Year 6 group so social distancing is being maintained. Breaks have been staggered but no group will enter the playground through the same door.</li> <li>• In lunch breaks - children and young people should clean their hands beforehand and eat their lunch in the group space at their desks. Staff will wipe down the desks after use. If the weather is nice each group will be assigned a space on the field for a picnic lunch. Toilets will not become crowded as they will be limited to one child at a time and staff from Class 1 and Class 3 will monitor that situation. Keyworker children will have access to the staff/disabled</li> </ul>	Low		Low		

			<p>toilet. All handwashing can be carried out in class sinks. Class 1 also has an outside wash station. Toilet facilities for staff and children will be cleaned twice a day. Teachers will work with pupils to embed these measures and CS will produce social stories for children who are struggling as the need arises.</p> <p><b>Use outside space:</b></p> <ul style="list-style-type: none"> <li>• for exercise and breaks</li> <li>• for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>• Groups will be assigned specific outdoor equipment which will be wiped down by TAs after use. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul> <p><b>For shared rooms:</b></p> <ul style="list-style-type: none"> <li>• The hall could be available for each group as a break out space if raining. All surfaces are clear and the children would be spaced out in the area. Different groups / bubbles will not mix.</li> </ul> <p>Staff room limited to 3 at a time. Office one only. Photocopy space 1 adult at a time, wiped after use and laptop trolley only accessed by adults and assigned to pupils for future use. Wipe down after use and return.</p> <p><b>Reduce the use of shared resources:</b></p>						CS w	If required
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			<ul style="list-style-type: none"> <li>Children will bring in a lunchbox, water bottle and a spare pair of indoor shoes. This will be kept in their space, either on the second chair at their table or underneath or in their tray. No other resources will go between home and school. The indoor shoes will stay in school for use when it is muddy outside. All surfaces in classrooms are clear to enable regularly wiping over. Shared resources are brought out, used and cleaned before being put away. Some would be quarantined for 72 hours before further use, especially in Nursery. Each child has their own designated stationary and books which will not be shared or taken home at any time. Reading books at home will be online.</li> <li>Individual tubs of resources such as maths cubes will be available to support learning for each individual that needs this.</li> <li>practical lessons can go ahead if equipment can be cleaned thoroughly as the classroom or other learning environment is occupied by the same children or young people in one day,</li> </ul>					
4	<b>Managing Customers, Contractors and visitors</b>	Staff including cleaning and catering staff, pupils,	<b>Contractors</b> <ul style="list-style-type: none"> <li>Visitors will be signposted at the main entrance noticeboard to contact the office through phone or email in the first instance and not to enter the school site</li> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. A</li> </ul>	Med	Will need to be revised if any essential work is scheduled and assessed against contractors own RA.	Low	RW and FS	If required

		<p>Visitors. contractors</p>	<p>form for contractors to agree social distancing measures and hygiene is in the office and contractors will be expected to sign and agree before entering the building.</p> <ul style="list-style-type: none"> <li>• Limit the number of visitors at any one time. One if possible for any job, if not maximum two. Grounds maintenance will take place when the children are not on site, either at the weekends or after 15:15</li> <li>• No visitors will be allowed on site from 08:30 to 09:15 or 14:45 to 15:30 when children are coming in or leaving. When determining schedules for essential services and contractor visits will be revised where possible to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>• Maintaining a record of all visitors, if this is practical. Details only filled in by admin and stickers rather than lanyards given to any essential visitor.</li> <li>• All staff and visitors will be logged in and out by office staff, no shared pens will be used.</li> </ul> <p><b>Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>• Signs and visual aids detail clear guidance on social distancing and hygiene to people on arrival but are clarified when visits are set up by phone, on the website or by email.</li> <li>• Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. Office staff to act as hosts and ensure</li> </ul>		<p>Plans for out of hours working already agreed with grounds maintenance contractors and water hygiene services.</p>		<p>RW and FS</p>	<p>FS ongoing</p>
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			<p>social distancing when required but visits to be limited.</p> <ul style="list-style-type: none"> <li>• Main entrance as entry point for visitors would never be accessed by children. Ground contractors will use side gate, also not used by anyone other than them and will not come onto site when people are working.</li> </ul>					
5	<b>Workplace and furniture contamination</b>	Staff including cleaning and catering staff, pupils, Visitors. contractor s	<ul style="list-style-type: none"> <li>• All unnecessary items have been removed from classrooms and other learning environments and stored elsewhere. All surfaces around the classrooms are clear.</li> <li>• All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts have been removed and stored in tubs in the sheds</li> <li>• Use of high-touch items and equipment, for example, printers or whiteboards will be restricted. Where possible ipads and laptops will be assigned to a particular child with a sticker.and wiped after use.</li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>• Signs and posters put up to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</li> <li>• All staff to ensure that all adults and children: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> </ul> </li> </ul>	Low				

			<ul style="list-style-type: none"><li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li><li>○ are encouraged not to touch their mouth, eyes and nose</li><li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li><li>● Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and all other learning environments</li><li>● Toilets will be cleaned in the middle and at the end of the day. Clear restrictions on numbers entering the toilets are in place and tape marks 2m distances for waiting, however adults shouldn't allow this to happen as they are monitoring one child at a time.</li><li>● Classes will be cleaned thoroughly each day and surfaces will be wiped down throughout the day, all desks being wiped down specifically after lunch. Surfaces will be wiped down if anyone coughs or sneezes in a space. Lidded bins and present class bins will be ready for use and the tops will be wiped down throughout the day. These will be emptied twice a day. Each bubble has identified times and staff for cleaning surfaces and any equipment, eg laptops / ipads.</li><li>● Paper towels are available as an alternative to hand dryers in handwashing facilities.</li><li>● All staff need to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li></ul>					
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		<ul style="list-style-type: none"> <li>• All staff need to clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal throughout the day.</li> <li>• Early Years staff will ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Staff will encourage young children to learn and practice these habits through games, songs and repetition</li> <li>• Staff in the bubble will ensure that bins for tissues are emptied throughout the day</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units – Cleaner in charge HA to open all windows in the morning when opening up.</li> <li>• Rubber door stops are available to prop internal doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Building is safe with each class door open in terms of safeguarding and this would ensure good ventilation and limit door handle use. Fire procedures have identified person to close fire doors on leaving the building.</li> <li>• Local suppliers (Halls) have provided proportionate supplies of soap, anti-bacterial gel and cleaning products as needed and there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or</li> </ul>		<p>Emphasise the need for daily clean uniform / clothes with parents and children. Procedures do state this and have gone out to parents.</p>		<p>CTs RW</p>	
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			<p>childcare setting. Parents need to make sure this happens for children too.</p> <p>The dress code for children is school tops and bottoms suitable for outdoors and PE. If sweatshirts don't fit then suitable alternatives can be worn. No changing for PE will take place as the children should be changing their clothes when they go home.</p> <p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p> <ul style="list-style-type: none"> <li>• Use the disinfectant to spray and clean goods that are required immediately wear gloves for this</li> <li>• If merchandise can be left leave safely for 72 hours then clean and put away as appropriate.</li> </ul>					
6	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in schools or other education settings is <b>not recommended</b>.</li> <li>• Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> </ul>	Low	Encouraged staff not to wear gloves but to maintain handwashing as much as possible instead.	Low	RW	Ongoing

		<p><b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work</b>, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"><li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way – all children in Nursery when intimate care is required</li><li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in the 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 a distance of 2 metres 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 example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE is available and Class 4 has been allocated as the isolation area, it will not be used for anything else.</li><li>• Packs of PPE are available in every bubble and in Class 4 when required.</li></ul>					
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7	<b>Catering facilities</b>	Not an issue	<ul style="list-style-type: none"> <li>All children will bring in a packed lunch. This is the parents' wish presently too, even for UIFSM so this will be reassessed if the situation changes.</li> </ul>	Low	Reassess meal requirements	Low	RW	Weekly
8	<b>First Aid</b>	Staff –first aiders and children. One disabled child.	<ul style="list-style-type: none"> <li>First aiders have had additional support and advice in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>PEEPS (Personal Emergency Evacuation Plan) does not need reviewing as child is shielded and will remain at home</li> <li>Additional measures may be required\implemented in view of staff shortages.</li> </ul>	Low	PEEPS under review as restrictions are reduced and child may return  Make sure all First aiders feel adequately prepared.	Low	CIS and RW  RW	When required
9	<b>Accidents\ incidents</b>	Staff	<ul style="list-style-type: none"> <li>Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>Look at high risk activities to minimise the potential for accidents and the need for staff to assist children\students. Nappy changing considered and children who are generally dry and out of nappies would be accepted for return before those that are not. Pre-schoolers rather than 2 year olds.</li> </ul>	Low	Under review as more children return to Nursery	Low	LA RW	ongoing
10	<b>Emotional distress of the staff -</b>	Staff, pupils	<ul style="list-style-type: none"> <li>At least one SLT member of staff contactable every day for staff to share concerns with - RW either at Hinstock 01952550220 or on site.</li> </ul>	High	RW ongoing role to support and reassure - important to	Medium	RW	Ongoing

	<p><b>including anxiety</b></p> <p><b>Emotional distress of the pupils</b></p>		<ul style="list-style-type: none"> <li>• Staff have been consulted and included with the decision making, risk assessments.</li> <li>• Staff work and rest rooms have been reviewed and set up to ensure social distancing can be adhered to</li> <li>• Details of counselling will be available in the staff room eg NOSS, EPS, MIND and referral to OT.</li> <li>• Virtual staff meetings to air views and concerns weekly then fortnightly with governors available also.</li> <li>• Staff will always be in pairs or threes in their bubbles in order for them to leave if need be and clear their head. Each staff member will support each other in this way and keep in contact with RW when needed. Pupils to be supported by staff</li> <li>• Staff to look at ways of being able to support a child if in need of comfort. Immediate handwashing is important if this interaction is required, eg when a young child struggles to come into school and distraction hasn't worked. Consider whether an apron should be worn in this case.</li> <li>• SEN pupils - review assessments to be able to further assist pupils who will not understand the changes, presently one EHCP is shielded and one is in school and being supported brilliantly as he learns about social distancing and obeying the rules.</li> </ul>		<p>give time and enable space if and when needed.</p>			
11	<b>Transport arrangements</b>	All	<b>Staff, parents and children:</b>	Low				

			<ul style="list-style-type: none"> <li>• parents and children and young people to walk or cycle to their education setting where possible</li> <li>• make sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>• No school or LA transport is used.</li> </ul>					
12	<b>Use of Car park for cars, and other forms of transport</b>	All	<ul style="list-style-type: none"> <li>• Staff to maintain social distancing rules when getting in and out of cars in the car park,</li> <li>• Use of bikes encouraged where achievable these can be kept outside the main entrance.</li> <li>• Parents need to maintain social distancing walking to school or leaving cars on Glebe Close. They must avoid congregating in anyway.</li> </ul>	Low				
13	<b>When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b>		<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment has been reviewed in light of the control measures implemented due to staff shortage and alterations of evacuation routes, different exits are being used to maintain social distancing. Lining up after a fire alarm has been excellent showing a good understanding of social distancing from all.</p>	Low				

**If more hazards are identified please add more boxes**

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures are necessary for shielded and clinically vulnerable child see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice. This means him and his sibling will not be returning immediately and will need ongoing support planned via CT and support assistant.
- Or clinically vulnerable adults, such as Lunchtime Supervisor who is already absent see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist. These have been undertaken on 21.6.20
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc. All up to date.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.Up to date
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear 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 think about engaging parents and children in education resources such as [e-bug](#) and PHE schools resources. Parents have been directed to these resources.
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful, need to ask whether training would be helpful but who would provide that? Direct to guidance given.
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers Completed
- discuss with cleaning contractors or staff the additional cleaning requirements. No additional hours considered necessary at the moment.





## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management. Toilets have been cleaned and flushed on a weekly basis during lockdown and the premises have been cleaned and deep cleaned.

<b>Building / Infrastructure / Systems</b>	<b>Action</b>	<b>Checked</b>	<b>Comments / Defects / Damage</b>
<b>Site:</b> <ul style="list-style-type: none"> <li>• Perimeter fencing, hedges, gates etc.</li> <li>• Trees</li> <li>• Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>• Boundary integrity</li> <li>• Risk assessments up-to-date; no damage</li> <li>• Secure – waste collection still occurring</li> </ul>	RW RW RW / FS	Continued due to need to clear areas
<b>Building:</b> <ul style="list-style-type: none"> <li>• Roof (inc. chimneys)</li> <li>• Facias, gutters, downpipes</li> <li>• Walls</li> <li>• Windows</li> <li>• Exterior doors</li> <li>• Door canopies</li> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Defects or damage</li> <li>• Doors opening properly with no restrictions</li> <li>• No defects or damage; in working order</li> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>	RW RW RW RW	Check paths into school when markers put out.
<b>Interior:</b> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> </ul>	RW RW	

<ul style="list-style-type: none"> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No slip or trip hazards</li> </ul>		
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> </ul>	<p>RW</p> <p>RW</p> <p>RW</p> <p>RW/FS</p> <p>NA</p> <p>RW/HA</p>	<p>Checked as photocopier didn't seem to be working all in order.</p> <p>Service to be arranged with contractor as due in the Summer term.</p>

<ul style="list-style-type: none"> <li>Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced cleaning; legionella controls</li> <li>Cleaning regime</li> <li>Follow <a href="#">PWTAG guidance</a></li> </ul>	NA	
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>Fire detection and alarm (see below)</li> <li>Emergency lighting (see below)</li> <li>Security</li> <li>Communications - telephony</li> <li>IT – WiFi</li> <li>Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>All detectors, call points and detectors operational; weekly testing performed</li> <li>Battery test to check e-lighting operational</li> <li>Alarm system working</li> <li>Phone lines operational</li> <li>WiFi working</li> <li>Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>	<p>FS. SW</p> <p>RW</p> <p>RW</p> <p>RW</p>	<p>Testing required on 1.6.20</p> <p>Completed earlier in the academic year and replaced</p>
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>IT – computers, monitors etc.</li> <li>OHP / Whiteboards</li> <li>Fire extinguishers</li> <li>Access equipment / ladders</li> <li>Kitchen equipment – kettles, microwaves etc.</li> <li>Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>All IT equipment operational and without faults</li> <li>Equipment in good working order</li> <li>Serviced annually</li> <li>Visual inspections for damage / defects</li> <li>Visual inspections; PAT tests if required</li> <li>Statutory examination, maintenance and testing completed according to schedule</li> </ul>	<p>RW</p> <p>RW</p> <p>RW</p> <p>RW</p> <p>RW</p>	<p>All up to date, technician doing online checks.</p> <p>PAT testing carried out in January</p>
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>Gas safe certificate</li> </ul>	<ul style="list-style-type: none"> <li>Gas safe certificate within date</li> <li>EIRC within date; PA tests completed according to schedule</li> </ul>	RW	

<ul style="list-style-type: none"> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>	RW	<p>HA has cleaned and flushed units on a weekly basis. Contractor to visit on Weds 27<sup>th</sup> May</p>
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>	NA	
RW means checks have been made. 19.5.20			