



# **HEALTH & SAFETY COVID-19 AUDIT**

**Date: 18/5/20**

**Inspected by: Mrs Julie Mills**

## Background Information

**Head Teacher:** Mrs Julie Mills

Business Manager: Mrs Kerry Whitehouse

Site Manager/Caretaker: Mr Ken Graham

**Support Services:**

Cleaning provided by: Manor Multi Academy Trust

Caretaking provided by: Manor Multi Academy Trust

Catering provided by: Shires

**Type of Education Establishment:**

Academy Trust: Manor Multi Academy Trust

## COVID – 19 Risk Assessments

Check questions	YES	NO	N/A	Evidence/Comments
1. Has a Risk Assessment been implemented identifying hazards and risks for Children and Teaching Staff?	✓			All Risk Assessments available on TEAMS and have been shared with all staff and Directors of the Trust
2. Has a Risk Assessment been implemented identifying hazards and risks for Office Staff?	✓			All Risk Assessments available on TEAMS and have been shared with all staff and Directors of the Trust
3. Has a Risk Assessment been implemented identifying hazards and risks for Site Staff?	✓			All Risk Assessments available on TEAMS and have been shared with all staff and Directors of the Trust
4. Has a Risk Assessment been implemented identifying hazards and risks for Contractors and Visitors?	✓			All Risk Assessments available on TEAMS and have been shared with all staff and Directors of the Trust
5. Have identified Staff who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			SLT discussions with staff to identify any staff that are at an increased risk
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			SLT have contacted parents of children who are at an increased risk to share policies and procedures and to answer any questions they have about safeguards in place
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			All Risk Assessments available to staff on TEAMS, published on Website and Risk Assessment folder available in main office for visitors. Posters and visual prompts all round school site and inside the building to act as a reminder to everyone

## COVID – 19 Planning and Organising

Check questions	YES	NO	N/A	Evidence/Comments
8. Have measures been put in place for Pupils who use buses/coaches to arrive to school?			✓	
9. Have staggered drop off and collection times of Pupils been arranged?	✓			Timetable established for staggered pick up and drop off (Key worker provision, Year 6, Year 1 and Reception). Communication to parents outlines times and the importance of keeping to the times to ensure social distancing
10. Has a system been organised to implement a one way in and out of the school premises?	✓			One way system communicated to parents with map to indicate entrance, exit and one way system
11. Have class sizes been reduced to allow for social distancing measures?	✓			Between 6-10 children in each class depending on size with a teacher and teaching assistant
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			Each group of pupils will stay with the same teacher and teaching assistant all week and will have their own allocated lunchtime supervisors

13. Has it been considered how best to supplement remote education with some face to face support for students?	✓			Home learning on website with videos made by staff to introduce learning. Use of TEAMS classroom to support small groups, and telephone contact for those who are unable to access
14. Has it been arranged for Pupils to use the same desk each day to reduce cross contamination?	✓			All children will have their own workstation and resources which will be cleaned across the day to reduce any contamination
15. Have timetables been amended/reduced to allow for safer working practices?	✓			Timetables amended to reduce contact between pupils at playtimes and lunchtimes. Timetable allocations for outdoor learning in line with recommendations
16. Have staggered lesson changes been implemented to allow for social distancing?	✓			Each group has an individual timetable. Visual prompts around the building to remind staff and children about social distancing
17. Have staggered breaks and lunch times been implemented? Where possible keep children in same small groups.	✓			Children to eat in their classrooms and then go out to designated area on the playground. Each groups time staggered to prevent groups mixing

## COVID – 19 Learning Environment

Check questions	YES	NO	N/A	Evidence/Comments
18. Has seating been arranged to allow for 2 metre distancing where possible?	✓			Staff measured between desks to ensure social distancing, areas marked with tape to ensure that they furniture is not moved
19. Has distancing strips been placed in areas i.e. staff desks?	✓			Distancing strips clearly show designated areas
20. Has all unnecessary soft furnishings been removed?	✓			Boxed and placed in storage
<b>21. Early Years Only</b> Has all soft furnishings/soft toys and toys which are hard to clean been removed?	✓			Boxed and placed in storage
<b>22. Early Years Only</b> Has the learning environment been reorganised to allow for small groups of children only at one activity station.	✓			Excess furniture removed and stored, chairs placed to allow only two children at any activity area
23. Has each classroom got access to cleaning materials? Disinfectant, cloths, gloves, double bagged bins.	✓			Each group has their own basket of cleaning resources that are stored in safely in a cupboard in teachers area of the classroom
24. Has each classroom got access to hand sanitizer (at least 60% alcohol) or access to hand washing facilities with hot water and soap?	✓			Classrooms used have access to hot water and soap. Hand sanitizer on entrance to the classrooms

## Accidents / Incidents / First Aid / Intimate Care & Medication

Check questions	YES	NO	N/A	Evidence/Comments
25. Do all or designated first aid stations have adequate provision of face coverings, disposable gloves and double bagged waste bins?	✓			All areas well stocked and checked regularly to ensure that when running low more can be reordered
26. Has an area in the school been identified for Pupils who are displaying symptoms of COVID-19 until parents collect child?	✓			Designated area – Speech and language room close access to outside door for handover to parents
<b>Intimate Care</b> 27. Is there adequate provision in place of face coverings, disposable gloves and double bagged waste bins?	✓			
28. Where medication has to be directly administered to children are adequate provisions available?	✓			
29. Are there adequate first aiders available? Please note those first aid qualifications due for renewal from March 16 <sup>th</sup> 2020 have been given a 3 month extension (awaiting further guidance)	✓			Paediatric first aid training planned for 12 staff on 1/6/20

## Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
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30. Has the office area been reorganised to allow for social distancing measures? If not how are you adhering to safe working measures?	✓			Rota established in main office so only two staff working with signs to say other staff must not enter.
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			No shared desks in any of the offices
32. Has distancing tape been put in place for persons visiting the school office?		✓		School office is shut to parent and carers, they can only contact via phone or email
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?		✓		School office is shut to parent and carers, they can only contact via phone or email
34. Has the Head Teachers office been reorganised to allow for social distancing? Has distancing tape been put in place for persons visting Head Teacher?	✓			Member of staff from Head teachers office working in another area of school to ensure social distancing. No visitors to school allowed contact via phone, email or face to face using TEAMS
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			Teaching school kitchen and room being used as an addition staff room. Staff allocated to either teaching school or staff room

## Physical Exercise / Breaks

Check questions	YES	NO	N/A	Evidence/Comments
36. Has areas outside been identified to be put out of use? It is advised outdoor gyms and play equipment is taken out of use unless through cleaning can be carried out between each group.	✓			Only playground, field and two muggers to be used. Each group will have their own play equipment that will be cleaned after use
37. Have all staff been informed of keeping to social distancing measures when on duty?	✓			Weekly reminders at briefing and via email. Visual reminders all around school
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?	✓			Use of equipment being kept to minimum.

## School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?			✓	School kitchen closed. Children to bring their own packed lunch
40. Where required have changes been made to menu choices?			✓	
41. Have Kitchen Staff arranged for safe distancing measures or PPE to be worn when serving Pupils?			✓	

42. Have lunchtime supervisors been informed of social distancing measures when working in the school dining hall?	✓			School Dining hall not being used but lunchtime supervisors have been briefed about social distancing in the building and on the playground
43. Have arrangements been made for lunchtime / kitchen staff placing out and folding away lunch tables? Can they do it on their own or is it a two person role?			✓	

## Cleaners

Check questions	YES	NO	N/A	Evidence/Comments
44. Has the school arranged for cleaners to come into school at staggered times to allow for cleaning to be carried out throughout the day?	✓			Rota for cleaning times and areas
45. Have cleaners been informed of the requirement to clean all hard surfaces and equipment touched by persons?	✓			
46. Have cleaners been asked to clean other equipment such as toys, books etc.? If not who will clean these areas?		✓		Staff will clean any resources that are used in the class throughout the day

## Action Plan

Planned Action	Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)
Soap dispensers to be put around school. Paper towel dispensers to filled.	Ken Graham	29/5/20	
Hand sanitizer to be put in key areas of school.	Ken Graham	29/5/20	
Markers indicating 2m Social distancing to be sprayed on ground in key external areas.	Julie Mills/Ange Coles/Kully Kaur	29/5/20	
Signage to be placed on external doors e.g. Closed please contact by phone/e-mail etc.	Julie Mills/Ange Coles/Kully Kaur	29/5/20	
Signage to be put up in classrooms to help children.	Julie Mills/Ange Coles/Kully Kaur	29/5/20	
PPE equipment to be given to all staff employed by school. Staff to label their own equipment.	Julie Mills/Ange Coles/Kully Kaur	29/5/20	
Lunchtime staff to be prepared for return to work.	Julie Mills	1/6/20	