

HEALTH & SAFETY COVID-19 AUDIT

**Date:
22.05.20**

Inspected by:

K Daley

H Grove

Background Information

Head of School: K Daley.....

Business Manager: H Grove.....

Site Manager/Caretaker: Andy Humphries

Support Services:

Catering provided in house

Type of Education Establishment:

Academy Trust: Manor MAT

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?	✓			Risk assessment shared with staff and are stored centrally on teams
2. Has a Risk Assessment been implemented identifying hazards and risks for Office Staff?	✓			Risk assessment shared with staff and are stored centrally on teams
3. Has a Risk Assessment been implemented identifying hazards and risks for Site Staff?	✓			Risk assessment shared with staff and are stored centrally on teams
4. Has a Risk Assessment been implemented identifying hazards and risks for Contractors and Visitors?	✓			As far possible there will be no contractors on site. For emergency work there is a risk assessment shared with staff and are stored centrally on teams
5. Have identified Staff who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			Staff survey via forms and discussion with individual staff members and head to agree way forward
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			Regular correspondence to parents regarding phased reopening of school. Where required, discussion between school and parents to ensure adequate control measure are in place to support all children attending school
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			Information leaflets and posters are in place in prominent positions around the school site – every classroom, classroom windows, toilets and on school site

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?	✓			Different start, finish, break and lunchtimes have all been put in place to avoid the potential gathering of larger numbers of people
10. Has a system been organised to implement a one way in and out of the school premises?	✓			This has been communicated with all parents and is monitored by school staff
11. Have class sizes been reduced to allow for social distancing measures?	✓			Class sizes are limited to a maximum of 12 in year 1 and 10 in Reception
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			Children have been placed in groups which as far as possible will remain the same for the duration of the provision
13. Has it been considered how best to supplement remote education with some face to face support for students?	✓			Home learning to continue for those pupils not attending school. Forum to continue as a showcase opportunity to pupils and staff.
14. Has it been arranged for Pupils to use the same desk each day to reduce cross contamination?	✓			Set seating plan introduced for all classes

15. Have timetables been amended/reduced to allow for safer working practices?	✓			Each family group will remain in place with the same children and same staffing. These groups will not mix with other family groups
16. Have staggered lesson changes been implemented to allow for social distancing?	✓			Each group has its own timetable to ensure social distancing can be adhered to throughout the school day
17. Have staggered breaks and lunch times been implemented? Where possible keep children in same small groups.	✓			Either staggered breaks/lunchtimes or different playgrounds used

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?	✓			Set seating plan introduced for all classes
19. Has distancing strips been placed in areas i.e. staff desks?	✓			There is a 2m exclusion zone at the front of each classroom for staff and external floor marking are in place to guide traffic around the school site. Markers to guides pupils are also in place on the playground and school field
20. Has all unnecessary soft furnishings been removed?	✓			Soft furnishings have all been removed
21. Early Years Only Has all soft furnishings/soft toys and toys which are hard to clean been removed?	✓			Soft furnishings have all been removed
22. Early Years Only Has the learning environment been reorganised to allow for small groups of children only at one activity station.	✓			Early years environment rearranged to reflect social distancing measures
23. Has each classroom got access to cleaning materials? Disinfectant, cloths, gloves, double bagged bins.	✓			Each class has access to cleaning and antibacterial materials
24. Has each classroom got access to hand sanitizer (at least 60% alcohol) or access to hand washing facilities with hot water and soap?	✓			Each class has its own designated handwashing facilities and hand sanitizer within the classroom

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?	✓			In place
26. Has an area in the school been identified for Pupils who are displaying symptoms of COVID-19 until parents collect child?	✓			The area outside the HT office has been set up as the medical room for children displaying Covid 19 symptoms
Intimate Care 27. Is there adequate provision in place of face coverings, disposable gloves and double bagged waste bins?	✓			In place
28. Where medication has to be directly administered to children are adequate provisions available?	✓			In place – full PPE available in all classrooms, school office and first aid room
29. Are there adequate first aiders available? Please note those first aid qualifications due for renewal from March 16 th 2020 have been given a 3 month extension (awaiting further guidance)	✓			All staff have completed Educare first aid modules, we have 3 paediatric first aiders on site and 2 additional member of staff with emergency first at work

Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
30. Has the office area been reorganised to allow for social distancing measures? If not how are you adhering to safe working measures?	✓			Only two people are permitted in the office at a time, desks have been rearranged
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			Desks have been designated
32. Has distancing tape been put in place for persons visiting the school office?		✓		The school office is closed to visitors, staff will remain at the door if they need to be in contact with the school office but have been encouraged to use e-mail if not urgent
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?		✓		Screen in place that will remain closed at all times
34. Has the Head Teachers office been reorganised to allow for social distancing? Has distancing tape been put in place for persons visiting Head Teacher?			✓	In addition to the Head only one other person will be allowed in at a time at a 2m distance
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			Chairs and tables have been marked to ensure the 2m rule is adhered to at all times

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.	✓			Playground equipment has been taped off and is out of use to pupils
37. Have all staff been informed of keeping to social distancing measures when on duty?	✓			Staff briefings have been held to share information and all correspondence shared with staff and accessible online
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?			✓	Indoor equipment will not be used, equipment that the children used will be only allocated to use by that family group and will be cleaned twice a day.

School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?			✓	At this time the kitchen is remaining closed All children are bringing their own packed lunches
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?			✓	Children will be eating their lunches in their classrooms All surfaces will be cleaned at lunchtime
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?	✓			Cleaners timetable reviewed with Head and SBM and revised timetable shared with relevant staff
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 and cleaners are aware of what they are responsible for cleaning and when everything requires cleaning Lunchtime supervisors will be asked to attend at lunchtime to clean class resources

Action Plan

ID Number	Inadequate Controls Identified	Planned Action	Residual Risk Level	Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)

