

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

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
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Effective from	15 th May 2020	Approved on	15 th May 2020
Last updated	15 th May 2020	Last updated by	HSU/TH
Review date	1 st 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 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:

Date:

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
<p>Have all health & safety compliance checks of plant & equipment been completed prior to opening?</p> <p>(This can be done through referencing of the School Premise Logbook or equivalent)</p>	Y			<p>All essential service visits, flushing regimes, call point tests and building maintenance monitoring have continued through lockdown.</p> <p>**Intruder alarm and fire extinguishers are due.</p> <p>**PAT testing also due July 2020</p>	<p>Intruder alarm annual service to be scheduled and completed before 1st June (completed)</p> <p>Fire Extinguisher checks to be scheduled and completed before 8th June</p> <p>PAT testing to be scheduled for six weeks holiday (completed – 30th July)</p>	RP- w/c 1 st June
<p>Are there sufficient numbers of staff available in safety critical roles?</p> <p>(e.g. fire marshals, first aid personnel etc)</p>	Y			<p>Sufficient staff are available to cover identified pupil groups. This includes teacher and support staff, on-site DSL, first aid and paediatric first aid qualified and SLT.</p>	<p>Continue to monitor staff availability and impact of sickness or change in circumstances. Adjust staff cover as necessary in accordance with current LA guidance. If sufficient staffing levels can not be maintained consider reducing pupil groups attending or school closure.</p>	NC/SLT with support from LA school advisor - ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Fire evacuation procedures Have been reviewed prior to opening.	A fire drill will be conducted during the first week of reopening to ensure the revised procedure is sufficient.	KS (procedures) – w/c 1 st June RP (fire drill) – w/c 8 th June
Social distancing issues						
Have small class groups been organised as per Government guidance?	Y			<p>Small groups have been identified for the year groups R, 1 and 6, this is based on LA guidance driven by social distancing protocol.</p> <p>An initial survey of parents has been carried out to establish current feeling amongst our parents regarding children returning to school from 1st June.</p> <p>A further survey has been completed to establish exact numbers for the wider re-opening, based upon these numbers groups and staffing of those groups have also been completed.</p> <p>Public Health guidance has been followed to ascertain those staff who can work, this is further based on an individual risk assessment to ensure individual circumstances are taken into account.</p>	<p>Parents will be contacted to establish numbers prior to opening which will inform final decision on groups to be implemented from 1st June. Completed</p> <p>Liaison with staff to establish detail of which staff will be assigned to which group and agree any changes to working days. Completed</p>	NC w/c 18 th May and ongoing

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			<p>All classrooms have had excess desks and chairs removed, remaining desks and chairs have been laid out to ensure a minimum of 2m distancing including 2m distancing from the teacher/support desks.</p> <p>EYS Reception classroom has been rearranged as per latest EYS guidance and to ensure wherever possible social distancing, although government guidance recognises that this is not always possible with younger children.</p> <p>Final preparation of rooms will take place w/c 1st June</p>	Further markings will be required as a visible reminder should desks/chairs move out of the 2m zone. Completed	SLT w/c 18 th May - ongoing
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			<p>Conversations starting to take place regarding lessons/activities and how they may be structured. Outside learning to be encouraged wherever possible.</p> <p>Teachers are to risk assess ALL activities indoors and outside to ensure that they adhere to hygiene and social distancing guidance.</p>	<p>Finalised plans to be completed.</p> <p>Risk Assessments to be completed by teaching staff for their planned activities.</p>	ALL teaching staff, NC w/c 1 st June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)</p>	Y			<p>Internal classroom doors MUST only be used for visits to the toilet, teachers gaining access to their classroom and teachers taking their break. Children will not be allowed to run errands and all internal communication will be electronic via Teams or telephone.</p> <p>It is the aim to wherever possible locate a first aider within each classroom.</p> <p>Children will arrive and leave each day only via their classroom door. (Keyworker group will be unchanged for arrival, collection via hall doors)</p> <p>Children's coats and bags will be stored with them in the classroom each day – they will not be able to use their locker in the corridor.</p>	<p>Continue to monitor level of movement and adjust guidance and protocol to ensure this is consistently kept to a minimum.</p>	<p>SLT - ongoing</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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			Internal floor tape to all key areas within the building has been introduced. External floor paint has been used to show social distancing outside classroom doors and school entrance where it is likely that people may congregate. A one-way system has been introduced for parents drop off and collection route.	Regularly check that markings are still clear and being adhered to in accordance with the LA's social distancing guidance.	RP – ongoing daily visual check ALL – ongoing to ensure adherence by parents and children
Have assembly groups been staggered?			Y	No assemblies will take place		
Have break times (including lunch) been staggered?	Y				Timetable to be clearly communicated to staff so they are aware.	NC w/c 1 st June
Have drop off and collection times been staggered?	Y			Each pupil group will be allocated a specific drop off/collection window	Details to be clearly communicated to parents and staff. Completed Protocol to be followed for “lates” will need to be confirmed and communicated to staff and parents	SLT w/c 1 st June

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			Staggered times as well as a time window will be introduced for drop off and collection of children. The protocol will also include only one adult to accompany children, no loitering (drop and go) and social distancing marking.	In accordance with LA social distancing guidance, we will monitor how this is working every day to ensure parents are no congregating within the school grounds.	SLT w/c 1 st June
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Wherever possible unnecessary items have been removed or made inaccessible within the classroom.	Final sweep to ensure all items have been removed or can not be accessed.	SLT w/c 1 st June
Infection control issues						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			<p>Central Government, Local Authority and Local Public Health guidance has been followed. A local public health risk assessment checklist has been issued and will be carried out for all staff who are or live with anyone in either of the vulnerable categories to establish if they can return to work. This will be completed in order of hierarchy commencing with those living with anyone falling into the Moderate risk group.</p> <p>Where a member of staff falls into a vulnerable category themselves an additional more detailed Risk Assessment will be carried out.</p> <p>Children who fall into or live with anyone who falls into the vulnerable groups will not be invited back into school at the moment.</p>		KS commencing w/c/ 1 st June as more staff are needed depending on numbers.
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			All soft furnishing to be removed	Final sweep to ensure all have been removed.	SLT w/c 1 st June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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 of the school have been deep cleaned during lockdown.		
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Classrooms and all other common contact points in use will be thoroughly cleaned each morning. In addition all common contact points outside the classroom will be cleaned mid day. Classrooms common contact points will also be wiped down at the end of the day. There will be a deep clean of classrooms at least once per week and in between groups sharing a location.	Re-check latest LA and government advice to ensure we remain compliant.	KS - ongoing
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			Anti bacterial wipes will be available in every classroom, office, staffroom and around other areas where items are shared e.g. photocopiers. Staff are instructed to clean shared items with the wipes provided before and after use.	Stocks to be regularly monitored and replenished.	KS to ensure in place for 1 st June ALL - ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?		N		<p>There is a good supply of liquid soap across the school. Alcohol based hand sanitiser has been on order since the beginning of March and is yet to be delivered, although we have managed to source some stock independently.</p> <p>There are sinks in every classroom therefore increased and regimented hand washing protocol will be enforced across the school for staff, visitors and pupils.</p>	Ensure children are shown and reminded appropriate hand washing. Ensure adequate signage is display to remind staff, visitors and pupils about the importance of regular and increased hand washing.	<p>KS to ensure in place for 8th June</p> <p>ALL - ongoing</p>
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are available in each classroom. Each child will be given a pack of tissues to be kept on their desk.	Staff to remind children of good hygiene. Adequate signage to be displayed to reminded to catch it, bin it, clean hands.	<p>KS to ensure in place for 8th June</p> <p>ALL - ongoing</p>
Is contaminated waste disposed of regularly and appropriately?	Y			Contaminated waste to be disposed of in accordance with PHE guidelines.	<p>Extra bins to be supplied to be used only for contaminated waste in each classroom.</p> <p>Ensure latest guidelines are checked for updates.</p>	KS w/c 1 st June

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			<p>If a child becomes unwell in the classroom the office is to be notified via Teams to contact parent, the child needs to be moved to a separate, well ventilated room or outside if appropriate accompanied by one adult until the child is collected.</p> <p>Reception – use nursery</p> <p>YR1 – use Library</p> <p>YR6 – use YR6</p>		
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			<p>Only one adult to accompany children, follow one way system, drop and go at the classroom door unless gates are locked and then report to reception. Drop off and pick up slots rather than strict times which are staggered between groups are being adopted.</p>		NC/KS w/c 25 th May - completed
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			<p>Refer parents and staff to GOV.UK COVID-19 safer travel guidance.</p> <p>Including: Avoid public transport, try to walk or cycle, think carefully about times and routes.</p>		NC/KS w/c 25 th May - completed

Part 2: Template /Model RA

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

School: Annie Lennard Primary School

Assessment Date: **19/05/2020**

Name of Assessor(s): **Kimberley Sirett**

Assessment Ref No: **COVID-19 LA(2)**

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	
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 flushed prior to school reopening. 	<p>All regular services have been carried out.</p> <p>Only outstanding items are: Fire Extinguishers due to be checked. Intruder alarm to be serviced PAT testing to be scheduled for six weeks holiday</p>	RP w/c 25 th May KS 31 st July	2	4	8	Completed Completed
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. If numbers of those in safety critical roles falls below that required by the assessments, 	HT – w/c 8 th June. SLT – as and when need arises	1	5	5	

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	
and/or shielding.			<p>then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</p> <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>					
Unable to meet social distancing rules and the virus is transmitted from person to person	<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"> 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. Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults 	<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. 	<p>Teaching staff – daily</p> <p>HT – prior to 1st June</p>	3	4	12	

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>during lessons wherever possible.</p> <ul style="list-style-type: none"> • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. Lunch will be consumed in the classroom. If two groups are outside in playground at the same time strict designated areas will be enforced • 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 (staff room, offices) 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. 						

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"> 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 if possible Communication electronically between classrooms and offices, phone between offices No meetings to take place unless conducted electronically. LA have advised that staff meetings must not take place unless electronically. Communicate new ways of working to all staff, through posters, briefings etc. 						
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. 	<ul style="list-style-type: none"> Remind pupils of the importance of good hygiene practices through out the day. Pupils and staff must follow our hand washing protocol. 	HT – Daily	2	4	8	

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"> Additional hand hygiene station with alcohol-based hand rub (ABHR) if available at reception for any visitors/contractors. Use of e-bug learning resources to promote and teach pupils the importance of good hygiene practices. Only urgent enquiries at Reception. 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 occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room 	<ul style="list-style-type: none"> 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. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	RP - Daily RP - Daily RP & Classroom staff - Daily				

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>equipment - kettles, toasters etc)</p> <ul style="list-style-type: none"> 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. 						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Keep in touch (KIT) on-line meetings/communication regularly organised to ensure staff are supported. Managers to ensure employees are aware of any changes to protocol or procedures. 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. 	<ul style="list-style-type: none"> Refer to Stress SSG for more information. 		3	4	12	

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"> • Arrangements in place for employees to access a confidential counselling service via the LA • 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 preferable but not essential when attending to emergency situations • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 						
Child, young person or other learner becomes unwell with	Teaching, non-teaching staff, first aider, etc	<p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus 						

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	
symptoms of coronavirus and requires personal care.	Illness – flu like symptoms through to fatality.	<p>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.</p> <ul style="list-style-type: none"> 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 dynamic risk assessment at the incident 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 						
Review curriculum provision and activities	Teacher, non-teaching staff, pupils	<ul style="list-style-type: none"> Review of which lessons or activities will be delivered and identify those which can not safely be delivered e.g 	<ul style="list-style-type: none"> Teaching staff to risk assess all activities they plan to deliver to ensure that social distancing is maintained, resources are 	SLT/All staff	3	4	12	

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	
through the day		<p>practical lesson such as cookery are not permitted as well as using shared IT equipment</p> <ul style="list-style-type: none"> Identify which lessons and activities can be carried out outside Identify activities to be carried out at break and lunch times 	<p>not shared and appropriate hygiene is maintained</p> <ul style="list-style-type: none"> Keep under review to ensure social distancing and safety continue to be achieved 					
Remote Working	Staff	<ul style="list-style-type: none"> All staff identified as having to continue to work from home to complete DSE checklist Ensure regular communication with staff working remotely 		SLT - ongoing	2	4	8	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
01/06/2020	Kimberley Sirett	Reviewed following updates from LA and Local Public Health