



# LIGHTWOODS PRIMARY ACADEMY

**Part of Shireland Collegiate Academy Trust**

COVID-19: Checklist & riskassessment for reopening of school premise after lockdown.  
Schools Safety Guide

## Document information

Document title	COVID-19: Checklist & risk assessment for reopening of school site after COVID stage 4 relaxation, September 2021.		
Owner	Rob Matthews, Head Teacher		
Status	Live	Version	September 2021
Effective from	6 September 2021	Approved on	September 2021
Last updated	6 September 2021	Last updated by	RTM / WJ
Review date	Continuous ongoing review process.		
Purpose	Guidance and support for the safe re-opening of schools  Central trust team are aware.		

Headline health and safety mitigations for speed and access:

Risk / required area of action:	Actions taken (September 2021):
<ul style="list-style-type: none"> <li>➤ The promotion of testing and vaccination (required)</li> </ul>	<ul style="list-style-type: none"> <li>• All staff encouraged to undertake regular LFT testing.</li> <li>• PCR testing for symptomatic and immediate close contacts will be required.</li> </ul>
<ul style="list-style-type: none"> <li>➤ The continuation of stringent hand and respiratory hygiene (required)</li> </ul>	<ul style="list-style-type: none"> <li>• “Catch it, kill it, bin it” in force across school.</li> <li>• All hand washing and hand sanitiser regimes continue.</li> <li>• Cough into elbow and other respiratory hygiene measures still in place.</li> </ul>
<ul style="list-style-type: none"> <li>➤ The continuation of stringent cleaning regimes (required)</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning regime continues as before.</li> <li>• Clean down during day on key elements and contact points continues.</li> <li>• Cleaning staff aware.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Good ventilation – improvement of fresh air flow (required)</li> </ul>	<ul style="list-style-type: none"> <li>• Windows required to be open, and classroom doors to encourage fresh air through the building.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Avoiding unnecessary close contacts with external groups e.g. parent gatherings (considered best practice)</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies limited to phases, no whole school assemblies.</li> <li>• Year groups will not mix, except in phase</li> <li>• At Lightwoods, we have separate buildings for the upper and lower school, which is a site-specific advantage for us.</li> <li>• Therefore, we have 2 staffrooms, and staff are encouraged to limit staff room use.</li> <li>• Parent gatherings minimised.</li> <li>• Parent and external visits “when needed”. A lower test than “essential”, but they will not be routine.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Promoting distancing and face covering in areas of congestion/crowding for example parents at the school gate (considered best practice)</li> </ul>	<ul style="list-style-type: none"> <li>• See above – promoting social distancing within school.</li> <li>• Lower school and upper school have staggered starts.</li> <li>• Split site advantage means minimal contact between sites.</li> <li>• Separate entrances for Tinywoods, R, 1/2, 3,4,5,6. (year 1 and 2 share main entrance)</li> <li>• Packed lunches remain in classrooms, “year by year” use of lower school dining hall (not all at once).</li> </ul>



## Introduction:

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The government have been clear that schools are safe places. Schools have been included in this phase.

This school safety guide (SSG) should be read in conjunction with the latest government guidelines for schools: [gov.uk](https://www.gov.uk)

On the 19<sup>th</sup> July 2021 the Government removed the requirement for some mitigations within schools, these were further ratified on 17<sup>th</sup> August 2021 amended guidance: [Actions-for-schools: Covid19 -operational-guidance 17th August 21](#)

*These changes are fully reflected in this guidance and risk assessment.*

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration) if it is reasonably practicable to do so.

The risk assessment must be considered alongside the Outbreak Management Plan to ensure schools are able to respond rapidly to any outbreak requiring implementation of more robust mitigations to break the chain of transmission, ensuring that the school community are safe and pupils have minimal disruption to face to face high quality teaching within school.

It is made clear by the Government that Departmental advice *“does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations”*. Consequently, Health and Safety Legislation continues to take precedence in law.

### **This risk assessment guidance:**

- Sets out the current context and statutory health and safety obligations as at 17<sup>th</sup> August 2021, to take effect on 6<sup>th</sup> September 2021
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to current sources of helpful information and resource

**What is the risk?** Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk, is the potential transmission of Covid19 between members of the school community and consequently the wider community balanced with the risk of disrupting the education of pupils and the inherent loss of learning and the potential impact their emotional mental health, life outcomes and wider impact on families.

The Government is clear that the context of the pandemic has changed as a direct consequence of Covid-19 vaccine take-up, thereby reducing the impact on the NHS and loss of life. This risk assessment therefore reflects the fact that whilst the virus remains in general circulation the risk of harm, particularly to children and adults who have been vaccinated, is significantly lower now than in the Spring/early Summer of 2020.

**Step 4 of the Government's Roadmap:** moved away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

"To do this, the Government will:

1. **Reinforce the country's vaccine wall of defence** through booster jabs and driving take up.
2. **Enable the public to make informed decisions** through guidance, rather than laws"

"

Source: [Covid-19-response-summer-2021-roadmap](#)

**Who is responsible?** The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference: <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

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 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](#). If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## The primary controls at Step 4 within a school setting are:

- The promotion of testing and vaccination (required)
- The continuation of stringent hand and respiratory hygiene (required)
- The continuation of stringent cleaning regimes (required)
- Good ventilation – improvement of fresh air flow (required)
- Avoiding unnecessary close contacts with external groups e.g. parent gatherings (considered best practice)
- Promoting distancing and face covering in areas of congestion/crowding for example parents at the school gate (considered best practice)

## Part 2: H&S Checklist

Conducted by: Lightwoods Primary School

Date: **September 2021**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	Y			Site manager's risk assessment and logbook  See H&S compliance of plant and equipment - <a href="#">see checklist A.</a>	Daily checks	Site Team  Senior Leadership Team Sep 2021
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	Y			Senor Leadership Team have ensured that includes appropriate fire marshals and appropriate first aiders.  Only issue foreseen currently is (a) lunchtime provision and (b) BASC – before and after school club	Daily risk assessment reviewed by 9am each morning to include all key staffing.  SV/JC checking both factors and plans in place accordingly.	Senior Leadership Team  Daily reviews in the case of staff absence. Weekly reviews for future planning
Will a test of emergency procedures (e.g. fire drill) be carried out?	Y			Fire Evacuation Procedures part of children's return to school discussions.  Fire drill planned for first half term.  Staff to become familiar with assembly points – fire drills completed in half term (1).	Review of Fire Evacuation Plan after drill.  To be reviewed	Senior Leadership Team and site team Sep 2021

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, where possible?	Y			DfE guidance now reduced the need for social distancing. Where we can, we will.	Cloakrooms used for coats, which is safer as it keeps trip hazards and wet coats out of the classroom.  Tables are now back to groups, where teachers prefer this.	Senior Leadership Team  Class Room Teacher  Daily
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Timetables have been created to ensure children use outdoor spaces as much as possible to limit any infection.  Teachers' planning will identify when lessons can be completed outside.	Through staff briefing ensure outdoor learning is used when weather is permitting.	Class room teacher  Senior Leadership Team to co-ordinate
Has movement around the school been reduced?  (e.g. use of timetable, selection of classroom etc...)	Y			Entrance and exit procedures reduce movement around school.  Children to eat packed lunch in classrooms, except for new hot lunch provisions, where in Clent Road, one year group will use the hall at a time. In Castle road, only 35 children have hot dinners and they will be separated by year group tables.  Toilet located near classrooms.  "Soft" entry to the school where adults can appropriately distance.	Audit the systems in place are satisfactory.  Cloakrooms being used, which are outside classrooms, and do not impact on movement across bubbles of children.	Senior Leadership Team  Class teacher  Daily
Have assembly groups been staggered?		N		Virtual assemblies to take place if needed. Phase assemblies only (2 year groups maximum)	Checks made	Senior Leadership Team

						Class Teacher
Have break times (including lunch) been staggered?	Y			Phase based.	Ongoing	Senior Leadership Team weekly
Have drop off and collection times been staggered?	Y			Staggered entry across lower and upper school.	Ongoing	Senior Leadership Team weekly



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			<p>Parents and children enter using designated areas and must not use any other except the ones allocated.</p> <p>Each year group has separate entrance (except 1/2, using main entrance).</p>	<p>Ongoing review.</p> <p>Class teachers and LS staff to provide details of any non-compliance immediately to Senior Leadership Team.</p>	<p>Senior Leadership Team</p> <p>Daily</p>
<b>Infection control issues</b>						
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			<p>Touch-point clean conducted daily by cleaners.</p> <p>Lunchtime touch-point clean of classrooms conducted by classroom staff.</p> <p>Lunchtime touch-point site clean conducted.</p> <p><a href="#">See Checklist/Information C –</a></p>	<p>Continual review of sufficient PPE, cleaning products, adequate staffing levels, etc.</p>	<p>Senior Leadership Team/Site</p> <p>Daily</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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)?				Additional cleaning materials such as antibacterial spray ordered and each class to have a cleaning pot to use.  All areas used to be wiped down regularly.	Continual review of adequate levels of stocks.	Senior Leadership  Daily
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			Additional soap and hand gel ordered and distributed around school accordingly.	Continual review of adequate levels of stocks.	Senior Leadership Team/Site  Daily
Is there a ready supply of tissues for pupils and adults?	Y			Additional packs of tissues ordered and distributed around school accordingly.	Continual review of adequate levels of stocks.	Senior Leadership Team/Site  Daily
Is contaminated waste disposed of regularly and appropriately?	Y			Bins, which have lids on, emptied daily.  <b>See checklist/information D</b> waste disposal/cleaning information	On-going reviews and communication between staff to advise of any potential cases of coronavirus.	All staff  Daily  Site
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			isolation rooms are available in school.	Ongoing  Review adequate isolation space	Senior Leadership Team  Weekly
<b>Communication of Plans</b>						
Have parents been informed of the drop-off and pick up protocols?	Y			Timetables emailed to parents. Information reiterated in newsletter.  Letter to parents outlining protocols to be resent in September.	Reminder letters/warnings may need to be sent if parents do not adhere to protocols.	Head Teacher

Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Timetables avoid peak times. Guidance shared on transport.	Letters sent to parents to update on all guidance	Head Teacher

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents clear that they cannot gather at entrance gates or doors?	Y			Newsletter.	Senior Leadership Team to monitor entrances and exits.	Senior Leadership Team Daily
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?	Y			Procedures, timetables and risk assessments shared with staff and they have signed to say they have read and understood them/  Staff expected to adhere to PPE instructions and shown how to correctly wear PPE.  Briefings will be sent out to staff and weekly diary and circular email sent.	If changes made staff will be briefed as and when.	Senior Leadership Team Weekly
Have staff been briefed about safeguarding?	Y			Safeguarding policy updated for September 2021.  Staff expected to adhere to safeguarding instructions.  Remote briefings will be carried out 08:30am on a Thursday,  Temporary posters to be provided with DSL contact details.	If changes made staff will be briefed as and when.	Senior Leadership Team Weekly

**Part 2: RISK ASSESSMENT**

Risk Assessment for: **September 2021**

School: **LIGHTWOODS PRIMARY SCHOOL**

Assessment Date: **01-September-2021**

Name of Assessor(s): **Rob Matthews/ Wendy Jackson**

**Risk Matrix scoring**

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

**guide:**

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	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	

KEY:

SM – Site Manager, BM – Business Manager, T - teachers, S - support staff, SLT - Senior Leadership, CI - Cleaners, All - All staff / stakeholders

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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 <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</li> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed.</li> <li>Any defects or faults are reported, and equipment taken out of use.</li> </ul> <p>Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> for further guidance.</p>	SLT BM SM	2	3	6	

Lack of persons in	Teaching, non-teaching staff,	<ul style="list-style-type: none"> <li>• Fire risk assessment kept under constant review.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire drill practiced first half term.</li> </ul>	HT – September	1	5	5	
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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	
safety critical roles (e.g. first aiders, fire marshals, etc)	children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>First aid needs assessment regularly reviewed.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained</li> </ul> <p>Refer to <a href="#">Fire Safety SSG</a> &amp; <a href="#">First Aid SSG</a> for further guidance</p>	September  SLT – as and when need arises	1	3	3	



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	
Parental visits – social distancing.		<ul style="list-style-type: none"> <li><input type="checkbox"/> Parents/carers can only visit the school by appointment.</li> <li><input type="checkbox"/> Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc). This is managed.</li> <li><input type="checkbox"/> Communicate new ways of working to all staff, through posters, briefings etc.</li> </ul>	<p>**May 2021 Parent / carers still only visit by appointment, although necessary visits, e.g. to discuss children with SEND or for particular behaviour issues, are beginning to be face-to-face.</p> <p>**September 2021 Needed visited only, but not “only” essential.</p>					
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>• All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>• All toilets and handwashing stations have liquid soap available.</li> <li>• Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li>• Use of <u>e-bug</u> learning resources to promote and</li> </ul>	<ul style="list-style-type: none"> <li>• Daily briefings during assembly to remind pupils of the importance of good hygiene practices.</li> <li>• Regular checks made to ensure there is sufficient stock of soap.</li> <li>• Regular checks made to ensure there is sufficient ABHR each day.</li> <li>• Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> </ul>	HT – Daily  SM / CI / BM	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	
		<p>teach pupils the importance of good hygiene practices.</p> <ul style="list-style-type: none"> <li>• Reception desk/area has Perspex screen/barrier.</li> <li>• Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>• 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.</li> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>• Any contaminated waste</li> </ul>	<p>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</p>					

		(used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly						
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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	
		taken away.						
		<ul style="list-style-type: none"> <li>• Arrangements in place for employees to access a confidential counselling service.</li> </ul>						

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	
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"> <li>• Safety of the injured/affected to be prioritised during incidents</li> <li>• social distancing is not required when attending to emergency situations</li> <li>• People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient levels of hand hygiene products/PPE and paper towels.</li> </ul> **September 2021 – Now less of an issue and social distancing relaxed.	Site Team All Staff Daily	2	3	6	
Inability to maintain social distancing when dealing with personal care	Teaching, non-teaching staff, children, parents,  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>• Safety of the child should be prioritised</li> <li>• social distancing is not required when attending to personal care</li> <li>• People providing personal care should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient levels of hand hygiene products/PPE and paper towels.</li> </ul> **September 2021 – Now less of an issue and social distancing relaxed.	Site Team All Staff Daily	2	3	6	

<p>Child, young person or other learner becomes unwell with symptoms of COVID</p>	<p>Teaching, non-teaching staff, first aider, etc</p>	<p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p>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</p>	<ul style="list-style-type: none"> <li>• Ensure sufficient levels of PPE.</li> </ul>	<p>Site Team All Staff Daily</p>	<p>1</p>	<p>3</p>	<p>3</p>	
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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	
Staff and pupils (and household members) who present with symptoms of Coronavirus	Teaching, non-teaching staff, pupils, household members  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>If staff/pupils present themselves with symptoms of the coronavirus shall be expected to self-isolate in line with government guidance.</li> <li>If staff/children advise a member of their household presents themselves with symptoms of the coronavirus shall be expected to self-isolate in line with government guidance</li> </ul>	<p>Ensure sufficient levels of PPE.</p> <p>Temperatures to be taken.</p> <p>PCR tests required.</p>	<p>All staff</p> <p>Daily</p> <p>Senior Leadership Team</p>	2	4	8	
Risk of infection through behavioural needs	Teaching, non-teaching staff, pupils,  Biting  Risk of Covid-19 infection	<ul style="list-style-type: none"> <li>Any pupils that pose a risk of passing on any bodily fluids through biting, spitting, or who may have to be positively handled will be risk assessed. A decision will then be made by senior leaders as to their and others safety and if they will be allowed to attend school at this time.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly risk assessments will continue for pupils under SEND support. SEND Team can provide further information.</li> <li>If a pupil becomes a risk then he/she will be risk assessed against their suitability to remain in school ensuring the pupil's safety as well as the safety of staff – appropriate action will be taken in accordance with school</li> </ul>	<p>Senior Leadership Team</p> <p>Class Teacher</p> <p>Daily</p>	1	4	4	

			policies.					
Lack of social distancing during playtimes and lunchtimes	Pupils, teaching, non-teaching staff	<ul style="list-style-type: none"> <li>Reduced playtime equipment – hard surfaces that can be easily cleaned.</li> <li>Games discussed which encourage social distancing – football passing, skipping, hoola hooping, etc.</li> <li>Pupils to eat their packed lunches in the classroom. Any packed lunches brought in from home need to be in disposable bags/carriers Packed lunches prepared by the school will be delivered to the appropriate classroom.</li> </ul>	<p>On-going review</p> <p>**September 2021</p> <p>We are limiting playground to phases (2 year groups) to continue with best practise.</p>	All staff Daily	2	3	6	
Risk of infection from visitors	Pupils, teaching and non-teaching staff, visitors	<ul style="list-style-type: none"> <li>Change to “needed” visits rather than “essential” in line with best practise for September 2021.</li> <li>Hand sanitiser in main foyer</li> </ul>	<p>On-going – daily reviews</p> <ul style="list-style-type: none"> <li>September 2021 –</li> <li>We are now defining all visits as possible when they are</li> </ul>	Senior Leadership Team Site	2	3	6	

		<p>must be used by all delivery drivers/visitors – admin staff to actively remind. No visitor to gain access to school without Senior Leadership Team approval – including regular essential visitors such as Inclusion support etc.</p>	<p>“needed” but not when completely un-necessary.</p> <ul style="list-style-type: none"> <li>- E.g. PTA meetings could be on zoom or teams, or held off-site, whereas parents popping into deal with issues in reception or to speak to the SENCO is now part of the needed smooth operation of the school.</li> </ul>					
<p>Risk of infection from disposing infectious cleaning cloths, bags</p>	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p>	<ul style="list-style-type: none"> <li>• Waste to be disposed in accordance with Government guidance on cleaning non-healthcare settings.</li> </ul>	<p>On-going -</p>	<p>All staff Site Senior Leadership Team</p>	<p>3</p>	<p>3</p>	<p>9</p>	

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	
Good Personal Hygiene		Update: - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, and before going home. - Adults to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) Information: - Distribute key information posters		HT T SS				
Review of cleaning, include cleaning daily schedule		- Meet with cleaning staff to review cleaning arrangement and make any necessary changes -cleaning schedule to be put in place		BM SM CL				
Additional touch point		-Handles and rails to be cleaned at mid points during the day -Staff if able to prevent using and touching the rails						

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	
cleaning daily								
School visitors and site users		Compulsory use of gel before entering school; Inform them of new requirements and risk; Informing us of any suspected or confirmed cases by any users		BM SM				
Attendance & Absence monitoring		Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance)		SENCO W'BEING				

## Checklist A

### Site Team

In addition to the regular health and safety site compliance checks that need to be undertaken; please ensure that the checks below are also all completed. (Some items may appear on H&S paperwork as well as this Covid Checklist.)

	Completed Please initial and date
Flushing the water system in accordance with the school legionella risk assessment and policy.	
Make sure all water checks have been completed including in the kitchen as these haven't been used for a while. Including any leaks and provision of hot water. Water company to be invited in to carry out all essential checks.	
Make sure all gas and electric checks have taken place.	
Testing the fire alarms/smoke alarms/panic and accessible toilet alarms.	
Do an electrical check in every room to make sure lighting is okay.	
Do a safety walk of all areas that have not been used and ensure everything is okay.	
Check fire door mechanisms	

Ventilation system	
Inspection of asbestos sites – make sure they have not been damaged by rodents during closure	
Inspection for rodent activity or infestations	
Servicing of reprographic equipment	
Check all clocks are working and are showing the correct time.	
Check the outdoor area for rubbish/items that need to be removed.	

Signed

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..... Site Team

Signed .....

Head of School

**Checklist/Information C**

Enhanced Cleaning – Site Team

	Please initial and	Please initial and	Please initial and	Please initial and	Please initial and	Please initial and	Please initial and	Please initial and
All photocopiers and door key pads to be continuously cleaned by the site team								
Tables, door handles, whiteboards and other surfaces cleaned with Milton 3 times a day: morning, mid-day and after school by the site team.								
If more than one group is using the same equipment then all resources to be wiped down after use, especially in Reception, indoor and outdoor.								
	Please initial and add date							
Books shelves available in each classroom, all books to be wiped down weekly, by site staff.								
	Please initial and add date							
Ensure library area is clearly shown as out of use.								

Signed .....

Site Team

Signed .....

Head of School





This information is to act as a reminder to all staff regarding keeping ourselves safe.

(If you become aware that waste is not being disposed of correctly please advise a member of SLT immediately.)

### Waste Disposal

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the “Guidance on Cleaning for Non-Healthcare Settings” (see below).

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

For any clinical waste generated the school, they will continue to follow their usual waste policies.

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## Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. This waste will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrangements are to be made for collection as a Category B infectious waste either by a local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

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The Government has provided the following “Guidance on Cleaning for Non-Healthcare Settings” (see below). All staff should be aware of this information:

Please note: this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

#### What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

#### Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
  - the amount of virus shed from the individual
  - the time the individual spent in the setting
  - the time since the individual was last in the setting
-

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area  
Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

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All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

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Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

#### Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

#### Waste

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Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

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If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

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Further information is also available in the [cleaning non-healthcare settings guidance](#)