

Coronavirus (COVID-19): Health and Safety Risk Assessment Checklist

Using the latest Government guidance, this risk assessment checklist has been produced to help schools reopen for a wider opening from the 1st June 2020. The checklist is subject to change with any updates that are released by the Government. **This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the control measures that are required by the Government to be put in place to reduce the risk of transmission of the virus and continue to shield the extremely vulnerable. Some examples have been given of how this can be achieved, however schools will need to adapt and make it site specific. Alternative provision and special school settings should follow the same principles and guidance as mainstream schools, but consider any additional risks that might be present.

Where other separate health and safety procedures and written documents have already been produced (e.g. risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist. There is no need or requirement for procedures to be recorded again in this document.

The checklist needs to be completed by the Headteacher / Senior Leadership Team and sections can be delegated to other staff where appropriate.

Note: This checklist has been produced by SMBC for all schools where SMBC is the employer. Other types of schools, such as voluntary aided & foundation schools, academies and free schools, are welcome to use this document however schools are free to use their own risk assessment format and should check with their employer what arrangements are in place.

1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation to be completed prior to the wider opening to pupils and staff.	<ul style="list-style-type: none"> A workplace inspection will be carried out by Site Manager and Governor using our school workplace health and safety inspection report. 	CB/PE/MF	2.9.2020


Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Government's protective measures to be implemented to help meet social distancing in school.</p>	<ul style="list-style-type: none"> Assess rooms and other shared spaces to ensure pupils are facing forward to the class teacher, maintaining social distancing. Pupils organised into Phase bubbles EYFS, Year 1&2, Year 3 & 4, Year 5 & 6 staying away from other bubbles. Where a rota system for teaching is used the staff member moves class and not the pupils where possible. No parents are allowed onto the school site unless by appointment only by the Head Teacher, staggered drop off and collection times. Governors meetings facilitated through Teams Staggered break times and lunchtimes for bubbles of children with dining supervisors in designated outdoor space. Timetables shared with all staff. Playground equipment kept to a minimum and washed regularly Key Stage One and Key Stage Two reception areas manned by admin team members. Darby's children organised into phase groups so as not to mix phase bubbles. Staff members remain at least 2m apart at all times, staff meetings to be done through Teams, weekly staff briefing in a well ventilated space allowing 2m social distancing, briefings from Head Teacher via email communication/Teams. Procedures in place and layout of building altered to avoid mass groups coming into contact e.g. staggered break times, toilet breaks, floor markings, one way systems, staggered drop off and collection times, revised fire procedures, lockdown procedures. Fire and lockdown procedures to be practised September 2020. If unable to achieve social distancing in phase bubbles, discuss options with LA services. 	<p>MG</p> <p>SMT</p> <p>SMT</p> <p>SMT All staff SMT SMT</p> <p>All staff SMT</p> <p>SMT</p> <p>Teachers/ SMT ALL STAFF</p> <p>SMT</p>	<p>2.9.2020</p> <p>July 2020</p> <p>September 2020</p>

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
		SMT	

3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Staff, pupils and parents/child carers to be informed about the following:</p> <ul style="list-style-type: none"> - Covid19 symptoms and what to look for e.g. high temperature, new persistent cough, loss of taste or smell - Testing eligibility and how to access tests. - Face masks/coverings are not recommended in schools - If pupils are sent home due to Coronavirus symptoms they are advised to self-isolate for 10 days. People in the same household are to self-isolate for 14 days - If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. -If a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. 	<ul style="list-style-type: none"> • Refer to latest Government guidance click Guidance for Full Opening of Schools 7th September • School Facebook page updated with government guidance • Letter to parents, ongoing communication • Home School agreement in line with COVID updated and shared with parents/staff and pupils • School website details Covid19 symptoms and protocol for pupils in school and at home. • Daily LA briefings shared with staff/SMT every day. • Parents expected to wear face masks at the gates, regular reminders sent out to parents/carers • LA information to staff re:staff Covid-19 testing • LA information to staff re:flu vaccinations • At Headteachers discretion staff to wear face masks worn by staff on the gates. • Staff given the option to wear face masks if they wish despite guidance states this is not statutory in Primary Schools. • Visitor protocol sent prior to any external visitor scheduled to be in school. 	SMT	<p>Updated as guidance is received.</p> <p>Daily updates</p>
<p>Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> • Emails, signage, newsletters. 		Ongoing

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Develop a process to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.	<ul style="list-style-type: none"> • Refer to Government guidance. • LA Procedure for Managing Covid-19 cases in Solihull. • Home testing kits available in school for those pupils or staff who would have difficulty in accessing Covid-19 testing. 	MG	Ongoing 30.9.2020
Provide a room or space where social distancing can be maintained for pupils experiencing Coronavirus symptoms where they can wait until being collected. If possible, provide a separate bathroom and ensure it is cleaned and disinfected after use.	<ul style="list-style-type: none"> • Year 3 and 4 pupils – Solar room • Year 5 & 6 pupils – IT Suite • Nursery – Designated Nursery room (Mrs Ibbitson's) • Reception – top of Rainbow Way • KS1 pupils – IT Suite • Wraparound pupils – The Hub • Staff member with child with COVID symptoms to clean the area followed by cleaner when the staff member has left or other trained staff to clean area after use following the COVID-19: cleaning of non-healthcare settings guidance. • PPE to be used by staff if a 2 metre distance cannot be maintained, disposable apron, disposable gloves, face mask, eye protection. 		1.9.20
Adequate Personal Protective Equipment (PPE) is in place for the care of children/pupils where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home. Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.	<ul style="list-style-type: none"> • Refer to guidance of what PPE is required for intimate care https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/ • Ensure appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained, disposable gloves, a disposable apron, eye protection. • Refer to SMBC PPE guidance. • Intimate Care policy updated in light of Guidance for Schools. 	AB	September 2020
Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus.	<ul style="list-style-type: none"> • Conduct the suggested SMBC First Aid needs assessment 	CMansfield DTaylor	2.9.2020

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> Update all first aid kits in school, to include disposable gloves, disposable aprons, antibacterial spray, disposable cloths & face masks.  <p>FirstAidNeedsAssessmentApril 2020.doc</p>		
Work with the LA and families to ensure that decisions about the attendance of pupils with special educational needs and disability (SEND) have been informed by existing risk assessments for children and young people which will need to be kept up to date.	<ul style="list-style-type: none"> All pupils expected to be in attendance at school. https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus Re-integration plans for SEND pupils. 	RM	3.9.2020
Update plans to ensure there is a procedure in place following any outbreak of Coronavirus at the school.	<ul style="list-style-type: none"> Refer to Guidance Actions for Schools Symptomatic Children action list Actions for Symptomatic Children displayed in all classrooms, office areas and staffrooms. COVID positive, Covid negative and Covid quarantine flags added to My Concern to keep a record of numbers of cases/testing. Attendance register codes reflect COVID-19 outlined in Guidance for Schools 	MG HFantham	7.9.2020
Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> Site Manager completing all checks. Visitor Protocol sent to any outside contractors that need to attend on site. Contact LA services 	CB/PE SMT	September 2020

4) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Ensure the following have been to communicated to pupils, staff, visitors etc:</p> <ul style="list-style-type: none"> - The importance of good hand hygiene. - Hands are cleaned on arrival at the setting, before and after eating, and after sneezing or coughing. 	<ul style="list-style-type: none"> • <i>Posters, games, activities, songs and repetition during teaching time, daily year group briefing, reminders to staff, signage in reception.</i> • <i>Deep clean of the school site last week in August prior to pupils returning, staff notified to not enter the site during the deep clean week.</i> • <i>Deep clean scheduled for October half term.</i> 	<p>ALL STAFF CB</p>	<p>1.9.2020</p>
<p>Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place before wider opening</p>	<ul style="list-style-type: none"> • <i>Contact public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel if needed (ongoing)</i> • <i>Further supplies have been purchased prior to the full opening of school. Site manager has distributed these to necessary areas.</i> 	<p>AB/CB</p>	<p>1.9.2020</p>
<p>Make sure help is available to children and young people who have trouble cleaning their hands independently.</p>	<ul style="list-style-type: none"> • <i>All class groups of no more than 30 pupils have class teacher and Year group TLSA. Support can be provided by one of the adults if necessary to ensure pupils are washing their hands effectively.</i> • <i>Hand washing/sanitiser used specified times – children on entry to the building/break times/lunchtimes/prior to dismissal at the end of the day, after using the toilet and any other time during the school day.</i> 	<p>All staff</p>	<p>ongoing</p>

5) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Ensure the following have been to communicated to pupils, staff, visitors:</p> <ul style="list-style-type: none"> - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it'). - Promote and encourage not to touch mouth, eyes and nose. 	<ul style="list-style-type: none"> • <i>Posters, games, songs and repetition during teaching time</i> • <i>Daily year group briefing, reminders to staff.</i> • <i>Procurement of tissues for classrooms, offices, staffroom</i> • <i>'Catch It, Bin It, Kill It' poster included on the back of the Home School Organisers.</i> 	<p>All staff</p>	<p>Ongoing</p>

Put in place a procedure for bins with tissues in so they are emptied.	<ul style="list-style-type: none"> Cleaners, site manager, staff to empty bins and information is provided of how to do this safely – use bin liners which can be tied when bins are emptied. 	SMT	1.9.2020
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> Staff briefed prior to school opening and daily reminders by year leaders, admin, SMT to their teams. Where safe to do so Site Manager to open doors and windows in the morning. 	SMT CB	completed daily
Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> Site Manager and Assistant Site Manager to open windows and doors at the beginning and end of the day. 	CB/ SMT	Daily

6) Cleaning frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.	<ul style="list-style-type: none"> Cleaning reviewed as necessary, cleaned by staff. Reminder to staff to keep cleaning products out of reach of children Make relevant staff aware of COVID-19: cleaning of non-healthcare settings guidance. Staff given information and instruction. 	SMT All staff. SMT CB	1.9.2020
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> Stock take completed of cleaning supplies including the frequency of when they need to be replenished. Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	CB CB	August 2020
Identify and remove any soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts.	<ul style="list-style-type: none"> Identify any suitable storage areas in school to store excess resources 	CB	1.9.2020
Maintain cleanliness of outdoor play equipment.	<ul style="list-style-type: none"> Inform staff how outdoor play equipment can be managed and cleaned in between groups of children. 	SMT/DT	1.9.2020 21.9.2020

7) Minimising contact and mixing by altering, as much as possible

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> • Suitable storage arrangements to be looked at. • School site tidied removing unnecessary items prior to full re-opening. 	SMT/CB	2.9.2020
Timetable to be refreshed and decisions made on which lessons or activities can be delivered. Also consider which lessons or classroom activities can take place outdoors.	<ul style="list-style-type: none"> • SMT meeting and discussion with Year Leaders on what curriculum activities should be delivered. • Timetables drawn up by Year groups and included in the termly pack. 	SMT/LMT	1.6.2020
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> • Review school's Emergency Evacuation Plans and PEEPs taking into account any changes to one way systems etc. 	RM/AB/PE	1.9.2020
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> • Review arrival and dismissal procedures for pupils and communicate with staff/parents and pupils • Signage on outside roads to identify where pupils and parents should stand to maintain social distancing on arrival and dismissal to/from school 	SMT	July 2020
Create a process with travel providers to ensure they are working within the Government guidelines to work safely.	<ul style="list-style-type: none"> • Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	NA	NA
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Also, ask that only one parent/child carer collects pupil/s.	<ul style="list-style-type: none"> • Letters to parents/carers, texts, school Facebook page, school website, clear markings 2m apart for the children once inside the school gates. • SMT are on school gates monitoring and responding to parent activity. 	SMT CB	1.9.2020
Reduce the use of shared resources between pupils and staff.	<ul style="list-style-type: none"> • Create stationary packs in each class.. • KS2 pupils bring their own pencil cases. 	Teacher for that group	2.9.2020

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> Review positive handling/team teach techniques Communicate procedures for staff to signal for support from Team Teach trained staff (SMT) 	SMT	1.9.2020
Review manual handling duties where more than one person needs to move an item.	<ul style="list-style-type: none"> Review manual handling activities risk assessment. Review staff training (manual handling training available on ATF web portal). 	SMT	September 2020

8) Communication of plans and training

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Consider any additional support or training needs for staff and pupils including re-induction to the childcare setting.	<ul style="list-style-type: none"> Support for younger pupils who may be anxious about coming. Jigsaw Recovery resources to be used with classes. Support for staff returning to work – Return To Work forms completed and Covid-19 risk assessments where necessary (those who fall into Category 1-3. Health and Safety training for ALL new staff as part of induction. Health and Safety training completed by all staff (May 2020) Remote learning procedures embedded for pupils and parents in the event of bubbles being sent home/ local lockdown. Re-integration plans drawn up in consultation with parents. 	MG SMT	1.6.2020 1.6.2020 22.5.2020
Ensure any updates to procedures have been communicated early with contractors and suppliers who may need to prepare to support plans for opening. Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> Emails, Teams chat, 	AB	ongoing

Signed:	Review Dates: 29.5.2020
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	1.9.2020 30.9.2020
Headteacher / SLT Member:	
Review date: Monthly	

Further Information

- [DfE guidance, preparing to re-open of schools:](#)
- [DfE guidance, implementing protective measures:](#)
- [DfE Early years foundation stage: coronavirus disapplications](#)
- [DfE guidance, conducting a SEND risk assessment during the coronavirus outbreak](#)
- [Government guidance, safer travel guidance for passengers](#)
- [Government guidance, cleaning of non-healthcare settings guidance](#)
- [Planning guide for primary school](#)

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email healthandsafetysupport@solihull.gov.uk telephone 0121 704 6328