

COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown and during 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		
Status	Live	Version	1
Effective from	15 th May 2020	Approved on	15 th May 2020
Last updated	08/01/21, 02/03/21	Last updated by	HSU/TH
Review date	1 st June 2020 and 20.02.21 and 03.03.21 18.04.21		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period and during Lockdown 3.0.		

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: **Lucy Blackmore**

Date: **04.06.20 then 08.01.21 then 02.03.21**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			The School Premise Log book is updated continually.	Keep log book updated.	Site Manager Ongoing
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y			Yes, we have sufficient numbers of fire marshals, teachers, Level 3 Child Protection trained staff, cleaners and first aiders.	No	Head teacher
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			It will be completed the first week to check but a fire drill will also happen in the week beginning 8th March .	No	Site Manager

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Social distancing issues						
Have small class groups been organised as per Government guidance?	Y			The maximum number in a class is 35. There will at the most two adults in each class – a teacher and support member of staff. The latest guidance states that normal classroom sizes can resume. (Feb, 2021)	No	Senior Leaders
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Yes, all tables have been organised so children can follow social distance rules and it is a safe environment for the adults that are working in there.	Remind staff they must operate on a level what they feel comfortable with in terms of organising the classroom environment.	HT and SM
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Outdoor industrial furniture was bought in September so all children could use the furniture to have their lunch outside; and half the school can be taught outside during lesson time.	Evaluate the provision by the end of the Spring Term for the Summer Term, for example all classes have option to teach/learn outside at all times.	HT and DHT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Yes, the children and staff will remain in their classrooms apart from going to the toilet, walking to the exit door and walking there and back to the playgrounds. Exits have been chosen that are close to the classrooms and are only used by that class.	Evaluate the daily movement on an informal basis and make changes accordingly. Year 3, 4, 5, 6, 2K and Nursery will use the fire exit doors in their classrooms. The two Reception classes will share the main door for Reception. 2E, 1F and 1H will use the KS1 entrance and the two fire doors along the 'kitchen' corridor.	HT and DHT
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			There is clear signage throughout the school. Arrow signs have been bought to indicate which way the one-way system will flow to parents. Arrow signs will also be made for classroom windows. 'One at a time' poster have been bought for the school office.	This will be continually updated through the site as the term progresses. 2m signs from the classroom door will be bought to create distance from parent and teacher. Receive further posters from the Local Authority to display around the school site to help parents follow rules.	Site Manager
Have assembly groups been staggered?			N/A	There will not be any assemblies.	None	N/A

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?	Y			Yes, they are staggered through the day to prevent class social bubbles from being in contact.	Evaluate informally as each year group returns and change as necessary. Actual play is now allowed at playtime as well as the Daily Mile. Any equipment used must be kept within the class bubble.	Leadership Team and SM
Have drop off and collection times been staggered?	Y			Yes, we have staggered times by 10-15 minutes for each Key Stage and communicated this with parents.	Evaluating 'staggered times' we have children starting and finishing 5 min earlier on the first half of the site (KS2) than the second half of the site (KS1)	HT and DHT
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			There is a one-way system around the school site. Parents have been advised by the school and the Local Authority that they should wear masks on site. Pedal dispensers have been bought for parents to clean hands; and arrow prompts to prevent the rules not being followed.	No Any verbal or physical aggression received from parents to staff on following the one way system will be acted upon by phoning the police or/and being banned from site for a time period.	HT and SM

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			This has been completed.	No	Cleaners and SM
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			We are following government and Local Authority advice. All members of staff with underlying medical conditions have received the vaccination approximately 9 days before the re-opening of school.	No	HT
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			Yes, and an additional internal cleaning system of toys and equipment is in place within Nursery and Reception operated by staff.	This will be reviewed as the weeks progress, in particular for Nursery children.	Y1, Rec and Nursery Teachers
Has a "deep clean" been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			The school has been deep cleaned every holiday, the latest being February half term, and the areas of the school that have been used daily have been cleaned twice a day.	Deep cleans to be organised at the end of the term. Regular cleaning twice a day in the meantime.	Cleaners and SM

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			These are cleaned continually through the day by whole school staff as and when they use them; and by cleaners twice a day.	Evaluate the quality of and quantity of cleaning on a weekly basis	Cleaners and SM
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			All available from the Site Manager.	Site Manager and school office to replenish stocks when needed.	SM
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			We will monitor levels of these key products and buy more when needed. We have bought 6 industrial pedal dispensers to help reduce the hazard of parents passing on the virus to staff and children when they are on the school site.	No	SM and office staff
Is there a ready supply of tissues for pupils and adults?	Y			There are tissues in every classroom.	No	SM
Is contaminated waste disposed of regularly and appropriately?	Y			PHS collect our clinical waste on a regular basis. We have weekly bin collections.	'Use it and bin' associated slogans will be shown around the school for general disposal.	SM

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			Yes, we have the Learning Mentor room available; and additional PPE resources available in the main office for adults who will be contact with a symptomatic pupil	Ensure the level of PPE held in the main office is maintained.	Office and SM
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Parents have received a letter on 01.03.21 on any changed to the protocols as the school fully reopens.		HT and office staff
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Parents have been informed by a Local Authority letter sent on the 02/03/21.	No	HT and office staff
Are parents clear 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)?	Y			There is signage displayed around the school.	No	HT, SM, Leadership Team and office staff
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			This has been communicated to them in letters and text messages.	Some parents have found this hard to adhere to so we will use more signage across the site.	HT and office staff

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
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			The updated risk assessments will be emailed to them. There will also be a virtual weekly briefing the first week back and thereafter to share and act upon good practice and next steps.	To continually evaluate the provision, we are providing to make it as effective as possible. Remind staff our curriculum is to make the children feel safe and happy.	Leadership Team
<p>Please note: From 04/01/21 we will use the NHS Data Dashboard to provide data on the spread of the second variant of COVID in our local area (Greets Green West). We will change our day to day and week by week plans based on this data. Our aim is to suppress the rate of infection in the community by reducing footfall and contacts.</p> <p>The rate of 242 on 02/03/21 is roughly the lowest it has been since the end of November. Over the last week the rate is hovering in the 200's. However, the Sandwell rate is continuing to decline but is the third highest rate in the country. As a result, we still need to be guided by the NHS dashboard and Public Health COVID rates.</p>						

Part 2: Template /Model RA

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

School: Ryders Green Primary School

Assessment Date: **20/5/2020**

Name of Assessor(s): **Lucy Blackmore/Dave Wiley**

Assessment Ref No: **LB/DWC19**

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 /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use 			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	
serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<p>testing/inspection of all plant and equipment.</p> <ul style="list-style-type: none"> Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. 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. 	<p>of the plant/equipment has been completed.</p> <ul style="list-style-type: none"> Any defects or faults are reported, and equipment taken out of use. All equipment is up to date with the scheme of works and inspection <p>Refer to School Premise Logbook for further guidance.</p>					
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 	<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 – second week in January	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.		carry out safety critical roles as per the relevant assessments.	then overall school numbers will be decreased for the time they are off/until substitutes can be trained. Refer to Fire Safety SSG & First Aid SSG for further guidance	SLT – as and when need arises				
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<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. A one way drop off/pick up system put in place around the school Teacher to control the flow of students and adults to the toilets, one in-one out 	Teaching staff – daily Leaders monitor site entrances and exits	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"> • Assembly groups are staggered. • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. • 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 (e.g. dining hall) 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. • Regulate access to areas where it is difficult to maintain social distancing (Toilets, 						

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	
		stairwells, storage rooms etc) limit to 1-person access at a time for example <ul style="list-style-type: none"> 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. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Use of e-bug learning resources to promote and teach pupils the importance of good hygiene practices. Reception desk/area has Perspex screen/barrier. 	<ul style="list-style-type: none"> Weekly briefings during assembly to remind pupils of the importance of good hygiene practices. 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. All classrooms and toilets cleaned at lunch times as well as the end of the day. 	HT – Daily Caretaker / Premise Manager/ Cleaners	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"> 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 equipment - kettles, toasters etc) 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. 	<p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>					
New way of working (including	Teaching, non-teaching staff, pupils.	<ul style="list-style-type: none"> Keep in touch (KIT) meetings regularly organised to ensure staff are supported. 	<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	
working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Managers to ensure employees are aware of the following advice: 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. Arrangements in place for employees to access a confidential counselling service. 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	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations 	<ul style="list-style-type: none"> All first aiders to wear PPE when dealing with first aid incident All gloves changed after incident and disposed of 	First aider, Site manager	3	3	9	

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	
	Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 	<ul style="list-style-type: none"> Bandages etc placed in the bodily fluid bin and taken away asap Area where the accident was deep cleaned after the incident 					
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	<p>Teaching, non-teaching staff, first aider, etc</p> <p>Illness – flu like symptoms through to fatality.</p>	<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 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. 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. 	<ul style="list-style-type: none"> A designated quarantine room will be identified for separating student/adult The room will be left for 72 hours after the student/adult has left and deep cleaned after that. 		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"> 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 						

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Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
19/05/20	LUCY BLACKMORE	
01/06/20	DAVID WILEY	
04/06/20	LUCY BLACKMORE	
08/01/21	Lucy Blackmore	Let's hope this will be our last lockdown.
02/03/21	Lucy Blackmore	

