

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

Schools Safety Guide

Document information

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| 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 | 2 nd November 2020 | Last updated by | DIH |
| Review date | 30 th November 2020 | | |
| Purpose | To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period | | |

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: H&S Checklist

Conducted by: **Dave Irish**

Date: **05/08/2020**

| 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) | Yes | | | School has continued to be open and all H&S checks have continued. We have continued to record fire alarm checks and fire safety checks as well as legionnaires checks. | Continue to update logs | Sandra Morgan |
| Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc) | Yes | | | There are 2 staff who are listed as extremely clinically vulnerable and 22 listed as vulnerable. We will be able to operate the site safely if it is necessary for these staff to work from home. | Continue to look at numbers of students on site and ensure that we have a critical number of staff in key roles available. | DIH |
| Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening? | | N | | We have continued to be open and have continued with Fire Checks. | We will remind students of the arrangements for Fire Alarm procedures on arrival with a full fire drill in the first week of return on a year group basis so as not to unnecessarily create contact between bubbles | Staff on duty |
| Social distancing issues | | | | | | |

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|---|---|---|-----|---|------------------|-------------|
| <p>Have small class groups been organised as per Government guidance?</p> | Y | | | <p>Year groups will be contained in bubbles. We have separate entrances and exits for each year group and confined them to areas of the Academy that will only be used by their year groups. Staff will move between bubbles. There will be separate break and lunchtime arrangements for each year group and separate areas outside for each year group. The dining room will be split into two areas and cleaned after each use.</p> <p>High volume traffic areas such as corridors and door handles will be cleaned regularly.</p> <p>Classrooms, where possible, will be organised in a forward facing arrangement. Each classroom will have a hand sanitising station and students will be expected to sanitise hands on arrival in classroom.</p> | | SLT |

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|---|---|---|-----|--|------------------|-------------|
| <p>Have classrooms and other learning environments been organised to allow for social distancing?</p> | Y | | | <p>Staff should meet and greet students from a socially safe distance making sure they are behind their desk or on the opposite side of the corridor to direct students to be seated.</p> <p>Students will need to be seated on their normal tables front facing as per guidance, where possible.</p> <p>Marking should be done online or within school, staff should not remove books from the Academy for marking.</p> <p>Students should use individually allocated stationary.</p> <p>Laptops must be put away by individuals one at a time or placed on tables before students start and time will need to be allocated to do this.</p> | | All staff |
| <p>Has consideration been given to arranging which lessons or classroom activities could take place outdoors?</p> | Y | | | <p>All practical lessons such as Dance, Drama, Music, PE and DT will take place on rotation where possible.</p> | | |

| 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 | | | The school has been divided into 7 mini schools that will contain year groups. There are set entrances and exits into the buildings and the academy for each year group. | | |
| 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 | | | Signs have been posted in classrooms and high traffic areas to direct students/staff/visitors and to remind them of social distancing rules | | |
| Have assembly groups been staggered? | | | N/A | No assemblies will be required as they will be delivered virtually and streamed into student's classrooms during form time. | | |
| Have break times (including lunch) been staggered? | Y | | | Each year group has individual lunches with access to the dining room on rotation. Disposable cutlery and packaging are being used to decrease handling of cutlery and crockery. | | |
| Have drop off and collection times been staggered? | Y | | | There are slightly staggered times to lessen the number of students on the way to the Academy. | | |

| | | | | | |
|---|----------|--|---|--|---------------------------------|
| <p>Have parents drop off and pick up protocols been revised to minimise adult to adult contact?</p> | <p>Y</p> | | <p>We encourage students to walk or cycle to the Academy where possible.</p> <p>All student gates will remain open and be supervised by staff at the beginning and end of the Academy day.</p> <p>Students arriving by public transport must wear a mask</p> <p>Students arriving by car must be dropped off at the drop-off area on the car park.</p> <p>Family members are not permitted to gather or wait at the student gates or reception. Parents will be asked to wait in cars to collect students.</p> <p>Students will go directly into classrooms upon arrival and will not be allowed to congregate on the playground.</p> | | <p>SLT / Senior Staff / BMS</p> |
|---|----------|--|---|--|---------------------------------|

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|--|---|---|-----|---|------------------|-------------|
| | | | | <p>Breakfast club will not be available as Year Group Bubbles are unable to mix.</p> <p>At the end of the Academy day, students will be directed to leave the site and not gather at the gates.</p> | | |
| Have all unnecessary items been removed from classrooms and stored elsewhere? | Y | | | All items will be stored in boxes | | All staff |
| Infection control issues | | | | | | |
| Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories? | Y | | | <p>We have only one member of staff in the ECV category and she is receiving an individual risk assessment.</p> <p>All staff will follow the changes to classroom practice listed above to reduce risk.</p> <p>We will conduct risk assessments wherever appropriate.</p> <p>Shielding is currently paused but if reintroduced we would expect those staff to work from home and will have to reorganise to allow this.</p> | | DIH |

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|--|---|---|-----|--|------------------|---------------|
| Have all soft furnishing/toys etc that are hard to clean been removed? | | | N/A | | | |
| Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown? | Y | | | All areas have undergone a thorough deep clean. Dated by room. | | Sandra Morgan |
| Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)? | Y | | | Site team rotas have been amended to work with the changes to the working day for students to ensure that areas are cleaned in between use. | | Sandra Morgan |
| 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 | | | <p>Additional materials are available for cleaning of equipment with our science technician having a new base with cleaning equipment for this purpose.</p> <p>Cleaners have had rotas altered so there is always someone available.</p> <p>The Academy has purchased mist dispersant machines for the fast cleaning of rooms.</p> | | Sandra Morgan |

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
|--|---|---|-----|--|------------------|-----------------------|
| Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults? | Y | | | The Academy has large supplies in stock. We have moved to an alcohol based gel. Additional mobile stations have been purchased for the entry of students to the Academy. | | Sandra Morgan |
| Is there a ready supply of tissues for pupils and adults? | Y | | | There will be tissues and paper hand towels available. | | |
| Is contaminated waste disposed of regularly and appropriately? | Y | | | In between sessions and stored for 72 hours before going into general waste | | Sandra Morgan |
| Is an isolation room available should an adult or pupil become symptomatic whilst at school? | Y | | | There is a medical room and a room by reception where students can isolate. | | Sarah Kelly |
| Communication of Plans | | | | | | |
| Have parents been informed of the drop-off and pick up protocols? | Y | | | Yes by letter, text, email and this is on our website. | | KMN |
| Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)? | Y | | | We have highlighted guidance around facemasks and encouraged waling and cycling, the vast majority of students are within one mile. | | HOY/SLT/Seni or Staff |

| 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, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)? | Y | | | <p>This has been communicated with the following text.</p> <p>Reception will have a maximum occupancy and we ask families to please call in advance if looking to meet a member of staff so we can arrange a socially distant meeting area or have the call by phone if possible.</p> | | |
| Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend? | Y | | | | | KMN |
| 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 | | | Yes this has all been communicated in a staff meeting and via teams. Two training days at the start will help to reinforce all guidance. | Training Days | DIH |

Part 2: Template /Model RA

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

School: Shireland Collegiate Academy

Assessment Date: **2/06/2020**

Name of Assessor(s): **Dave Irish**

Assessment Ref No:

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 | |

Model risk assessments **MUST** be made school specific by editing/deleting any part(s) that do not apply and adding additional risks/hazards/controls specific to the section where appropriate.

Please delete this row once you have adapted this model assessment

| Hazard | Who might be harmed and how? | CONTROL MEASURES (existing workplace precautions/risk control systems in place) | What further action is required? | By Who and When? | Residual Risk rating | | | Date completed |
|--|--|--|--|------------------------------------|----------------------|---|---|----------------------------------|
| | | | | | L | S | R | |
| Utilities, plant & equipment has not been inspected / serviced within the recommended timescales | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc | <ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/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. | <ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. | Sandra Morgan | 2 | 4 | 8 | See I AM Compliant and Log books |
| Lack of persons in safety critical roles (e.g. first aiders, fire | Teaching, non-teaching staff, children, cleaners, | <ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. | <ul style="list-style-type: none"> Regular Fire drill to ensure school can be evacuated safely (considering social distancing at assembly point) | HT – 1 st week of June. | 1 | 5 | 5 | See Fire Log |

| 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 | |
| marshals, etc) due to self-isolation and/or shielding. | cooks, parents, visitors, contractors Illness, infection, fatality | <ul style="list-style-type: none"> Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. | <ul style="list-style-type: none"> with new working arrangements. 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. <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p> | 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 | <ul style="list-style-type: none"> 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. | Teaching staff – daily HT – prior to 1 st June | 3 | 4 | 12 | TBC |

| 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>arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible.</p> <ul style="list-style-type: none"> • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. • 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, stairwells, storage rooms etc) limit to 1-person access at a time for example | | | | | | |

| 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"> 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. Enhanced/regular cleaning schedule in place that concentrates on common | <ul style="list-style-type: none"> Daily 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. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p> | HT – Daily Caretaker / Premise Manager | 2 | 4 | 8 | TBC |

| 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>touch areas (e.g. door handles, bannisters, etc)</p> <ul style="list-style-type: none"> 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. | | | | | | |
| New way of working (including working from home) leading to feeling a | Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing | <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. | SLT | 3 | 4 | 12 | Ongoing |

| 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 | |
| lack of supervision, interaction, support and social isolation. | | <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"> PPE available for staff in emergency situations | | 2 | 5 | 10 | |

| 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). | | | | | | |
| Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care. | Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality. | <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"> PPE is available for staff in First Aid positions | | 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"> 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 | | | | | | |
| Airborne transmission of virus in areas where social distancing is not possible | Students, staff and Visitors | <ul style="list-style-type: none"> Students and staff must wear face coverings in communal areas such as corridors and dining rooms and toilets in line with current restrictions due to Tier 1 situation being applied to Sandwell. | <ul style="list-style-type: none"> Training for staff and students on how to safely apply and remove face coverings. Reminders that social distancing rules still apply | Form Tutors and HOY | 3 | 3 | 9 | 15 th Sept |
| Airborne transmission of virus due to poor ventilation because of winter weather | Students, staff and Visitors | <ul style="list-style-type: none"> Staff encouraged to make sure that there is ventilation in rooms. If the weather is inclement then students should be allowed to wear coats in classrooms. | <ul style="list-style-type: none"> Communications with students and families | Form tutors, HOY/HODs | 2 | 4 | 8 | |
| Other school specific | | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | | | | | |

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|-----------------------|------------------------------|--|----------------------------------|------------------|----------------------|---|---|----------------|
| | | | | | L | S | R | |
| Other school specific | | • | • | | | | | |

| Assessment reviewed [Date]: | Reviewed by [Name]: | Comments: |
|-----------------------------|---------------------|-----------|
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