

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

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	3 rd September 2020	Approved on	3 rd September 2020
Last updated	25 th May 2021	Last updated by	L Braznell
Review date	July 2021		
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: **Laura Braznell**

Date: **25th May 2021**

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			All building statutory compliance checks have continued as normal and the water hygiene flushing routines have been adjusted accordingly. see premises logbook. Legionella RA survey was conducted at February half term. Water coolers to be serviced on the 2 nd March prior to opening on the 8 th March.	To continue as normal with all these checks once school, re-opens in March.	LB and RN

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are there sufficient numbers of staff available in safety critical roles?</p> <p>(e.g. fire marshals, first aid personnel etc)</p>	Y			<p>When school re-opens all staff will be working so we will have enough fire marshals.</p> <p>Fire Marshalls – AB, NS, LB, CW</p> <p>First aid will be carried out by the following staff all vulnerable staff have been removed from this duty, all staff to wear PPE when doing first aid and follow the COVID 19 first aid procedures.</p> <p>Each class has an allocated first aider to reduce bubble mixing.</p> <p>First Aid – AB, CW, TM, HJ, HB, GC, TR, LC, ES., JH.</p>	<p>To re-issue the covid-19 first aid procedures to staff.</p> <p>Any pupils who feel unwell will be isolated in the first aid room and parents called, all staff will be provided with gloves, masks and aprons to carry out any first aid.</p>	LB by the 8 th March.
<p>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</p>	Y			<p>A Fire drill took place on the 5th October in term 1 with all pupils and further fire drill took place on the 29th January during closure for keyworker pupils and all went well.</p> <p>A fire drill be scheduled for the summer term as normal as the school will revert back to the pre-covid fire emergency plan.</p>	<p>To carry out a Fire Drill in the summer Term. TBA. This took place on the 29th March 2021.</p>	LB, LS, RN
<p>Social distancing issues</p>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have small class groups been organised as per Government guidance?	Y			Reopening has been planned around normal class group bubbles of 30 as per guidance. .	no	
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Classrooms have been set back up to accommodate 30 children but have been de cluttered to allow staff to maintain a distance, where required a teaching area has been taped off at the front of the class.	no	
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Where possible PE lessons will take place outside.	No	
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Pupils will remain in their allocated class groups and room except to wash hands and go outside at timetables intervals. Lunchtimes will also take place in the classrooms.	To monitor that children follow this	All staff

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	Y			<p>There is hazard tape through school denoting 2m intervals. Playgrounds will be separated into class sections using cones to prevent classes mixing at break and lunch time.</p> <p>Red boxes have been painted around playground doors and the reception doors that parents are not allowed to stand in to allow for social distancing from staff.</p> <p>2m lines on the playgrounds to help parents and pupil socially distance at the start an end of the day.</p>	To ensure any worn lines are replaced prior to the 8 th March	LB and RN
Have assembly groups been staggered?	Y			Assembly will either take place in classes pupils or a class at a time in the hall or gym so pupils do not mix bubbles.	no	
Have break times (including lunch) been staggered?	Y			Yes See timetable	no	
Have drop off and collection times been staggered?	Y			Yes See timetable	no	
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Yes there will be a staggered start and end of the day to reduce the numbers of parents on site at any one time.	no	

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			Classrooms have been de-cluttered.	no	
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			<p>As per government guidance some shielding and vulnerable staff and pupils can return to school in March, each member of staff has their own individual RA to reduce the risk whilst at work – see RAs</p> <p>As of Monday 15th February staff who are classed as extremely clinically vulnerable and or vulnerable and who have had as shielding letter will be shielding at home until the 31st March.</p>	Those staff who previously were shielding are back in school and following their individual and the whole school RA. The 3 individual's concerned have had both their covid vaccine doses.	LB and LS
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			Reading corners, cushion and bean bags have been removed and class rooms have been de-cluttered.	no	
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			<p>A full deep clean will take place over the half term holiday and high levels of cleaning are maintained.</p> <p>When a class bubble is closed due to a positive case the classroom is locked for 72 hours and then deep cleaned and then locked again until the pupils return.</p>	To monitor	RN and LB

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			The school employs a cleaner to work 9-3 every day to continually clean, a schedule has been created for all the staff and pupil toilets.	no	
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			Wipes and spray are available for staff to use however staff are advised to limit the use of communal areas. 10 days liquid is being used on laptops and tablets and the inventory signing in screen, this continues to kill viruses on surfaces for 10 days after application.	no	
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			There is soap in all of the handwashing areas and all rooms have hand gel and all staff have been issued with sanitising hand gel. Touch free hand sanitiser stations have been installed in every classroom, reception, outside the toilets and in the library.	no	
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are readily available,	no	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is contaminated waste disposed of regularly and appropriately?	Y			Yellow hazardous waste bins are now in the first aid room and top LS room. These bins have lids. The site manager has investigated disposal and once the material has been securely bagged after 48 hours it can be disposed of in the school's general waste. These bins are outside have lids and emptied weekly.	no	
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Pupils taken ill will have to be isolated in the first aid room until parents can collect.	no	
Deliveries into school	Y			All deliveries of consumables into school will be left unopened for 72 hours.	no	
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Parent letter to be sent reminding parents of arrangements W/B 1 st March.	Yes	W/B 1 st March LS/LB
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Parents will be ware of the risks of using public transport from the media and government guidance.	no	

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			Parent letter to be sent reminding parents of arrangements W/B 1 st March.	Yes	W/B 1 st March LS/LB
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			Parent letter to be sent reminding parents of arrangements W/B 1 st March.	Yes	W/B 1 st March LS/LB
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			<p>Staff have been kept up to date about the plans for reopening via meeting held on the 23rd February.</p> <p>Staff guidance document has been issued for all staff to follow. 'Working Safely at Moat Farm'</p> <p>This RA, government guidance and associated supporting documents will be shared before the 8th March.</p>	Yes	Issue RA before 8 th March

Part 2: Template /Model RA

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

School: Moat Farm Junior School

Assessment Date: **9th July 2020**

Name of Assessor(s): **Laura Braznell**

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	
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 	RN and LB	2	4	8	Ongoing all premises compliance

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. <p>Refer to Premise Management SSG and School Premise Logbook for further guidance.</p>					Is up to date
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, 	Ls/ LB/ RN– Took place on the 5th October, 29 th Jan and will be scheduled	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	for summer term. 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. Children will be in class bubbles of 30 and classrooms have been arranged to accommodate this. Classrooms have been decluttered and where required teaching areas marked off at the front of the classroom. 	<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. 	Teaching staff – daily	3	4	12	Parents to be reminded by letter w/b 1 st march.

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"> • Assembly will take place in classrooms • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. See timetables • Foot marks and/or tape has been used in the corridors show “social distancing” lengths and no access areas. • Playground has been marked to encourage social distancing. Classes will remain in together and not mix separated by cones. • Reception will remain closed and 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) 						

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>limit to 1-person access at a time for example</p> <ul style="list-style-type: none"> • Communicate new ways of working to all staff, for example meetings can take place on Microsoft Teams not in person. • Lunctimes will take place in classrooms and pupils will not use the dinner hall, grab bags where required will be bought to the children. • All money into school must be electronic no cash will be handled by admin staff. • Staff have been allocated areas of the school to take their break and will not be mixing together. • The use of shared facilities in the staff room is discouraged. • SLT and site staff are not required to carry out playground duties at the start and end of the day to reduce parental contact. 						

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"> There is now a one way system on the playground for parents when dropping and collecting children. All parents are now asked to wear face coverings on the playground. Staff have been required to wear face shields in all communal areas since 1st September and then face masks in addition since October half term. From the 2nd December all staff are required to wear their face mask at all time and then their shield in addition in communal areas, new evidence of air borne transmission now required this additional measure. 						
Lack of hand and respiratory hygiene	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. 	<ul style="list-style-type: none"> Daily briefings during assembly to remind pupils of the importance of good hygiene practices. 	HT – Daily	2	4	8	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	
practices and/or facilities		<ul style="list-style-type: none"> 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 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. 	<ul style="list-style-type: none"> Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	Caretaker / Premise Manager				

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"> 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. Children have their own maths and stationary packs and set of exercise books in their lockers and will not share equipment. 						
New way of working (including working from home) leading to feeling a lack of supervision, interaction,	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> All staff informed of re-opening and RA shared. Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are 	<ul style="list-style-type: none"> Refer to Stress SSG for more information. To review staff number on site at anyone time, look at scheduling staff where possible to work at home part of the week, PPA to be taken at home. 	LB / LS	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	
support and social isolation.		<p>encouraged to pay regard to their work/life balance.</p> <ul style="list-style-type: none"> 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. PPA will now take place on a Monday and Thursday so that equipment can be cleaned and left in between use by classes. Staff on PPA can take this time at home and meet with each other using Teams. Leadership time can also be taken at home. 						

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"> The PE curriculum is being re-written to be COVID safe. See attached info There will be no swimming or offsite trips in the rest of the academic year. Breakfast club will also not take place the rest of the academic year. From the 26th April School will be only open until 5.00 pm staff can stay in school in their own classrooms to mark books. A new covid secure marking policy is to be introduced. 						
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 to be provided for staff administering First AID, vulnerable staff have been removed from first aid duties. There is now a first aid rota where first aid staff are 	LB and LS				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	
	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). 	<p>allocated classes to administer first aid to prevent mixing of staff across bubbles.</p> <ul style="list-style-type: none"> Staff administering medicine must do so wherever possible from 2m away. 					
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"> PPE provided to first aid staff pupils displaying symptoms to be segregated and parents called, isolation room set up. As pupils and staff are working in the same groups, if a case is confirmed that entire group can be sent home to isolate for 14 days. All first aid is to be carried out only if staff wear face shields, these are available in reception. Staff and parents will be issued with guidelines about attendance to school if they have symptoms, anyone displaying symptoms is not to attend. 	LB / LS				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
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		<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 	<ul style="list-style-type: none"> All pupils will have their temperature taken on arrival into school by support staff at the classroom doors using non touch forehead temperature thermometers. If the reading is below 37.8 and green the pupil can stay in school if it is 37.8 or higher the pupil must be turned away with their parent or if they have arrived on their own they must be isolated until contact home is made. 					

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
24 th February	Laura Braznell	This document is to read in conjunction with the DFE guidance on wider school opening.