

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	2 nd September 2021	Approved on	
Last updated	23 rd November 2021	Last updated by	L Braznell
Review date	February 2022		
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: **16th July 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.	To continue as normal with all these checks	LB and RN
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y			When school opens all staff will be working so we will have enough fire marshals. Fire Marshalls – AB, NS, LB, CW 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. Additional staff were trained on the 1st Nov 21 First Aid Staff– HJ, JD, MV, HB, CW, HH, TM, AB, JA, KF, RS, BD, KW, RD, JM, KK, KB, ST, EB, AB.	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. School now has 20 first aid trained staff, this will mean each class will have a first aider to reduce the number of staff mixing with pupils across the school.	LB

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			A fire drill be scheduled for the spring term as normal, and the staff will follow the normal fire emergency plan.	Autumn fire drill took place on Friday 8 th October no issues identified.	LB, LS, RN
Social distancing issues						
Have small class groups been organised as per Government guidance?	Y			Reopening has been planned around normal class groups. Pupils will not be in restrictive bubbles and classes will be 'buddied up' at break and lunch time and for behaviour recovery. This is being organised so that blue and green classes buddy up and red and yellow classes buddy up.	No - to review if cases increase.	
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 allow for good hygiene maintenance.	no	
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			The outdoor curriculum is a key focus at Moat Farm and where possible some lessons will be conducted outside.	No	

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			Pupils will mainly be in their own classroom, they will mix with their buddy class at break and lunchtime and for behaviour recovery but will also mix with other pupils for assembly and interventions as is acceptable in the updated DFE guidance (14 th July)	No	All staff
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 to reduce the numbers of parents on site at any one time. Y6 5 and Y6 parents enter through the playground and Y3 and Y4 parents up the drive to reduce congestion and crowding.	no	
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Classrooms have been de-cluttered.	no	
Infection control issues						
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	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			The cleaners will work on the evening of the 17 th December to clean school before it is locked for Christmas. School had enhanced cleaning measure and a permanent day cleaner.	To monitor	RN and LB
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			Alcohol Wipes and spray are available for staff to use. 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	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are readily available,	no	
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	
Communication of Plans						
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Parents of pupils and staff who test positive will be advised not to use public transport.	no	
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			This RA, government guidance and associated supporting documents will be shared before on the 23rd November.	No	

Part 2: Template /Model RA

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

School: Moat Farm Junior School

Assessment Date: **23rd November 2021**

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	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk 	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	
inspected / serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<p>carry out statutory 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>assessment for continued use 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 8th October 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 	LS/ LB/ RN– scheduled for early in sping term.	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.	<p>required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</p> <ul style="list-style-type: none"> School has trained additional first aiders and there are now 20 people on site first aid trained to help cover for staff absences. <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>					
School to maintain some social distancing measures	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> School drop-off times are staggered to minimise numbers. Children will be in class of 30 and classrooms have been arranged to accommodate this. Classrooms have been decluttered. Classes will be buddied up and will mix with one other class. 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. 	Teaching staff – daily	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"> • Assembly will take place in communal areas for buddy classes. • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. See timetables • Reception will remain closed and Parents/carers can only visit the school by appointment and nd they are asked to wear a mask in school buildings. • Communicate new ways of working to all staff, for example meetings can take place on Microsoft Teams not in person. • All money into school must be electronic no cash will be handled by admin staff. • Parents will still advised to wear face coverings on the playground. • Face masks will be mandatory from 23rd November until 						

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					L	S	R	
		<p>Christmas due to high cases, face shields and FFP masks are also available for staff who want them.</p> <ul style="list-style-type: none"> FFP face masks will be mandatory for Pregnant members of staff and those staff who are unvaccinated. Unvaccinated staff who are identified either as a close contact by track and trace or through school may have to isolate for 10 days, please discuss with LB or LS. 						
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 	<ul style="list-style-type: none"> Regular checks made to ensure there is sufficient stock of soap and hand gel. Windows to be opened each morning and left open all day in classrooms to allow for a free flow of fresh air. CO2 monitors in place to warn against poor ventilation. Further measures to improve ventilation include opening 	HT – Daily Caretaker / Premise Manager	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	
		<p>all entry points and other key areas around the school.</p> <ul style="list-style-type: none"> • 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. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) 	<p>classroom doors and corridor windows and using fans.</p> <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> 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. All rooms to have good ventilation, staff reminded to keep windows open. 						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and	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 encouraged to pay regard to their work/life balance. 	<ul style="list-style-type: none"> Refer to Stress SSG for more information. 	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	
social isolation.		<ul style="list-style-type: none"> • 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. 						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<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 • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 	<ul style="list-style-type: none"> • PPE to be provided for staff administering First AID, vulnerable staff have been removed from first aid duties. • Staff administering medicine must do so wherever possible from 2m away. 	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	
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. 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"> PPE provided to first aid staff pupils displaying symptoms to be segregated and parents called, isolation room set up. 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
					L	S	R	
Offsite Visits	Increasing the risk of transmitting covid 19 between pupils and staff.	<ul style="list-style-type: none"> Every offsite trip has covid reduction measures written into the RA, for example, asking all pupils and staff to LFT the morning of the trip, pupils or staff with covid symptoms not to attend trips, staff to wear FFP masks on transport, hand gel is taken and used during the trip etc. 	<ul style="list-style-type: none"> If there are particular high covid cases in school or the local area to seek advice from the educational viist team before going offsite 	Ongoing LB				

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
16 th July 2021	Laura Braznell	This document is to read in conjunction with the DFE Covid 19 operational guidance issued on the 14 th July
23rd November 2021	Laura Braznell	