

## Health & Safety

# COVID 19 Return to School Risk Assessment Proforma



<b>School:</b>	<b>Simms Cross Primary School</b>
<b>Assessor:</b>	<b>Nicola Kearney</b>
<b>Date:</b>	<b>May 2020</b>
<b>Review Date:</b>	<b>June 2020</b>

### Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	If No, describe issue
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to 2m social distancing? Are they informed only 1 adult should attend per child?	Y	
Has a deep clean taken place or been considered on site before reopening?	Y	
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times?	Y	
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?	Y	
Have specified entrances/exits been allocated to specific groups?	Y	
Are floor markings visible to reduce any possible queuing?	Y	
Are multiple entrances/exits in use and marked to allow effective social distancing of 2m including relevant signage?	Y	
Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?	Y	
Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	Y	
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	N	<b>Visitors are behind a glass screen when they come into the entrance. This has an opening but staff can stand 2m back and still communicate effectively.</b>

Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for 2m social distancing?	n/a	
For signing in/out at receptions have touch screens/digital systems been taken out of use and replaced with alternative procedures whilst still adhering to GDPR?	n/a	<b>Staff need to use own pen to sign in.</b>
Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing of 2m? Consider appointment system or telephone appointments.	Y	
Are foyer areas marked with 2m distancing and displaying relevant signage/posters?	Y	
Is there provision of hand sanitiser at entrances/exits for Parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	Y	
Are procedures in place to allow emergency contractors to access the site safely?	Y	
Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?	Y	
Are staff advised to delay departure from school to avoid congestion with parents/pupils?	Y	
<b>Hygiene/Social Distancing</b>		
Has clear communication/information been cascaded to pupils on the importance/reasons for 2m social distancing? Is there clear signage/communication throughout the school/early years setting?	Y	<b>This is something that will be done from 8<sup>th</sup> June as we have not had more than one reception child in school at any one time during the last 10 weeks.</b>
For younger children has this been actioned by age-appropriate methods such as stories and games?	N	
Has guidance been cascaded to pupils and parents on the importance of 2m social distancing when using public and school transport?	Y	
Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?	Y	
Has a review of classroom risk assessments taken place? i.e. consider desk spacing, is hand sanitiser required etc?	Y	
Have numbers of desks been reduced and placed 2m apart within classrooms with consideration on no more than 15 pupils per room/area? Have spare chairs been removed?	Y Y	

If possible have fabric chairs been removed? If not, are they allocated to one person use only?	Y	
Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions, physical education classes. Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?	n/a	
Have staff rooms been reviewed? Has furniture been rearranged to ensure 2m social distancing? Have staff been briefed in the new use rules of this area?	Y	
Are pupils encouraged to wear clean uniform each day? Is this communicated to parents? In early years settings is clean clothing each day requested?	Y	
Have staff been instructed, where possible to adhere to 2m social distancing? Are they encouraged not to touch hair, faces, regular handwashing?	Y	
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	Y	
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	Y	
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	Y	
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	Y	
Are there cleaning schedules in place for all I.T. equipment before and after use?	N	<b>This equipment is not being used.</b>
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	Y	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	Y	
Is there a facility to have a standby/all day cleaner?	N	
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	Y	

If I.T. suites are in use are appropriate cleaning measures in place? If not, take out of use. Are tablets, iPads cleaned before and after use? If not take out of use.	<b>n/a</b>	
Have non washable toys/items been removed?	<b>Y</b>	
Will children be instructed not to bring items back and to from home to school i.e. toys etc?	<b>Y</b>	
Have children been allocated their own personal desk?	<b>Y</b>	<b>Y1 upwards.</b>
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	<b>Y</b>	
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue? Encourage handwashing.	<b>Y</b>	
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?	<b>Y</b>	
Are lunch times staggered?	<b>N/A</b>	<b>Each bubble have their own eating and outdoor space.</b>
Have classrooms been considered for use as dining areas to limit movement around school?	<b>Y</b>	
Do you ensure 2m distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	<b>Y</b>	
Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing? Is walking in single file encouraged?	<b>Y</b>	
Consider one way systems, walking on the left where possible?	<b>Y</b>	
Can corridors be divided? (not always feasible)	<b>N</b>	
Can lesson changes over times be staggered?	<b>n/a</b>	
Are extra cleaning procedures in place for dining hall furniture before and after use?	<b>Y</b>	
Are dining room chairs spaced appropriately, 2m apart, has bench like seating been marked at 2m gaps?	<b>Y</b>	
Are pupils instructed not to share food i.e. children bringing in their own?	<b>Y</b>	
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc? Have heavy use 'hot spots' been identified that may require extra servicing?	<b>Y</b>	

Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	Y	
Has consideration been given to a limited menu or introducing packed lunch availability only in consultation with school meals providers?	N	<b>Limited children in the hall. We feel the need for our children to be offered a hot meal.</b>
Are break times staggered to allow less children on playgrounds/areas?	Y	
Are different class group's kept apart and encouraged no to mix?	Y	
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	Y	
Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing?	Y	
Will movement in general be reduced around the school/early year's settings for staff and pupils?	N/A	
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance? Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?	Y Y	
Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?	Y	<b>Medical room</b>
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective 2m social distancing cannot be adhered to i.e. face mask, eye protection, gloves, aprons? Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE? Have staff been instructed on how to correctly wear PPE i.e. donning and doffing? Are staff aware of how to safely dispose of PPE?	Y Y Y Y	
Are arrangements in place to have the separation areas thoroughly cleaned after use?	Y	
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	Y	
Have staff/pupils/parents received clear communications informing them	Y	

of current government guidance on actions to take if anyone displays COVID 19 symptoms? Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	Y	
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	Y	
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities?	Y	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	Y	
Does the school hold sufficient stocks of handwashing materials?	Y	
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	Y	
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities.	Y	
Are pupils encouraged to wash hands before and after breaks/lunches?	Y	
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?  Are toilets cleaned regularly?  Are bins emptied regularly?	Y	
Are pupil handwashing areas supervised? Is hand sanitiser required?	Y	
Have shared water fountains been taken out of use?	Y	
Any other hazards?		
<b>Fire/ Emergency Incidents</b>	<b>Yes / No / N/A</b>	<b>If No, describe issue</b>
Has the full site fire risk assessment been reviewed?	Y	
Have fire evacuation plans been reviewed to reflect any areas change of use?	Y	

Has the reviewed fire evacuation plan been put into practice adhering to 2m social distancing?	Y	
Are incident controllers/fire marshals aware of new procedures?		
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	Y	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to 2m social distancing?	N	<b>Will practise week beg 8<sup>th</sup> June</b>
Do the reviewed plans reflect and allow for effective social distancing?	Y	
Have extra muster points been allocated to allow for 2m social distancing?		
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	Y	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	N	<b>Will do this week beg 8<sup>th</sup> June</b>
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	n/a	
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	Y	
Any other hazards?		

General	Yes / No / N/A	If No, describe issue
Has the 'R' for Halton, the North West and nationally been taken into account and reviewed?	Y	
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	N/A	
<p>Have environmental risk assessments been reviewed?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> <li>1. Access/egress?</li> <li>2. Movement around school/early years setting?</li> <li>3. Break times/lunch times/lesson changes?</li> <li>4. Toileting?</li> <li>5. Location of hand sanitisers?</li> <li>6. Signage?</li> <li>7. First Aid rooms?</li> <li>8. Sensory rooms?</li> <li>9. Intimate care rooms?</li> <li>10. Kitchens</li> <li>11. Dining rooms</li> <li>12. Halls/gyms</li> <li>13. Science and DT area?</li> </ol>	Y	
Has a site survey been conducted to ensure all correct signage/posters and 2m markings are in place including school gates/entrances?	Y	
Have vulnerable staff been identified who may need to stay working at home i.e. shielded individuals? If they can't stay at home are they offered tasks in a safe shielded area within the site?	Y	
If a member of staff or pupil is living with a shielded individual they should continue to work/study at home – is there provision in place?	Y	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	Y	



Are pupils who fall into the shielded individual group continuing to be supported with learning at home?	Y	
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	Y	
Has your staff handbook/induction process been reviewed to reflect the current situation?	Y	<b>New staff protocol issued.</b>
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	Y	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for 2m social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	N	<b>Unaware of any contractors that need to come on site currently. Will do this if this changes.</b>
Are there sufficient first aiders on site?	Y	
In the event of first aid being required and social distancing not possible is there correct PPE provision?	Y	
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	N	<b>We will not be using this approach. Parents or police will be called.</b>
Has all outdoor play equipment been closed off to prevent use? If in use are stringent rules and before/after cleaning measures in place?	Y	
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	Y	
For staff continuing to shield or work from home due to vulnerabilities is regular contact made?	Y	
Are you aware prolonged working from home can adversely affect	Y	

mental health? Do you have strategies in place to assist staff who may need further support?		
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?	Y	
Are relevant communication strategies in place to keep governors informed?	Y	
Any other hazards?		

**Please transfer any negative answers onto the below Proforma to create your action plan**