

HEALTH & SAFETY COVID-19 AUDIT

**Date:
22.05.20**

**Inspected by:
J Martin
H Grove**

Background Information

Head of School: J Martin.....

Business Manager: H Grove

Site Manager/Caretaker: Andy

Support Services:

Catering provided by: Chartwells

Type of Education Establishment:

Academy Trust: Manor MAT

COVID – 19 Risk Assessments

Check questions	YES	NO	N/A	Evidence/Comments
1. Has a Risk Assessment been implemented identifying hazards and risks for Children and Teaching Staff?	✓			Risk assessment shared with staff and are stored centrally
2. Has a Risk Assessment been implemented identifying hazards and risks for Office Staff?	✓			Risk assessment shared with staff and are stored centrally
3. Has a Risk Assessment been implemented identifying hazards and risks for Site Staff?	✓			Risk assessment shared with staff and are stored centrally
4. Has a Risk Assessment been implemented identifying hazards and risks for Contractors and Visitors?	✓			Risk assessment shared with staff and are stored centrally
5. Have identified Staff who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			Discussion with staff members and Head to agree way forward
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			Discussion between school and parents to ensure adequate control measure are in place to support all children attending school
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			Information leaflets and posters are in place in prominent positions around the school site

COVID – 19 Planning and Organising

Check questions	YES	NO	N/A	Evidence/Comments
8. Have measures been put in place for Pupils who use buses/coaches to arrive to school?			✓	
9. Have staggered drop off and collection times of Pupils been arranged?	✓			
10. Has a system been organised to implement a one way in and out of the school premises?	✓			This has been communicated with all parents and is monitored by school staff
11. Have class sizes been reduced to allow for social distancing measures?	✓			Class sizes are limited to a maximum of 10 children
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			Children have been placed in groups which as far as possible will remain the same for the duration of the provision
13. Has it been considered how best to supplement remote education with some face to face support for students?			✓	Online portal available to support distance learning.
14. Has it been arranged for Pupils to use the same desk each day to reduce cross contamination?	✓			Set seating plan introduced for all classes
15. Have timetables been amended/reduced to allow for safer working practices?	✓			
16. Have staggered lesson changes been implemented to allow for social distancing?	✓			Each group has its own timetable to ensure social distancing can be adhered to throughout the school day
17. Have staggered breaks and lunch times been implemented? Where possible keep children in same small groups.	✓			Either staggered breaks/lunchtimes or different playgrounds used

COVID – 19 Learning Environment

Check questions	YES	NO	N/A	Evidence/Comments
18. Has seating been arranged to allow for 2 metre distancing where possible?	✓			Set seating plan introduced for all classes
19. Has distancing strips been placed in areas i.e. staff desks?	✓			
20. Has all unnecessary soft furnishings been removed?	✓			
21. Early Years Only Has all soft furnishings/soft toys and toys which are hard to clean been removed?			✓	
22. Early Years Only Has the learning environment been reorganised to allow for small groups of children only at one activity station.			✓	
23. Has each classroom got access to cleaning materials? Disinfectant, cloths, gloves, double bagged bins.	✓			Each class has its own set of cleaning and antibacterial materials stored in the classroom
24. Has each classroom got access to hand sanitizer (at least 60% alcohol) or access to hand washing facilities with hot water and soap?	✓			Each class has its own handwashing facilities, hand sanitizer and antibacterial materials within the classroom

Accidents / Incidents / First Aid / Intimate Care & Medication

Check questions	YES	NO	N/A	Evidence/Comments
25. Do all or designated first aid stations have adequate provision of face coverings, disposable gloves and double bagged waste bins?	✓			
26. Has an area in the school been identified for Pupils who are displaying symptoms of COVID-19 until parents collect child?	✓			The community room has been set up as the medical room
Intimate Care 27. Is there adequate provision in place of face coverings, disposable gloves and double bagged waste bins?	✓			
28. Where medication has to be directly administered to children are adequate provisions available?	✓			
29. Are there adequate first aiders available? Please note those first aid qualifications due for renewal from March 16 th 2020 have been given a 3 month extension (awaiting further guidance)	✓			

Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
30. Has the office area been reorganised to allow for social distancing measures?	✓			Only two people are permitted in the office at a time

If not how are you adhering to safe working measures?				
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			
32. Has distancing tape been put in place for persons visiting the school office?	✓			Distance markers have been marked on the floor outside the school office. Only one person at a time will be allowed into the reception area at a time
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?	✓			Screen in place that will remain closed at all times
34. Has the Head Teachers office been reorganised to allow for social distancing? Has distancing tape been put in place for persons vising Head Teacher?			✓	In addition to the Head only one other person will be allowed in at a time
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			Chairs have been marked to ensure the 2m rule is adhered to

Physical Exercise / Breaks

Check questions	YES	NO	N/A	Evidence/Comments
36. Has areas outside been identified to be put out of use? It is advised outdoor gyms and play equipment is taken out of use unless through cleaning can be carried out between each group.	✓			Playground equipment has been taped off
37. Have all staff been informed of keeping to social distancing measures when on duty?	✓			Staff meetings have be held to share information and all correspondence shared with staff and accessible online
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?	✓			All equipment will be cleaned with antibacterial wipes before and after use

School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?			✓	Kitchen is remaining closed All children are bringing their own packed lunches
40. Where required have changes been made to menu choices?			✓	
41. Have Kitchen Staff arranged for safe distancing measures or PPE to be worn when serving Pupils?			✓	
42. Have lunchtime supervisors been informed of social distancing measures when working in the school dining hall?			✓	Children will be eating their lunches in their classrooms All surfaces will cleaned before and after eating

43. Have arrangements been made for lunchtime / kitchen staff placing out and folding away lunch tables? Can they do it on their own or is it a two person role?			✓	
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Cleaners

Check questions	YES	NO	N/A	Evidence/Comments
44. Has the school arranged for cleaners to come into school at staggered times to allow for cleaning to be carried out throughout the day?	✓			Cleaners timetable reviewed with Head and revised timetable shared with all staff
45. Have cleaners been informed of the requirement to clean all hard surfaces and equipment touched by persons?	✓			
46. Have cleaners been asked to clean other equipment such as toys, books etc.? If not who will clean these areas?	✓			Staff and cleaners are aware of what they are responsible for cleaning and when everything requires cleaning

Action Plan

ID Number	Inadequate Controls Identified	Planned Action	Residual Risk Level	Responsible Person	Planned Completion Date	Line Manager Check on Completion Date (Signature)

