Checklist for Schools May 2020

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| Premise safety | * Review of fire safety procedures (e.g. implementation of one-way systems) which needs to be reflected in the fire risk assessment. |
|  | * Statutory checks are still required – passenger lifts, lifting equipment, pressure systems |
| * Continued maintenance of building if site staff absent |
| * Legionella – As per legionella management plan, temperature testing and recording, disinfection and treatment of showerheads etc with a biocide, flushing of outlets. |
| * Continue to manage asbestos, signing of register may need to be reviewed |
| * Management of cleaning regimes (based on people density data) and availability of cleaning products |
| * Cleaning of kitchen area prior to re-opening (food prep areas, etc) Maintenance of kitchen equipment – e.g. dishwashers to be run through cleaning cycle before use |
| * Regular deep cleaning of high contact areas – door handles /doors/ WC flush and taps |
| * Implementation of one-way system / floor markers where possible (ensure compliance with building and fire regulations) |
| * Rubbish collection and recycling – centralised with frequent disposal |
| * Management of animals kept onsite – transmission of diseases |
| Fire Safety\ emergency procedures | * Review Fire Risk Assessment * PEEPS (Personal Emergency Evacuation Plan) – may need reviewing for disabled people/people with assistance dogs/use of lifts due to changes in social distancing or evacuation routes. |
| Personal safety | * Social distancing – marking / information / signage |
| * Vulnerable people (over 70, pregnant, staff living with people in these categories) |
| * First Aiders working in close proximity will require considering use of facial protection alongside hand protection. E.g. Minimising risk of contracting COVID-19 when giving CPR |
| * Minimum first aid staffing levels (based on possible reduced staff) |
| * Protocols in place where close contact with children is necessary e.g. administration of medicines / restraints |
| * staff working closely with people who require personal assistance will need to undertake a risk assessment for their own safety. |
| * May need to implement procedures for staff to be responsible for their own mugs, plates and utensils? |
| * Staff wellbeing / support / occupational health / NOSS |
| * Review of PPE risk assessment – e.g. additional PPE for COVID in addition to PPE currently used for first aid / personal care (disabled pupils etc), D&T / Science practical lessons. |
| * Handwashing and hygiene practices, handwashing stations |
| External contractors and visitors | * Signage for visitors on protocol to follow |
| * Site staff to manage deliveries |
| * Organise essential work and maintenance |
| Children’s Safety | * Staggered lunch times / break times |
|  | * Measures to reduce accidents – extra break time supervision / reduction in higher risk activities e.g. PE / D & T |
| Office | * Office work / hot desking – reduce the amount of users / clear desk policy |
| * Shared equipment – e.g. whiteboards - implement and review hygiene standards |
| * DIY cleaning in place before and after using desks / equipment / information |
| * Restrict use of printing / photocopying to particular times for teams / individuals |
| Transport \ Access Egress | * Transportation of pupils – taxis / minibuses re social distancing. Consider needs of escorts. Use of walking buses |
| * Procedures for drop offs / collection of pupils / congregations of people outside school gates |
| * Receiving deliveries / external mail |
| * Managing visitors / contractors – messaging tools / entry point hygiene procedures in place / hand sanitiser |
| Management and Monitoring | * Reporting to Governors / Trustees / Local Authority. Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) |
| * Managing communal areas – meeting rooms / reception / photocopier rooms |
| * Absences – recruiting and training of temporary / agency staff |
| * Define staffing levels required |
| * Measure success – mitigation of spread of COVID-19 / impact on culture / health records / staff wellbeing, etc |
| * Communication of procedures to staff, parents, pupils and visitors |
| * Regular reviews of back to work plan and consult\include staff with decision making. |