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