

HEALTH & SAFETY COVID-19 AUDIT

Date: 18.05.20

Inspected by: JSargent

Background Information

Head Teacher: Hayley Guest

Business Manager: Jen Larkin

Site Manager/Caretaker: Steven Worrell

Support Services:

Cleaning provided by: East Park Academy Cleaners

Caretaking provided by: East Park Academy Caretaker

Catering provided by: Shires

Type of Education Establishment:

Local Authority: Wolverhampton

Academy Trust: Manor Multi-Academy Trust

Federation:

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?				
2. Has a Risk Assessment been implemented identifying hazards and risks for Office Staff?				
3. Has a Risk Assessment been implemented identifying hazards and risks for Site Staff?	✓			
4. Has a Risk Assessment been implemented identifying hazards and risks for Contractors and Visitors?				
5. Have identified Staff who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			All staff have been rag rated in accordance to their individual increased risk
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			Any children at risk have been individually assessed and advised not to attend
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			Posters displayed around school perimeter. Home school agreement sent to parents and staff.

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?			✓	We do not have any children who arrive on buses or coaches
9. Have staggered drop off and collection times of Pupils been arranged?				Timetables in place for key worker and vulnerable children and other year groups
10. Has a system been organised to implement a one way in and out of the school premises?	✓			2m distance markers and arrows indicate movement in playgrounds. Limited traffic along corridors. Children in designated year group corridors.
11. Have class sizes been reduced to allow for social distancing measures?	✓			Classrooms have been emptied of excess furniture and only 6 tables and chairs remain for use by the children. Tape has been marked on the floor for staff social distancing.
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			Group of key worker and vulnerable children to be a 'bubble'. Other year groups to remain as one group. No additional children to be admitted during that same week.
13. Has it been considered how best to supplement remote education with some face to face support for students?	✓			Regular work is given to all children remotely. Youtube home learning channel updated with home learning and assemblies weekly. Home learning packs posted to those children who cannot access the internet at home. Those children who require video or phone calls

				have received them and this is evaluated weekly at our safeguarding meeting for vulnerable children and families.
14. Has it been arranged for Pupils to use the same desk each day to reduce cross contamination?	✓			6 desks in each room, one per child with access to their own equipment which is cleaned at the end of each day
15. Have timetables been amended/reduced to allow for safer working practices?	✓			
16. Have staggered lesson changes been implemented to allow for social distancing?	✓			
17. Have staggered breaks and lunch times been implemented? Where possible keep children in same small groups.	✓			Children to eat lunch in their classrooms and each group to have access to their own playground or area of a larger playground. No two groups will use the same area.

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?	✓			6 desks per classroom, 2m apart
19. Has distancing strips been placed in areas i.e. staff desks?	✓			Staff desk front of room, tape marking on floor to ensure staff social distance from the children and each other
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?				Currently not scheduled to be used.
22. Early Years Only Has the learning environment been reorganised to allow for small groups of children only at one activity station.				Currently not scheduled to be used.
23. Has each classroom got access to cleaning materials? Disinfectant, cloths, gloves, double bagged bins.	✓			
24. Has each classroom got access to hand sanitizer (at least 60% alcohol) or access to hand washing facilities with hot water and soap?	✓			

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?	✓			Radio room to be used next to separate access point.
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?			✓	Any children who need an inhaler have to administer themselves. Children who need any other medication are not admitted to school
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)	✓			All staff have level one first aid training.

Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
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30. Has the office area been reorganised to allow for social distancing measures? If not how are you adhering to safe working measures?		✓		Only two office members will be in at any one time and each one is designated an office each.
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?	✓			
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?		✓		Front office will not be accessible to parents or visitors
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?				
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?		✓		Staff room is not used during staff breaks as staggered breaks are in operation.

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?	✓			SLT and staff briefings used to inform staff and teacher checklist.
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?	✓			Any PE equipment will be cleaned after use. School gym equipment is not in use.

School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?			✓	Kitchen staff are not on site
40. Where required have changes been made to menu choices?			✓	Kitchen staff are not on site
41. Have Kitchen Staff arranged for safe distancing measures or PPE to be worn when serving Pupils?			✓	Kitchen staff are not on site
42. Have lunchtime supervisors been informed of social distancing measures when working in the school dining hall?			✓	Kitchen staff are not on site
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?			✓	Kitchen staff are not on site

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?	✓			Groups of cleaners are staggered across the school day. Shifts are 6am-9am, 9am-12pm and 12pm-3pm.
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?		✓		Children will clean any equipment they have used at the end of the day and staff will clean any other equipment.

Action Plan

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

