

Castlewood School

Coronavirus (COVID-19): Health and safety risk assessment checklist Updated Jan 2022

Using the latest Government guidance, this risk assessment checklist has been produced to help schools reopen. The checklist is subject to change with any updates that are released by the Government. **This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the control measures that are required by the Government to be put in place to reduce the risk of transmission of the virus and continue to shield the extremely vulnerable. Some examples have been giving of how this can be achieved, however schools will need to adapt and make it site specific. Alternative provision and special school settings should follow the same principles and guidance as mainstream schools, but consider any additional risks that might be present.

The checklist needs to be completed by the Headteacher / Senior Leadership Team and sections can be delegated to other staff where appropriate.

Note: This checklist has been produced by SMBC for all schools where SMBC is the employer. Other types of schools, such as voluntary aided & foundation schools, academies and free schools, are welcome to use this document however schools are free to use their own risk assessment format and should check with their employer what arrangements are in place.

1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation to be completed prior to the wider opening to pupils and staff.	<ul style="list-style-type: none"> BAM Caretaking staff have been on-site continually since lockdown, completing all such checks regularly. 	TS/BAM	01/09/2020
Secondary Schools - Science departments - chemical store, radioactive sources, and equipment e.g. fume cupboards etc. to check prior to widening opening.	<ul style="list-style-type: none"> Science Department will follow ‘CLEAPSS guidance for science departments (GL345) & DT (GL347) returning to school after an extended period of closure’ (latest version). Note: we have no radioactive sources or a fume cupboard. 	CT/DR	01/09/2020

2) Government principles to a phased approach to open to wider settings

To assist in completing this section and to ensure other risk controls have been met, it is advised to complete sections 3-8 first.

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Government advice to be followed for pupils and staff identified as vulnerable	<ul style="list-style-type: none"> • All pupils expected back from September 2021 • If school closures necessary then: <ul style="list-style-type: none"> ○ Priority given to those pupils identified as more vulnerable by SLT ○ LAC pupils deemed less vulnerable as many have secure/stable home lives • Staff classed as extremely clinically vulnerable work in school with a personal risk assessment in place unless advised otherwise by Government guidance. • Vulnerable staff are regularly consulted and if required personal risk assessments are put in place. • Unvaccinated staff follow latest guidance. 	SLT	Ongoing
Government's protective measures to be implemented to help meet social distancing in school.	<ul style="list-style-type: none"> • Assess rooms and other shared spaces to determine the maximum numbers of pupils that they can hold, maintaining social distancing. • Pupils will on the whole be taught within their teaching groups with staff who will maintain social distancing where possible. • No more than 9 pupils per group and one teacher and one teaching assistant – adults maintaining social distance from one another. • A teaching assistant can lead a group under the direction of a teacher. • Timetable for rooms in place, shared areas limited to as few pupils as possible with appropriate staffing. • Outdoor areas – staff to use as often as possible – when others not already using them. • Classrooms rearranged with single tables and seating positions 2 metres apart where possible. • Ensuring staff members remain over 2m distant from one another during essential staff training/meetings. • Follow CLEAPSS guidance for science lab. • Staggered collection times for lower and upper school cohorts. 	TS CW SLT	26/05/2020 01/09/2020 Ongoing 06/09/2021

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Lateral Flow Testing to be offered to pupils Families and staff Vaccinations offered to pupils	<ul style="list-style-type: none"> • Drama studio identified as most suitable place. • Pupils who wish to be tested identified. • Staff volunteers recruited to necessary roles. • Government training completed by staff volunteers. • Pupils have LFD Test kits supplied to them for home testing • School liaises directly with families and NHS to facilitate vaccinations 	TS	12/10/2021 02/09/2021 08/01/2021 15/01/2021 12/10/2021 06/09/2021

3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Staff, pupils and parents/child carers to be informed about the following:-</p> <ul style="list-style-type: none"> - Covid19 symptoms and what to look for e.g. high temperature, new persistent cough, loss of sense of smell/taste. - Testing eligibility and how to access tests. - Face masks/coverings are not recommended in our school setting as per advice from Solihull Public Health - If pupils are sent home due to Coronavirus symptoms they are advised to self-isolate for 5 days. People in the same household are to LFD for 6 days - If a child, young person or staff member tests negative on days 5 & 6, they can return to their setting -If a child, young person or staff member tests positive, the rest of their class or group as appropriate will be advised to LFD Test for 6 days. 	<ul style="list-style-type: none"> • Staff briefings, emails, texts and phone calls to staff • Emails, texts and letters sent out parents/carers • Phone calls made to all families • Direct conversations and reminders with parents who bring/collect their child • Testing – all staff informed and when necessary are given the details of how to access tests – support provided if necessary • Families will be informed by direct telephone conversations with follow-up emails about testing as necessary • All relevant people will be informed about self-isolation requirements as and when necessary by direct telephone conversations or with follow-up emails • School can provide staff, pupils and their families with LFD Tests 	SLT	Ongoing as needed – started March 2020
<p>Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> • Emails, signage. • Parent/Carer-Pupil/School COVID-19 Contract 	TS/MR	01/06/2020
<p>Develop a process to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.</p>	<ul style="list-style-type: none"> • Refer to Government guidance. 	SLT	18/5/2020
<p>Provide a room or space where social distance can be maintained for pupils experiencing Coronavirus symptoms where they can wait until being collected. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> • Visitors room with attached toilet will be used – soft furnishings swapped for plastic • Where possible pupil and staff to sit outside of school building waiting for parent/carer to pick up • BAM Cleaner to clean area after use following the COVID-19: cleaning of non-healthcare settings guidance. This has been agreed with BAM staff. 	SLT	22/05/2020

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Adequate Personal Protective Equipment (PPE) is in place for the care of children/pupils where their care already involves the use of PPE due to intimate care needs.</p> <p>Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home.</p> <p>Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.</p>	<ul style="list-style-type: none"> Intimate care is rarely required in this school. Fluid-resistant surgical face masks, disposable gloves, aprons and suitable eye protection are in the Medical room should they be required for staff dealing with a symptomatic child. Face shields are available if a staff member is concerned about a child spitting – however the risk of injury by a pupil pulling it off or punching it makes this a 'dynamic' consideration. 	SLT	22/05/2020
<p>Review first aid needs and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus.</p>	<ul style="list-style-type: none"> First aid boxes are checked and filled Adequate supplies in storage ready to replace used stock Re-order system in place 	MF/DW	22/05/2020 Regular checks
<p>Work with the LA and families to ensure that decisions about the attendance of pupils with special educational needs and disability (SEND) have been informed by existing risk assessments for children and young people which will need to be kept up to date.</p>	<ul style="list-style-type: none"> All our pupils expected to attend 		
<p>Update plans to ensure there is a procedure in place following any outbreak of Coronavirus at the school.</p>	<ul style="list-style-type: none"> Refer to Public Health advice 	SLT	02/09/2021
<p>Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.</p>	<ul style="list-style-type: none"> BAM staff oversee these aspects of the school and are on site every day 	TS/BAM	22/05/2020

4) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Ensure the following have been to communicated to pupils, staff, visitors etc. :- - The importance of good hand hygiene. - Hands are cleaned on arrival at the setting, before and after eating, and after sneezing or coughing.	<ul style="list-style-type: none"> • Sanitiser stations at each entrance • Signage in place in reception, around building, in toilets • Verbal reminders throughout day • Parent/Carer-Pupil/School COVID-19 Contract • Visitor Protocol 	SLT	01/06/2020
Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place before wider opening	<ul style="list-style-type: none"> • BAM supplied some items • School brought in other items via other suppliers 	TS/DW	03/07/2020
Make sure help is available to children and young people who have trouble cleaning their hands independently.	<ul style="list-style-type: none"> • Pupils offered hand sanitiser as an alternative to soap and water • Staff check pupil's ability to wash their own hands 	SLT	01/06/2020

5) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Ensure the following have been to communicated to pupils, staff, visitors:- - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it'). - Promote and encourage not to touch mouth, eyes and nose.	<ul style="list-style-type: none"> • Signage in place in reception, around building, in toilets. • All staff give verbal reminders throughout day. 	SLT	01/06/2020
Put in place a procedure for bins for tissues so they are emptied throughout the day.	<ul style="list-style-type: none"> • Cleaners use bin liners which can be tied when bins are emptied at the end of each day. 	BAM	22/05/2020
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> • Staff briefed. • Window winders made available to staff. • CO₂ Monitors rotating through classrooms with staff trained in their use. • Pupils and staff given fleeces for warmth 	SLT	01/06/2020 01/11/2021 12/01/2022
Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> • Majority of doors are Fire Doors so BAM staff regularly clean surfaces/handles throughout the day. • School staff issued with chlorine sprays/cloths and regularly wipe handles, door surfaces. 	SLT	01/06/2020

6) Cleaning frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches are cleaned more regularly.	<ul style="list-style-type: none"> • Pupils don't use light switches. • School staff issued with chlorine sprays/cloths and relevant COSH information. • Reminder to staff to keep cleaning products out of reach of pupils. • BAM staff to wipe lunchtime tables before pupils sit at them. 	SLT	01/06/2020 30/11/2020
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> • BAM control cleaning supplies including the frequency of when they need to be replenished. • Site Manager confirmed material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	BAM/DW	01/06/2020
Identify and reduce the use of any soft furnishings that are hard to clean.	<ul style="list-style-type: none"> • Rooms identified as storage areas for soft furnishings and all relevant soft furnishings moved there. • Identified soft furnishings for use in particular areas. • Staff/office chairs designated for staff use only. • Steam cleaner on-site, available for immediate use if required. 	MR	03/09/2021
Pupils not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> • Outdoor climbing frame is in use. • Pupils hand sanitise before and after using any outdoor equipment 		06/09/2021

7) Minimising contact and mixing by altering, as much as possible

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> Suitable storage arrangements in place. 	MR	05/6/2020
Timetable to be refreshed and decisions made on which lessons or activities can be delivered. Also consider which lessons or classroom activities can take place outdoors.	<ul style="list-style-type: none"> All subjects now offered. Timetable reviewed weekly. 	CW/SLT	02/09/2021 Ongoing
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> No changes necessary as wide corridors and easy access to exit points. 	DW	22/05/2020
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> Taxi's back in place; drivers and guides are masked. Pupils using public transport follow Government guidance. 		01/09/2020
Create a process with travel providers to ensure they are working within the Government guidelines to work safely.	<ul style="list-style-type: none"> Solihull and Birmingham Transport will transport pupils within agreed 'bubbles'; provide training to taxi firm staff and liaise directly with us. 	TS	06/09/2021
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Also, ask that only one parent/child carer collects pupil/s.	<ul style="list-style-type: none"> Direct conversations and reminders with parents who bring/collect their child – mainly Lower School entrance, markings in place. Parent/Carer-Pupil/School COVID-19 Contract. 	MR/TS	01/09/2020
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> Review positive handling/team teach techniques. Teachers to discuss with team teach trainers. Staff receive regular training. 	CW/MF	02/09/2021
Review manual handling duties where more than one person needs to move an item.	<ul style="list-style-type: none"> BAM staff do this. 	BAM	22/05/2020

8) Communication of plans and training

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Consider any additional support or training needs for staff and pupils including re-induction to the childcare setting.	<ul style="list-style-type: none"> Support for younger pupils who may be anxious about coming. Support for staff returning to work. 	SLT	01/06/2020
Ensure any updates to procedures have been communicated early with contractors and suppliers who may need to prepare to support plans for opening. Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> Emails, briefing. 	SLT	01/06/2020 Ongoing

Signed: <i>T Scott</i>	Reviewed: 04/01/2022
Headteacher: Mr Trevor Scott	

Further Information

- [DfE guidance, preparing to re-open of schools:](#)
- [DfE guidance, implementing protective measures:](#)
- [DfE Early years foundation stage: coronavirus disapplications](#)
- [DfE guidance, conducting a SEND risk assessment during the coronavirus outbreak](#)
- [Government guidance, safer travel guidance for passengers](#)
- [Government guidance, cleaning of non-healthcare settings guidance](#)
- [Planning guide for primary school](#)

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email healthandsafetysupport@solihull.gov.uk telephone 0121 704 6328