

Aide Memoire for reviewing, updating and producing both risk assessments and procedures relating to the prevention of COVID-19 when reopening educational establishments in CMBC

Question:	Y	N	N/A	Comments:
Q1) Have all your staff been provided with/seen a copy of the most up to date Government guidance for schools?				
Q2) Have you communicated the revised plans and procedures with your staff, contractors, cleaners and suppliers?				
Q3) Have you communicated the schools information and revised procedures with parents?				
Q4) Have you got a documented COVID risk assessment in place and do you have evidence that all staff have seen it and understood its content?				
Q5) How will you achieve the 2 metre social distancing guideline in your common places? I.e. have desks been spaced out in classrooms etc.				
Q6) Have you provided surplus welfare facilities such as wipes, sanitisers and hand gels? Have they been situated on the main entrances and exits as well as in all classrooms?				
Q7) Have you increased the frequency of your cleaning in common places? I.e. touch points such as door handles, equipment and teaching materials, play equipment, lifts, toilets, canteens and kitchens, classroom etc.				
Q8) Is there a procedure in place that prevents children taking resources and materials home with them for the time being?				

Question:	Y	N	N/A	Comments:
<p>Q9) Have you issued the necessary PPE to staff and where this has been done have you kept a record? Do you have an appropriate supply of PPE that can be used by staff when the situation dictates?</p> <p><i>NB: Please note that PPE is only required in a select number of scenarios including for children whose care routinely involves the use of PPE due to intimate care needs and also where a child becomes unwell with COVID symptoms whilst at the school and needs personal care before going home.</i></p>				
<p>Q10) Is a procedure in place for dealing with someone who becomes unwell whilst in the school in line with the new Government guidance? I.e. move child to isolated room behind a closed door under supervision with a window open for ventilation where possible, call 999 in an emergency etc.</p> <p><i>NB: More advice available in the guidance document to formulate this procedure.</i></p>				
<p>Q11) Have you considered methods for preventing the spread of coronavirus involving dealing with direct transmission when in close contact with those sneezing and coughing and indirect transmission via touching contaminated surfaces e.g. minimising contact with individuals who are unwell, ensuring that those who have coronavirus symptomatic or those with symptomatic relatives do not attend school, cleaning hands more often than usual, cleaning frequently touched surfaces etc.?</p>				

Question:	Y	N	N/A	Comments:
Q12) Have you assessed whether there are enough classrooms and staff available? Is there a need to potentially move children to other local schools?				
Q13) Have you identified potentially vulnerable pupils (with existing medical conditions) who are required to shield themselves or pupils who are living with a vulnerable family member who is required to shield? Have you put systems in place to support their education from home and followed Government guidance where this is applicable?				
Q14) Have you identified potentially vulnerable members of staff (with existing medical conditions) who are required to shield themselves or members of staff living with a vulnerable family member who is required to shield? Have you followed Government guidance where this is applicable? (See suggested CMBC questionnaire to send to staff attached before agreeing who can return and and/or additional controls required)				
Q15) Have you made an assessment of your class and group sizes? Can the 2 metre social distancing guideline be achieved? If not, what measures are in place to mitigate the risks? Has the 15 pupil maximum figure been applied?				
Q16) Have you implemented a procedure for testing your teachers and support staff for COVID-19 as and when required? <i>NB: Please note that children are also eligible for testing. If a child or class teacher displays</i>				

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<i>symptoms or is formally diagnosed you should follow the Government guidance for isolating whole groups of people.</i>				
Q17) Have you adjusted your schools transport arrangements? I.e. use of minibuses, personal vehicles etc. Have you liaised with your transport provider where applicable?				
Q18) Do you need to refresh the timetable to mitigate the risks? E.g. decide which lessons are to be delivered, consider whether lessons can take place outdoors, use timetable to reduce movement around the school, stagger break and lunch times, stagger assembly groups, stagger drop off and collection times etc.				
Q19) Have you considered the need to stagger when teachers and support staff use the staff room to maintain social distancing?				
Q20) Have you established drop off and pick up protocols that minimise adult to adult contact and interaction? I.e. request that only one parent attends the school.				
Q21) Have you established procedures for the disposal of waste materials? E.g. regular emptying of waste bins in classrooms, kitchens etc.				
Q22) Have you considered ways of improving ventilation throughout the schools? E.g. opening windows, using ventilation systems, propping doors open etc.				

Question:	Y	N	N/A	Comments:
<p>Q23) Have you considered how the movement around school will be managed? E.g. one way systems, divider down the middle of corridors, barriers where possible, classrooms accessed from playground if design permits etc.</p>				
<p>Q24) Have you completed a risk assessment (where applicable) for any pupil that may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home?</p> <p><i>NB: For pupils with a social worker, they should attend their educational setting unless the risk assessment concludes they will be safer at home.</i></p>				
<p>Q25) Have you reassessed any vulnerable children who may exit, fight or require team teach? Do you have a procedure in place to do this whilst maintaining social distancing?</p> <p><i>NB: For further advice, please speak to the School Effectiveness Officer.</i></p>				
<p>Q26) Have you made sure that you are compliant with all other statutory Health and Safety requirements such as water testing (see recent email), testing of the fire alarm, building safety check, first aid and fire warden provision etc.?</p> <p><i>NB: If you have any concerns about something which may present a health and safety risk, please don't hesitate to contact your competent Health and Safety Adviser for further advice.</i></p>				

You should now use the information provided in this document to formulate your school's risk assessment using the proforma previously provided. For more information and advice, please don't hesitate to contact your competent Health and Safety Adviser on 01422 393067.