



Re-opening of school following closure

Health, safety and hygiene checklist

Description	Yes	No	NA	Comments
Staff and students				
1. Is there a procedure for reporting and recording work-related ill health within the workplace for employees and students, i.e. contracting COVID-19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures already in place
2. Are all employees and students familiar with this procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do employees and students understand the requirement to report cases of the virus?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicated to staff, students and parents
4. Have any employees returned from another country in the last 14 days? If so, have they self-isolated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff/students will be instructed to inform school
5. Has consideration been given to limiting personal items brought in from home; for example, phone chargers, stationery or other items that may be shared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated to staff and students before return
6. Have relevant employees been told about the outcome of risk assessments, and instructed and trained about safe working practices and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently communicating with all, after consultation a review will take place on a regular basis
7. Is staff communication and training undertaken and recorded which includes COVID-19 awareness?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication on a regular basis to employees, students and parents. Training for Estates Teams and First Aiders.
8. Are all employees consulted on changes which may substantially affect their health and safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On a regular basis through meetings, email and discussion with union staff representatives
9. Have social distancing guidelines been adopted, ie markings on the ground, signage, seating arrangements, staggered breaks, etc?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance followed for distancing around school and signage, access/egress. Limited use of identified spaces (classrooms). Group sizes as per government guidance.
10. Is there a procedure/policy in place where staff are not discriminated if they have had COVID-19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current policy in place. Equality impact assessment of risk assessment.
11. Is there adequate handwashing facilities/stations, hand sanitisers, soap, warm water available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked by estates team on a regular basis throughout the day
12. Have anti-bacterial wipes and gels been placed in or near high touch points, such as kettles, taps, coffee machines, etc?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitiser and wipes will also be put on teachers desks in all classrooms used on return
13. Have all staff been instructed on new fire evacuation procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New procedures to be sent to all employees.
14. Has consideration been given to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature checks considered not to be

implementing routine temperature checking of staff and students and to ask about any symptoms relating to COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	feasible
Staff with Underlying Medical Conditions and others considered to be at greater risk				
15. Is a COVID-19 risk assessment in place that considers staff and those with underlying medical conditions or those who are considered to be at greater risk, including new and expectant mothers and BAME.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in main RA, individual RA where appropriate. All reviewed on a regular basis
16. If risks cannot be removed, are alternative working patterns sought, ie working hours, conditions, etc?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures identified in individual risk assessment where appropriate
Visitors				
17. Is there appropriate control/supervision of visitors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitors on site will be kept to an absolute minimum at all times, appointments will need to be made wherever possible.
18. Are visitors taken into consideration in emergency arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Has consideration been given to preparing information/rules for visitors such as contractors that should be issued prior to them arriving on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information will be communicated to all visitors and contractors either prior or when arriving on site
20. Has an isolation area for deliveries and collections been considered, if practicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deliveries kept to one area at reception and handled by the site team – with instruction on safety/hygiene
Personal Protective Equipment (PPE)				
21. Have the PPE requirements identified from risk assessments that consider COVID-19 been implemented to ensure that suitable and appropriate PPE is selected and provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchased and on site
22. Are employees trained in the use, storage, maintenance and replacement of PPE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaners and first aiders
23. Is PPE available for those responsible for administering first aid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending delivery of full face masks and glasses (as at 4/6/20)
24. Is PPE available for all site and cleaning teams (no catering at this time)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE in stock, back up on order
Cleaning				
25. Have control measures and safe systems of work been identified and managed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicated to all cleaning staff
26. Has a deep clean been considered prior to opening your business?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full clean of areas before opening, cleaning staff on site daily to clean, will also be concentrating on high touch areas throughout the day
27. Has a response plan been put in place to allow for safe deep cleaning of any areas that a potentially infected person has come into contact with?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, meeting to take place with estate staff to train and plan strategy – 9 th June All cleaning materials in stock ready

Control of Waste				
28. Is PPE available to staff who undertake cleaning activities such as deep clean of waste bins, etc, ie bagged, stored for 72 hours and disposed of?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On site
29. Is the PPE used when dealing with waste that could be contaminated with COVID-19 disposed of correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Is all equipment used for the handling, storage and removal of waste suitable for use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Has any training required in relation to the use and maintenance of specialist equipment been identified and provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For cleaners and site staff
32. Where necessary, are there specific measures for dealing with hazardous waste, eg separate waste receptacles for sharp objects or biological waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contracted out
33. Where necessary, is all waste disposed of by licensed contractors and waste transfer notes retained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contracted out
Work spaces and equipment				
34. Have all workstations been cleaned down? Do some workstations need a deep clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas of school will be deep cleaned including workstations, toilets, kitchens, all staff areas and equipment
35. Has the workplace been adapted so desks and workstations are placed further apart so the 2-metre rule can be adhered to?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms in use limited to maximum 15 students, many class sizes will be only ten. (1 chair per desk)
36. Is it practicable to have staff and students enter by one entrance of the building and leave through another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited staff on site, approx. 4 teaching and 8 site team per day. Staff will use entrance, separate to students
37. Have measures been put in place to ensure devices such as keyboards, mobile phones, telephones or other workplace equipment that may be shared, are not shared and are only assigned to one user?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to use the same room throughout the day, all rooms sanitised after including equipment listed.
Legionella Control and Fire Safety				
38. Have potential sources of Legionella been identified and assessed by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current risk assessment up to date, weekly flushing taking place and tanks have recently been disinfected and samples checked (May)
39. Has a person with managerial responsibility been appointed to oversee the system and ensure it operates safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JB & AO
40. Has weekly fire alarm and emergency light testing been carried out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorded on site
41. Has all fire equipment been recently checked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by Celtic Fire (May)
42. Have any new fire evacuation procedures been communicated to all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Just completed awaiting approval and communication

staff?				
Contractor Control and Management				
43. Are all contractors assessed for appropriate health and safety competence for the work to be undertaken with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Are all contractors given a site induction with attention given to the COVID-19 controls in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors will only be on site for essential works
45. Are the activities of contractors being appropriately monitored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. When contractors work on site, are employees informed and warned of any additional risks that may affect them and how to avoid such risks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors will not be in same area as staff/students

