

# **HEALTH & SAFETY COVID-19 AUDIT AND RISK ASSESSMENT**

**Date: 17.01.21**

## Background Information

**Head Teacher:** Mrs Nicola Caley

Business Manager: Mrs Heather Halford

Site Manager/Caretaker: Mrs Alison Baker, Facilities Manager

### **Support Services:**

Cleaning provided by: Murray Park School staff

Caretaking provided by: Murray Park School staff

Catering provided by: Mellor's Catering

### **Type of Education Establishment:**

Foundation School

## 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?	✓			
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			

## 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?	✓			
9. Have staggered drop off and collection times of Pupils been arranged?	✓			
10. Has a system been organised to implement a one way in and out of the school premises?			✓	Not possible with our access gates. *Programming of auto gates to consider *Routes in/out/around school to consider
11. Have class sizes been reduced to allow for social distancing measures?	✓			Year group bubbles in place.
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			Students are in year group bubbles in classrooms – sitting 1m apart where possible. All rooms have windows and doors which can be opened to air the rooms.
13. Has it been considered how best to supplement remote education with some face to face support for students?	✓			All key worker and vulnerable students can attend school for face-to-face contact. Where a student's mental health is affected, they will be considered vulnerable and be able to attend school.
14. Has it been arranged for Pupils to use the same desk each day to reduce cross contamination?	✓			
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.	✓			
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## COVID – 19 Learning Environment

Check questions	YES	NO	N/A	Evidence/Comments
18. Has seating been arranged to allow for 1 metre distancing where possible?	✓			
19. Has distancing strips been placed in areas i.e. staff desks?	✓			
20. Has all unnecessary soft furnishings been removed?	✓			
<b>21. Early Years Only</b> Has all soft furnishings/soft toys and toys which are hard to clean been removed?			✓	
<b>22. Early Years Only</b> Has the learning environment been reorganised to allow for small groups of children only at one activity station.			✓	
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?	✓			Students and staff are expected to provide their own masks and wear them walking around school. Gloves and masks are available for all staff and students if required.
26. Has an area in the school been identified for Pupils who are displaying symptoms of COVID-19 until parents collect child?	✓			Main reception meeting room.
<b>Intimate Care</b> 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?	✓			
29. Are there adequate first aiders available? Please note those first aid qualifications due for renewal from March 16 <sup>th</sup> 2020 have been given a 3 month extension (awaiting further guidance)	✓			

## Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
30. Has the office area been reorganised to allow for social distancing measures? If not how are you adhering to safe working measures?	✓			Perspex shielding, Taping areas of some floor space. Staggering staff hours, working from home unless on the rota.
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			Staggering staff in school, working from home if possible, relocation of staff so not hot desking.
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?	✓			
34. Has the Head Teachers office been reorganised to allow for social distancing? Has distancing tape been put in place for persons visiting Head Teacher?	✓			Head doesn't require tape on floors
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			Social distancing signage displayed

## 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.			✓	
37. Have all staff been informed of keeping to social distancing measures when on duty?	✓			
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?		✓		Students sanitise on entry and exit to the gym.

## School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?	✓			
40. Where required have changes been made to menu choices?	✓			
41. Have Kitchen Staff arranged for safe distancing measures or PPE to be worn when serving Pupils?	✓			
42. Have lunchtime supervisors been informed of social distancing measures when working in the school dining hall?	✓			

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?	✓			
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## 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?	✓			Rota is being reviewed as school needs and government advice change.
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?			✓	

**MURRAY PARK SCHOOL  
JANUARY 2021 COVID-19  
LOCKDOWN RISK ASSESSMENT**



# MURRAY PARK SCHOOL – JANUARY 2021 COVID-19 LOCKDOWN

[Back to index](#)

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required (all reviewed every 2 weeks)	Action By & Date
Arriving to school	<p>Students</p> <p>Staff</p> <p>Parents</p> <p>Contractors</p> <p>Others</p>	<p>Stagger arrival times.</p> <p>Staff duties on gates to manage student's arrival, wear PPE to include (face covering (optional), gloves (optional), high visibility vest)</p> <p>Mask wearing to be enforced coming into school. Line marking paint/signage/posters/floor markings used to ensure distancing.</p> <p>To use Visitor parking spaces. Sign in at main reception respecting social distancing rule.</p>	Medium	<p>Lockdown timetables organised.</p> <p>Organise rota of staff on duty incl. at the front of school.</p> <p>A-board notice. Markings on the floor.</p> <p>Visitor COVID-19 leaflet.</p> <p>Parent letter</p>	w/b 4.01.21 SLT and HH/AB
Start of the day	Staff	<p>Staff to remind students to wash hands regularly and use the hand sanitiser. Proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise).</p> <p>Students move straight to the classroom and are directed to their seats.</p> <p>Within bubbles, the social distancing rule will be applied where practical. Seating will be 1 metres apart.</p>	Medium	<p>Signs on the gates re washing hands. Bottle of sanitiser attached to each gate.</p> <p>A-board with directions to move to classrooms/zones.</p> <p>All staff to have</p>	w/b 4.01.21 SLT and HH/AB

		<p>Reminder signs: 'Please keep your social distance.'</p> <p>Staff take their class to wash their hands.</p>		<p>timetables available and enlarged on noticeboards.</p>	<p>PG/GH 19.6.20</p>
Classroom set up	Staff Students	<p>The classroom be set up to ensure every other seat rule is in place between each child where possible.</p> <p>The teacher's desk must be kept 2 metres away from the children's tables/desks.</p> <p>Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. Teacher instructs students to use the tissues if they cough or sneeze.</p> <p>Hand sanitizer available in each classroom.</p> <p>Cleaner spray and cloth.</p> <p>Open windows and doors to air the room.</p>	Medium	<p>Timetable</p> <p>Site staff to organise the classrooms and provide the tissues and bins with lids, etc.</p>	<p>w/b 4.01.21 SLT and HH/AB</p>
Classroom Lessons	Staff Students	<p>Teaching staff must keep at a safe distance at all times where possible when working within classrooms.</p> <p>Where children may require extra assistance social distancing will be applied where possible.</p> <p>All learning is on-line, following normal timetable.</p>	Medium	<p>8.10 staff briefing each morning – led by SLT in the IT foyer.</p>	<p>w/b 4.01.21 SLT and HH/AB</p>

Toilet use in lesson times	Staff Students	Inform all of the importance of washing their hands after using the toilet and to use the hand sanitiser on leaving the toilet area before entering the classroom.	Medium		w/b 4.01.21 SLT and HH/AB
Break times	Students	Students informed again of the importance of social distancing whilst outside.  Bubbles can use the toilet together. Social distancing to be maintained where possible.  Supervising staff must follow current social distancing guidance where possible.  Staggered times to use the canteen.	Medium		w/b 4.01.21 SLT, staff in school and HH/AB
Break Times – Staff Room/Areas	Staff	Staff must follow current social distancing guidance where possible.  Staff to be provided with free food and drink from the canteen.	Medium		w/b 4.01.21 SLT, staff in school and HH/AB
Classrooms - Break Times/Between Student cohorts	Staff Students	Between cohorts clean tables and door handles with a disinfectant or disinfectant spray.  Wear gloves whilst carrying out this task and wash hands after cleaning.	Medium		w/b 4.01.21 SLT, staff in school and HH/AB
Lunch breaks	Staff	Seating is positioned 2 metres apart in dining hall or where required all halls/outside are utilised to ensure safe social distancing is continued.  This will be driven by Mellors' own H&S requirements. - Catering staff may consider	Medium		w/b 4.01.21 SLT, staff in school and HH/AB

		wearing a mask while serving large volumes of children.			
First Aid – minor treatment Medical room	Staff Students	Provide a stock of disposable gloves, masks & aprons in the medical room. Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Where possible (age and maturity of student) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact.	High		w/b 4.01.21admin staff in school and HH/AB
First Aid – Life threatening	Staff Students	In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. Always wash hands after contact.	High		w/b 4.01.21admin staff in school and HH/AB
First Aid & Medication Medical room	Staff Students Others	Provide a stock of disposable gloves, masks & aprons in the medical room. First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK) Any dressings & PPE used to be double bagged in yellow bags. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer	High		w/b 4.01.21admin staff in school and HH/AB

		to up to date information from Gov.UK)			
Students who are upset	Staff	Where a student is upset it is advised still trying to maintain a safe distance whilst offering comfort to student. Encourage student to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact.	High	INSET – Staff Q&A Booklet Explained in the Back to School Booklet – explained Day 1 Parent Booklet	w/b 4.01.21 admin staff in school all staff on site.
Students with behavioural issues	Staff	Where possible allow the student to vent their frustrations. Where possible allow student to be in a room on their own or outside.	High	INSET – Staff Q&A Booklet Explained in the Back to School Booklet – explained Day 1 Parent Booklet	w/b 4.01.21 admin staff in school
Students leaving at the end of the school day. Secondary	Staff Students Parents Others	Consider staggered leaving times. Consider one way/exiting system in place. Consider radio communication between staff.  Students to be informed of the requirement to maintain 2 metre rule when leaving school. Inform/advise Parents - to abide by the 2 metre social distancing rule.  Staff on duty outside to ensure students leave in a safe manner, wear hi-vis jackets.	Medium		w/b 4.01.21 all staff in school
Parent wishing to talk to staff	Staff	Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be	Low		w/b 4.01.21 all staff – at home and in

		pre-arranged and social distancing rules observed. Parents will be discouraged in congregating around the school site/entrance.		Parent Information Booklet	school
Awareness of policies / procedures / Guidance	Staff Students Others	<p>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</p> <p>All staff are able to access the following information on-line for up to date information on COCID-19</p> <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p>	Medium		w/b 4.01.21 SLT to oversee

		Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.			
Poor hygiene practice	Staff Students Others	<p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. Foot-pedal bins provided where possible.</p> <p>Students may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</p> <p>Pupils are forbidden from sharing cutlery, cups or food.</p> <p>All cutlery and cups are thoroughly cleaned before and after use.</p> <p>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>*(ABA to arrange for a rota to be drawn up once timetabling info confirmed) A senior member of staff arranges enhanced</p>	Medium		w/b 4.01.2all staff in school and HH/AB

		cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England		
Ill health	Staff Students Others	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any student or staff member who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. *Room/area needs to be confirmed.</p> <p>The relevant member of staff calls for emergency assistance immediately if students symptoms worsen.</p> <p>The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a student’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</p> <p>Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. *Area/room to be confirmed.</p> <p>Areas used by unwell staff and students who</p>	High	w/b 4.01.21all staff in school



		<p>need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</p> <p>If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <p>Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the student becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with usual school policy.</p>			
Spread of infection	Staff Students Others	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed,</p>	High		w/b 4.01.21all staff in school

		<p>in line with national guidance.</p> <p>Students who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school in liaison with individuals' medical professionals where necessary, reviews the needs of students who are vulnerable to infections.</p> <p>Any additional provisions for students who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</p>			
Poor management of infectious diseases	Staff Students Others	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Headteacher or SLT as soon as possible.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The school is informed by students' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</p> <p>Staff inform the headteacher when they plan to return to work after having coronavirus.</p> <p>A nominated person monitors the cleaning</p>	High		w/b 4.01.21 all staff in school

		standards of cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus.			
Lack of communication	Staff Students Others	The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary.			w/b 4.01.21 all staff in school
Cleaning while school open	Staff Students Others	All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and pupils</li> <li>➤ Toilet flushes &amp; taps and regular cleaning of toilet areas</li> <li>➤ Stairwell bannisters</li> </ul> All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.	High		w/b 4.01.21 HH/AB
Statutory Tests and Inspections	Staff Students Others	Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure	High	Ofsted prep QA timetable	w/b 4.01.21 SLT

		the school remains as safe as possible.			
Contractors in school	Staff Students Others	<p>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</p> <p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no students or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</p>	High		w/b 4.01.21 HH/AB
Emergencies	Staff Students Others	<p>All staff and students emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Students' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p>	High		CP ongoing.