

Covid-19 risk assessment Quality Control for Health and Safety

School name: Thornhill

Date documents submitted: 3/6/20

Date viewed: 5/6/20

Reviewed by: Julie Wood

Documents viewed: Risk assessment, phased re opening plan, return to school handbook

Virtual Tour : 5/6/20

Undertaken by: Julie Wood

Hazard category	Have control measures been considered?	Yes / No		Further considerations / comments
Documents reviewed:				
<b>Preparation of site</b>	All statutory checks completed and up to date?	Yes	Verbal confirmation only	BM & HT will monitor
	Classrooms measured for capacity?	Yes	Standard set by Trust	Currently 10 in each class. Could take 12. Virtual tour confirmed adequate room
	Social distancing markings in place?	Yes		
	Air conditioning turned off if it circulates air?	Yes	Verbal confirmation	
	Soft toys and furniture removed?	Yes		
	Deep clean of building before opening?	Yes		School open throughout lockdown
<b>Social distancing arrangements inside building for</b>	Entrance area?	Yes		
	Stairwells?	Yes		
	Lifts		N/A	
	Reception office?	Yes		
	Corridors?	Yes		Tape to identify division
	Hall/dining hall?		N/A	
	Classrooms	Yes		
	Staff room?	Yes		
	Kitchens (where employed by school)		N/A	
	Toilets?	Yes		1 person at a time
	Cloakrooms?		N/A	Coats in classrooms
	Any area shared with another body e.g. children's centre?		N/A	
<b>Social distancing outside building</b>	Carpark?	Yes		Car park closed to visitors
	Parent waiting area?	Yes		
	Playground/fields?	Yes		Separate playground areas allocated
	Entrance and exit method/route?	Yes		

	Outdoor classrooms?		N/A	
<b>Movement/contact through the day</b>	Staggered start and end times?	Yes		
	Arrangements for one bubble only in corridor or passing instruction?	Yes		
	Staggered breaks and lunch?	Yes		Served in hall
<b>Movement around school</b>	One way system in place?		No	Everyone directed to keep left
	Movement through doors/gates?	Yes		Children leave school via different gate
<b>Staff</b>	Assessment made of staff for vulnerability?	Yes		
	Numbers of staff needed?	Yes		
	How staff will be deployed?	Yes		
	Sufficient support staff e.g. cleaners/caretakers?	Yes		
	Training, information & instruction provided?	Yes		Staff orientation days booked 8/6 & 9/6
	Consultation and sharing of RA?	Yes		As above
<b>Vulnerable pupils</b>	Places available	Yes		Open throughout lockdown
	Medication and how administered?	Yes		As above
	What equipment needed and cleaning?	Yes		As above
<b>Parent information</b>	Methods for contacting parents in place?	Yes		
	Information about clean clothes etc?	Yes		Parent Contract
	Information about operation of school given?	Yes		
	Instructions for equipment to be provided?	Yes		
	Expectation and arrangements of distancing provided	Yes		
<b>Personal hygiene</b>	Arrangements and list of washing facilities?	Yes		Separate toilets for each bubble
	Method for instructing children?	Yes		
	Hand sanitizer provided and locations?	Yes		
	Hot air dryers removed/decommissioned?			HT checking / hand towels available If not decommissioned – 1 child in 1 child out recommended. Windows open throughout the day
	Method for removing paper towels?	Yes		
	Separate use of equipment/facilities inc pens?	Yes		
<b>Cleaning</b>	Cleaning regime assessed?	Yes		Recommend – on-going monitoring to assess need
	Time provided for deep clean?	Yes		As above
	Areas for high level cleaning identified?	Yes		

	Cleaning products provided?	Yes		
	Method for continual cleaning of equipment?	Yes		
<b>School bubbles</b>	Arrangements for 1 cluster to include no more than 15 pupils and 1 or 2 teachers/TAs?	Yes		Currently 6 pupils per bubble
	Arrangements made so that the cluster remains as one unit throughout?	Yes		
<b>PPE</b>	Assessment made of PPE requirement?	Yes		
	Standard of PPE considered?	Yes		
	Adequate PPE supplied?	Yes		Will continue to monitor
	Training given on putting on and taking off PPE?	Yes		Scheduled orientation & training day
	Method for disposing of used PPE provided?	Yes		
<b>First aid and sick room</b>	Room provided for anyone suffering symptoms?	Yes		Rainbow room
	Separate toilet provided near designated room?	Yes		
	Is this room different to normal first aid room so that no one else needs to go in?	Yes		
	Arrangements made for caring/cleaning/contacting parents?	Yes		
	Appropriate number of first aiders considered inc paediatric?	Yes		
<b>Medication/care plans</b>	Are these up to date and can medication be administered safely?	Yes		Open throughout lockdown / no changes
<b>Emergency procedures</b>	Consideration of open fire exits/routes?	Yes		
	Moved furniture/equipment not blocking exits?	Yes		
	Plan for evacuation with new layout?	Yes		Minor change – uploaded on EVERY
	Plan for invacuation with new layout/bubbles?	Yes		small change implemented
<b>Contractors/visitors</b>	Only essential visitors on site?	Yes		
	Method for signing in/out considered? E.g. screens decommissioned?	Yes		
	Parent meeting restricted to telephone/skype etc where possible if not then method for doing safely?	Yes		
	Contractors/deliveries made out of hours where possible?	Yes		Visitor procedure available
	Information given to contractors/deliveries before attending on Shut Down rules?	Yes		Via BM
<b>Mental health and wellbeing</b>	Method for monitoring and addressing staff stress levels?	Yes		
<b>Personal emergency Evacuation plan</b>	PEEPS in place	Yes		As pre lockdown

