



HEALTH & SAFETY COVID-19 AUDIT

Date: 21/5/20

Inspected by: Mrs H Morris

Background Information

Head Teacher: Mrs H Morris

Business Manager: Mrs J Weaver

Site Manager/Caretaker: Mr L Hewitt

Support Services:

Cleaning provided by: Wolverhampton City Council

Caretaking provided by: Manor Multi-Academy Trust

Catering provided by: Wolverhampton City Council

Type of Education Establishment:

Academy Trust: Manor Multi-Academy Trust

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?	✓			Children with Asthma will have their inhalers readily available in the classroom their workstations are based in
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			Another letter to out 22/5/20 detailing structure and set up of return to school

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?	✓			
11. Have class sizes been reduced to allow for social distancing measures?	✓			Create a list of names of children and staff in each designated area
12. Where possible has it been arranged for Pupils to remain in the same classroom and the teaching staff move to various rooms?	✓			
13. Has it been considered how best to supplement remote education with some face to face support for students?	✓			Home learning to continue
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.	✓			

COVID – 19 Learning Environment

Check questions	YES	NO	N/A	Evidence/Comments
18. Has seating been arranged to allow for 2 metre distancing where possible?	✓			
19. Has distancing strips been placed in areas i.e. staff desks?				
20. Has all unnecessary soft furnishings been removed?	✓			
21. Early Years Only Has all soft furnishings/soft toys and toys which are hard to clean been removed?	✓			
22. Early Years Only 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?	✓			
26. Has an area in the school been identified for Pupils who are displaying symptoms of COVID-19 until parents collect child?	✓			
Intimate Care 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 th 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?	✓			
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			
32. Has distancing tape been put in place for persons visiting the school office?			✓	Office to be closed – telephone contact only
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?	✓			Signage to be put up
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?	✓			
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			Staggered break times No more than 4 in the staff room at one time

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.	✓			Reception outdoor area to be used by Reception only
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?	✓			Soccer coaches arranging the equipment so each bubble group has their own set

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?	✓			Meeting on 21/5/20

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?			✓	Children having lunch in classrooms at their workstation
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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?			✓	Only 2 cleaners that are based in their own areas
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?	✓			

Action Plan for Opening of School on Monday 1st June 2020.

Action	By whom	Date Completed	Date Checked
PPE equipment to be ordered for staff.	Jo Weaver	13/5/20	
Tissues/ sanitizer/ soap to be ordered	Jo Weaver	13/5/20	
Soap dispensers to be put around school. Paper towel dispensers to filled.	Lee Hewitt	15/5/20	
Cleaning Station to be set up in Entrance Hall.	Lee Hewitt	15/5/20	
Hand sanitizer to be put in key areas of school.	Lee Hewitt	18/5/20	
One- way system for Parents to enter and exit school grounds to be established.	Lee Hewitt	18/5/20	
Markers indicating 2m Social distancing to be sprayed on ground in key external areas.	Lee Hewitt	18/5/20.	
All soft Furnishings / soft toys etc to be removed from classrooms.	AG/AB/BA/LJ/VA/JA/JH	By end of week beginning 18/5/20.	
Signage to be placed on external doors.-Office Closed please contact by phone/e-mail etc.	Cathy Freeman	By end of week beginning 18/5/20.	



Signage to be put up in classrooms to help children.	AG/AB/BA/LJ/VA/JA/JH	By end of week beginning 18/5/20	
Tables laid out in classrooms according to social distancing measures.	AG/AB/BA/LJ/VA/JA/JH	By end of week beginning 18/5/20	
Packs prepared for individual children and placed in zip-lock bags with child's name on.	DB/AS/LG/CT	By end of week beginning 18/5/20	
First aid supplies checked and sorted ready for use- asthma inhalers temporarily to be kept in classrooms in labeled box and small first aid kit.	CT	By end of week beginning 18/5/20	
Boxes prepared to collect returned reading books for storage.	LH	By end of week beginning 18/5/20.	
PPE equipment to be given to all staff employed by school. Staff to label their own equipment.	HM	Beginning on Monday 18 th May 2020.	
Staff to organize plan for use of cloakroom and toilet areas eg card system.	All staff.	By end of week beginning 18/5/20.	
Playtime rota established and order of play for children.	All Staff-EB to collate.	At meeting 21/5/20-10am	
Order children come in to school and leave school to be established.	All Staff-EB to collate.	At meeting 21/5/20-10am	



Lunchtime staff to be prepared for return to work.	All lunchtime staff.	At meeting at 12noon on 21/5/20	
Information to be sent to Parents about order of day etc will look like/ start time/end times etc.	HM/EB	By end of day on 22/5/20	
Risk assessments to be completed on Site- usage in COVID 19 crisis.	EB/HM	By end of day on 22/5/20	
Lunchtime staff to be allocated to year group teams and soccer coaches.	EB/HM	By 22/5/20	
Timetable established for use of Soccer 2000 coaches by individual team groups.	EB/HM	By 21/5/20	

