

# **HEALTH AND SAFETY AUDIT**

## **Reducing Risk Returning To Schools Post Covid 19**

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## HEALTH AND SAFETY AUDIT

NAME OF SCHOOL	
ADDRESS OF SCHOOL	
SCHOOL URN TYPE OF SCHOOL TELEPHONE NUMBER	
EMAIL ADDRESS	
HEAD TEACHER/ MANAGER	
DATE OF AUDIT	
NAMED PERSON COMPLETING AUDIT	
DATE COMPLETED	

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HEALTH AND SAFETY POLICIES	YES	NO
Does the school have a Health and Safety policy?		
Has the policy been updated in line with current Government Covid 19 Guidance? (washing hands/social distancing/stay alert)		
Has the current Policy been signed by the Chair of Trustees/Governors?		
Have <b>ALL</b> staff read and signed the current H & S policy?		
Has the policy been circulated to:		
All Parents/Carers ?		
All Pupils in an appropriate format ?		
All Contractors?		
All Visitors and other Professionals?		
Are H & S posters clearly displayed?		
Are Covid 19 posters displayed around the site?		
Are all H & S policies/notices on the school website for Parents/Carers and Young People?		
How is the school communicating with Parents/Carers regarding; Daily information? Emergency information?		
Are safety messages displayed on notice board outside the school for all to observe?		
<p>NOTES. ALL staff includes teachers/teaching assistants/site maintenance staff/catering staff/ office staff.</p>		

HEALTH AND SAFETY WORKING PARTY	YES	NO
Does the school have a H & S Working Party to include a Trustee/Governor and a member of the SLT?		
Does this Working Party meet on a weekly basis and more frequently if Government guidance changes?		
Have minutes been taken and retained?		
Do all staff know the designated Chair for the H&S Working Party?		
Do the school Union representatives meet with this team?		
Is there a competent, trained person who advises on Risk Assessments within the Working Party?		
Does this Working Party: Review Risk Assessments after very significant incident? Ensure all staff are notified of any changes to Risk Assessments?		
Have Parents/Carers access to a Q & A format regarding the daily running of the school?		
Has the Working Party discussed and assessed the risks regarding: Toileting procedures for staff and pupils? Fire Precautions? First Aid provision? Administration of Medicines? Play time recreation areas? Lunch time and recreation?		
Notes		

CLEANING AND HYGIENE	YES	NO
Does the school have adequate standard of cleaning for:		
Door handles		
Hand rails		
Hand sinks ( inc Taps)		
Hot water at appropriate temperature		
Tiled splash backs (No cracked tiles)		
Safe disposal of paper hand towels		
Corridors		
Class Rooms		
Tables		
Chairs		
Cupboard tops		
Computer screen and key boards		
Wet wipes and tissues available		
Contaminated waste disposal bins/bags		
Adequate Procedures for Prevention of Legionnaires Disease?		
Records kept on file?		
Weekly standing water flushed during breaks in school routines (holidays)?		
Special arrangements for cleaning equipment storage		
Toilets (area supervised)		
Cleaned after every use?		
Special arrangements for the disposal of contaminate waste (PPE/Cleaning materials/tissues etc)		
Has arrangements been made for a thorough clean at the end of the school day?		
Notes		
Named person monitoring Cleaning and Hygiene.		
Records of the monitoring?		

RISK ASSESSMENTS	YES	NO
Have risk assessments been completed for the following :		
Site maintenance?		
Have the school site and premises been maintained for the safe return of all attending?		
Is there a communication book to report any damage/broken equipment/furniture on site?		
Entering The School Site :		
Staff?		
Pupils?		
Visitors?		
Contractors?		
Ensure <b>ALL</b> staff /visitors sign in and out daily?		
Are Visitor checks completed as per the safeguarding policy?		
Parking for school staff?		
Parking for Visitors?		
Staff Entering The School Buildings ?		
Do all entrances have a hand washing arrangements?		
Is hand sanitiser available?		
Is PPE equipment available at point of entrance?		
Is a named person monitoring these arrangements?		
Supervised arrival of organised pupil transport?		
Pupils Entering the school buildings ?		
Do all entrances have a hand washing arrangements?		
Is hand sanitiser available?		
Is PPE equipment available at point of entrance?		
Is a named person monitoring/supervising these arrangements?		
Is there a procedure for departure of individuals during the day time?		
Procedure for Pupil Departure at the end of the school day?		
Availability to dispose of any pupil PPE in appropriate dispensers?		
Supervised departure on organised transport?		
Procedure for Staff Departure at the end of the school day?		
NOTES. ALL staff – teachers/teaching assistants/site maintenance staff/catering staff/ office staff		

CATERING	YES	NO
Do catering staff have access to the cleaning and hygiene risk assessment?		
Do the catering staff have appropriate PPE?		
Does the kitchen have adequate standard of cleaning for:		
Door handles ?		
Hand rails ?		
Hand sinks ( inc Taps) ? Hot water at appropriate temperature ? Sinks for washing up ?		
Tiled splash backs (No cracked tiles) ?		
Safe disposal of paper hand towels ?		
Floor area?		
Surface areas where food is prepared? Tables? Cupboard tops? Wet wipes and tissues available? Contaminated waste disposal bins/bags		
Adequate Procedures for Prevention of Legionnaires Disease? Records kept on file? Weekly standing water flushed during breaks in school routines (holidays)?		
Special arrangements for cleaning equipment storage		
Toilets Cleaned after every use		
Special arrangements for the disposal of contaminate waste (PPE/Cleaning materials/tissues etc)		
Notes.		



PLAY TIME/ MID MORNING BREAK/ LUNCH BREAK - PUPILS	YES	NO
Is all play equipment/hard/soft surfaces to safe standard?		
Is the play equipment/hard /soft surfaces checked daily? By whom? Are defects reported?		
Are play areas checked prior to use?		
Has play equipment be cleaned before use?		
All soft toy equipment to be removed?		
Are all play sessions supervised by trained staff?		
Are pupils instructed on what to do in the event of an accident/incident?		
Have pupils been instructed/ encouraged on social distancing?		
What procedure is in place for exiting the classroom for play time?		
What is the procedure for washing hands after play time?		
What is the procedure for entering the school/ class room after play time?		
Is a First Aider present at play time?		
If No, is someone on call?		
Who is responsible cleaning any play equipment after use?		
What is the procedure for WET playtimes?		
Notes		

LUNCH TIMES AND LUNCH TIME BREAK	YES	NO
Has the school dining room been cleaned? Floor? Tables? Chairs?		
Have pupils been instructed on how to enter the dining room?		
Collection of food? Once the meal has been completed? Removal of used plates/cups/KFS		
Drinks? Are disposable cups available? Are bins available for disposable cups?		
Are packed lunches available? Does the school have a routine for collecting and disposing of packed lunches?		
Notes		

BEHAVIOUR MANAGEMENT INCLUDED PHYSICAL INTERVENTIONS	YES	NO
Has the school behaviour policy been updated and shared with all staff/pupils/parents/carers/visitors?		
Does the Behaviour Policy advise staff on current de-escalation skills and low, medium and high risk strategies?		
Do pupils who exhibit challenging behaviour have Risk Assessments and Behaviour Management Plans?		
Are Staff Trained staff in Positive Handling Strategies?		
Are all incidents reported and recorded?		
Is a de brief carried out after each incident?		
Are BMP/RA`s updated after each incident?		
Notes		

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GOOD ADVICE AND PROCEDURES FOR RE- OPENING	YES	NO
Have Parents been notified about re opening the school? How has this advice been circulated; Letter? Email? Website? Notice boards? Telephone?		
Have Parents/Carers been informed of school precautions in respect of Covid 19?		
Have Parents/Carers been given information and guidelines to re-open the school safely? Can Parents/Carers explain to their children about; Washing hands correctly? Social Distancing? Is a member of staff allocated to each child for any concerns they may have? Is a member of staff allocated to contact Parents/Carers on a weekly basis or sooner should any issues arise?		
Have Parents/Carers been informed about dropping off and collecting their child? (Primary)		
Have Parents/carers explained to their child the arrangements for entering and departing of school site? ( Secondary)		
Have Parents/Carers been informed about dropping off and collecting their child who have Home - School transport?		
Have Parents/Carers been informed about new procedures should their child become unwell; At home? During the school day?		
Have Parents/Carers explained to their child the arrangements for bringing; Personal equipment into school? Personal computer/mobile phones are to be wiped and not shared? All personal books and stationery to be wiped each Each pupil will sit in their designated table and chair which will be disinfected at the end of the day? Hand sanitiser will be available at all times		
Children to bring own drinking bottle and water from home		
Are staff and pupils aware of procedures for Movement around the school. During good weather a one-way system may be able to operate? During wet weather, staggered movement will have to be organised? Children will not be sent to deliver messages to the Office or other members of staff; Staff to use internal telephones or mobiles /Walkie-talkies		
<b>Office</b>		
No visitors in main office – use hatch		
Parents/Carers asked to email or phone messages regarding child.		
School Registers ?		
Lone working 1 – 1 teaching Try to avoid as much as possible.		

Communicate for assistance via walkie- talkie, telephone or email Isolate yourself or the pupil in emergency		
School meetings to be via webinar/Zoom. This may be available for annual reviews and to communicate with fellow external professionals Continual Professional Development? Inset training days – additional training around Covid 19 Staff illness? Supply staff? Morning and After school clubs? Time to set up class rooms/movement around school? School Time table change to meet new routines? Staff meetings?		
<b>PRIMARY SETTINGS</b> HOLDING OF PUPILS HANDS WILL NOT BE PERMITTED AT THIS TIME RECEPTION AGED PUPILS MUST NOT BE HELD/CARRIED or HUGGED		
Concerns: Who cleans service setting outside of cleaners hours? Can cleaners be present all day? Hand sanitisers – best place to situate them? Provision for pupils who have an allergy to hand sanitisers? Pupil refuses to wash hands/use hand sanitiser? Pupil arrives unkempt- dirty clothes? Changing of pads (Nappies)? Child soils their clothes? Parents / Carers Concerns- contacting school- Reporting to Parents Teachers concerns regarding pupils' welfare? Careful consideration to reassure pupils of current procedures and why? Staff breaks/ lunch time Staff room social distancing		
Notes		

<b>EMERGENCIES</b>		
<p>We cannot plan for an emergency. However, once an emergency has happened once we must put preventative measures in place. (including near misses)</p> <p>An Emergency is a serious, unexpected, and often dangerous situation requiring immediate action.</p> <p>It an emergency the first action must be to reduce risk.</p>		
<p>What would be an emergency in your work place?</p>		
<p><b>Points to include in emergency procedures</b></p> <ul style="list-style-type: none"> <li>· Consider what might happen and how the alarm will be raised.</li> <li>· Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road.</li> <li>· Decide where to go to reach a place of safety or to get rescue equipment.</li> <li>· You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked</li> <li>· Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)</li> <li>· Decide which other key people you need, such as a nominated incident controller or first-aiders</li> <li>· Plan essential actions such as emergency isolation or making processes safe.</li> <li>· You must train everyone in emergency procedures. Don't forget the needs of people with disabilities and vulnerable workers</li> <li>· Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services</li> </ul> <p><a href="https://www.hse.gov.uk/toolbox/managing/emergency.htm">H &amp; S at Work Emergency Procedures.</a> <a href="https://www.hse.gov.uk/toolbox/managing/emergency.htm">https://www.hse.gov.uk/toolbox/managing/emergency.htm</a></p>		
<p>Notes</p>		

