

COVID 19 Return to School Checklist

School name: **Wombridge Primary School**

Date: **02/09/2020**

Hazard/Task	Control Prior to Opening	Prior to opening		Control During opening	During opening		Comments/Action
		YES	NO		YES	NO	
Key Staff members	Person in Charge	√		Person in Charge	√		
First Aid/Illness	First aider	√		First aiders to be available through out the day.	√		Class teachers are qualified first aiders. PPE is available should staff require it.
Safeguarding	Safeguarding lead	√		Safeguarding lead available through out the day. Staff to be proactive.	√		Mrs Hutton/ Mrs Passey/Mrs Wooldridge. All staff proactive.
Site security/cleanliness	Caretaker	√		Caretaker to complete visuals morning and evening.	√		Site Manager
Site security/cleanliness	Cleaners	√		Cleaners - follow T&W guidance	√		Lead cleaner: Steph Frank
Site security/cleanliness	Teacher/TA's	√		Teacher/TA's to follow cleaning advice. All teachers/classrooms have cleaning boxes. Areas frequently touched should be cleaned regularly. Hand sanitiser available in each classroom. Hand washing encouraged throughout the day.	√		Class teachers/TA's to be vigilant to frequently touched areas. Ensure hand washing is encouraged through out the day.
Hand Hygiene	Display hygiene practice posters	√		Hygiene practice posters are displayed in all classrooms, core areas and welfare facilities	√		Lead: Kas Owen
	E Bug material available	√		E Bug material has been implemented and used.			
	Stock of soap available	√		Hand wash soap is in all hand wash facilities and a suitable stock is available	√		Admin staff/caretaker to ensure stock levels remain high.
	Clean Running water	√		Clean running water is available at all sinks	√		

	Paper towels available	√		Paper towels available and used at all hand wash stations as this is the most effective method of hand drying. Hot air dryers should ONLY be used where paper towels not available.	√		Remind children not to use hand dryers. Ensure paper towels are in toilet areas. Caretaker and admin staff to ensure stock levels remain high.
	Waste bin available and emptied at least twice a day	√		Waste bins are put in every working class room and core area and emptied at least twice a day. Arrangements are in place to empty bins as frequency demands	√		Bins to be emptied twice a day and/or as frequency demands.
	Social distancing marked out and monitored	√		Social distancing marks and signs are located throughout the building. Floor plan indicates where they need to be. Social distancing is monitored. Areas should include, reception area, hall, dining room, toilets and any area that pupils may need to queue.	√		Hall not to be used. Floor areas clearly marked, and fenced, to show clear pathways. Staff have practically released transitions and pupil movement to ensure they are clear in their understanding of agreed expectations.
Social Distancing	Appropriate signs at entrance to school			Social distancing signs clearly visible School procedures displayed	√		Professional signage ordered and displayed. These signs will be reviewed and replaced as needed.
	Corridors, classrooms, playground, hall etc 2 metre distancing marked on floor	√		Social distancing marks and signs are located throughout the building. Social distancing is monitored	√		Taped pathways are clear throughout the school to support pupil/ staff movement. There are also marks to support social distancing. Barrier fencing has also been placed to support traveling safely throughout the school environment.
	Desk moved as far away as possible	√		Monitor movement of desks throughout day, ensure at least the 2 metre distance is maintained	√		Desks not to be moved. Desks have been placed by class teachers, to allow for social distancing as much as is practically possible allowing for class size and layout.
	Desk/chairs clearly marked do not use	N/A		Ensure marked desks are not used and the markings/tape is clear all day	N/A		N/A Rooms have been organised to support teaching of bubbles.

	Communication with staff, parents and pupils	√		Communicate social distancing to; • Social distancing signs clearly visible	√	All parents have received calls and letters detailing procedures. These procedures are reviewed regularly.
Managing ill health at school	A dedicated isolation room	√		Dedicated room available all day Room must be cleaned following guidance after use.	√	Front office to be used as isolation room.
	Relevant PPE available	√		Relevant PPE located in admin office.	√	
	All staff have been briefed on the procedures for a pupil or member of staff becoming unwell	√		All staff have had procedure explained.	√	Normal school procedures to be followed if unwell with non-covid symptoms. Covid-19 symptoms: procedure as discussed with staff to be followed led by SLT if occasion arises.
	Specific staff member informed of illness. Refer to Key staff list	√		Unwell pupils referred to: HT If not available refer to: DHT Unwell staff referred to: HT If not available refer to: DHT	√	Normal school procedures to be followed. DHT to be phoned 7 - 7:30am on day of illness.
	Specific toilet facilities for unwell individuals	√		Specific toilet facilities located: Disabled toilet KS2 Facilities must be cleaned following guidance.	√	
	Cleaning products available	√		Cleaning products located: Teacher cleaning boxes.	√	Teacher cleaning stations are to be placed on teacher resource table by each classroom.
School Reception / Entrance	Clear social distancing signs	√		Social distancing signs clearly visible	√	Social distancing signs placed around the school environment: playgrounds, indoors and out the front of the building.
	Removal of furniture	√		Reception area clear of non-essential items	√	Classrooms organised to allow teaching of bubbles.
	Barrier/screen for reception staff	√		Barrier cleaned throughout day	√	

	Hand written signing in book	N/A		Reception staff sign people in	√	
	Sanitising spray available for wiping contact points	√		Sanitising spray and paper towel located: Teacher cleaner box.	√	
	Hand sanitiser available for visitors/contractors	√		Monitor use of hand sanitiser by all visitors/contractors in school	√	Available in reception when signing in with administrator.
Start of day	Opening of windows and doors where possible	√		Keep open where climate allows	√	
	Posters displayed <ul style="list-style-type: none"> • Handwashing techniques • Catch it, bin it, kill it 			Poster around school, within classroom, corridors	√	
	Cleaning of high contact surfaces	√			√	High contact surfaces to be cleaned each evening by cleaners, and during day by TAs.
End of day	Remove all waste from the premises	√			√	
Office Areas	Social distancing between desks	√		Monitor movement of desks throughout day, ensure at least the 2 metre distance is maintained	√	Administrators have organised prior to opening.
	Desk clearly marked not for use	N/A		Ensure marked desks are not used and the markings/tape is clear all day	N/A	Administrators have organised prior to opening.
	Sanitising spray and paper towel available to clean desk and contact areas and equipment	√		Sanitiser spray and paper towels located in main office. Responsibility of each staff member to clean down their own desks and equipment	√	JM/ NL/ LJ to clean equipment as required.

	Hand sanitiser available at printer/photocopier	√		Hand sanitiser located by each photocopier.	√	
Classrooms	Clearly marked out social distancing	N/A		Social distancing marks out in classrooms. Floor plan indicates where they need to be. Social distancing is monitored.		Tables and chairs set to allow for teaching within bubbles. Procedure rehearsed with class teachers to allow for social distancing when pupils move to line up. Pupils to go to the toilet before entering classroom.
	Desks Clearly marked not for use	√		Ensure marked desks are not used and the markings/tape is clear all day	√	Only chairs placed at table where pupil can sit. All other chairs have been removed from the room. Classrooms are set up for the teaching of bubbles.
	Sanitising spray and paper towel available to clean desk and contact areas and equipment	√		Sanitiser spray and paper towels located in the teacher cleaning box.	√	
Corridors	Clear signs of one way system	√		One way signs clearly visible	√	Pathways clearly demarcated using tape on floor and barriers. Staff have rehearsed procedures for movement of pupils and staff during school day.
	Social distancing marked out of the floor	√		Social distancing marks and signs are located throughout the building. Floor plans indicate where they need to be. Social distancing is monitored	√	See above
Breaks	All shared equipment removed from play	√		Any equipment used must be cleaned after each use	√	Designated zones clearly marked on playground. All play equipment has been removed from playground.
	Contact games prohibited	√		Monitor playground games	√	Pupils to be reminded to socially distance when playing.
	Areas marked out on playground/field for social distancing	√		Monitor use of the playground and field	√	Designated zones clearly marked on playground.

	Hand washing completed on return to class	√		Hand wash soap is in all hand wash facilities and a suitable stock is available Clean running water available in all sinks Paper towels available where hand drying facilities are not available Monitor hand washing	√		Outdoor sinks installed to allow children to wash hands when returning to class as well as filling water bottle.
Lunch	Cleaning of tables prior to use	√		Children are eating at their tables in class. Sanitiser and paper towels located in classrooms. Cleaning spray located in classrooms.	√		
	Social distancing markings	√		Social distancing marks and signs are located and monitored.	√		Staff/ TAs on duty to remind staff to socially distance. Socially distancing marks placed on playground.
	Cleaning of tables between use	√		Tables cleaned after use by classteachers/ TA's			
	Screen between kitchen staff and pupils	N/A			N/A		School chefs to place food on plates. Children collect own food, utensils and cutlery in their class bubble.
Welfare facilities	Toilet facilities clean and stocked	√		Toilets check completed for cleanliness and supplies When: Before school and after school. Name: Site manager	√		
Cleaning	Clean schedule in place following T&W cleaning guidance	√		Addition cleaning throughout day completed by Name: Class teachers/ TAs When: Playtimes	√		
	Standard of cleaning	√		Nominated member of staff to monitor' cleaning standard identified by cleaning guidance Name: S Passey/M Hutton	√		Lead cleaner: Steph Frank/ T&W to over see cleaners and cleaning standards.

	Hand Contact surface	√		Staff clean frequently touched areas regularly.	Class teachers/TAs		Pupil tables, taps, sinks, photocopiers, door handles.
Communication Staff Pupils Parents Unions	Newsletters Letters Social media Website Virtual meetings telephone	Class teachers/TAs		Newsletters Letters Social media Website Virtual meetings telephone	Class teachers/TAs		Letters displayed on website prior to opening. Parents contacted prior to opening. Contact with parents to continue using phone calls, web site, newsletter as applicable after opening.
Higher risk Individuals	Individual risk assessments			Monitor by: (DSL) M Hutton When: Prior to pupil if returning to school during covid-19 period. Actioned: (DSL) M Hutton/ class teacher.	√		To be completed prior to higher risk pupil returning to school. Continue to monitor and update.
Pupils	Individual risk assessments	N/A		Monitor by: (DSL) M Hutton When: Prior to pupil if returning to school during covid-19 period. Actioned: (DSL) M Hutton/ class teacher.	√		
Competent persons on site	List of key personnel on site	√		Headteacher/deputy: Mrs S Passey/Mrs Hutton. Add other: Class teachers.	√		