



Byrchall High School

Risk Assessments

- 1 Reviewed and Updated Risk Assessment 19.04.21
 - 2 Arcadis - Operational Readiness Report
 - 3 Bulloughs (Cleaning Contractor) Risk Assessment and Plans Updated 25/02/2021
 - 4 Chartwells (Catering Contractor)
 - 5 Chartwells (Catering Contractor) Additional Risk Assessment 25/02/21
 - 6 Lateral Flow Testing Risk Assessment Updated 19/04/21
 - 7 Privacy Statement
-



Byrchall High School

COVID-19: Operational Risk Assessment

- **Full School Opening from 1st September 2020**
 - **Fully reviewed and Updated for Full Opening: August 1st 2020**
 - **Updated 21st September 2020**
 - **Additions for partial opening from January 2021 added**
 - **Updated for full opening from 08.03.21**
 - **Updated for 19/04/21**
-

Assessment conducted by:	A Finch	Job title:	Deputy Headteacher
Sign off and oversight of delivery	A Birchall	Job title:	Headteacher

Persons Exposed:
Staff, students, contractors, visitors

Date of assessment:	1 st August 2020 Latest Update 18/04/21 for 19/04/21 Opening	Review interval:	Weekly	Date of next review:	Update made as necessary after weekly reviews
---------------------	---	------------------	--------	----------------------	--

Related documents

Relevant Documents:	<p>Government guidance:</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>
----------------------------	--

Risk Matrix

Risk rating	Likelihood of occurrence
-------------	--------------------------

High (H), Medium (M), Low (L)		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further additional actions where necessary	Residual risk rating (H/M/L)
-------------------	-------------------------------------	------------------	--------------------	--	------------------------------

1. Establishing a systematic process of wider opening, including current social distancing guidelines for schools

1.1 Net capacity

Available capacity of the school is reduced when the current social distancing guidelines are applied	H	<p>Full Opening:</p> <ul style="list-style-type: none"> The school has 5 clearly identifiable and separate areas of the school; this allows the 5 Year Bubbles to remain in a designated area throughout the day Review of spaces to enable safe movement around the site and arrangements for delivery of subjects needing specialist rooms Timetable in place- the rooming has been modified so Year Bubbles are taught in their own area for the vast majority of time 	Y	<ul style="list-style-type: none"> Monitor movement and pupils following the guidelines 	L
---	---	--	---	--	---

1.2 Organisation of teaching spaces

Classroom sizes will not allow adequate social distancing	M	<p>Full Opening:</p> <ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks facing forwards as mitigations Teacher advised to teach from the front and maintain 2 metres distance from pupils if possible Teachers to move around and not stand by any pupil for a significant amount of time eg. 15 mins in total Staff not to be closer than 1metre and face to face with pupils or other staff Clear signage displayed in classrooms promoting social distancing around school and where possible in classrooms Pupils are in Year Bubbles following Government guidance Pupils will have a seating plan Lesson planning for individual lessons will minimise the number of contacts that students have, and avoid movement around the classroom Staff and pupils to wear face coverings in classrooms and in all indoor spaces 	Y	<ul style="list-style-type: none"> All other non-essential items and unused furniture and desks safely stored 	L
---	---	---	---	--	---

<p>Large spaces need to be used as classrooms</p>	<p>L</p>	<p>Full Opening:</p> <ul style="list-style-type: none"> • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. For example, if an indoor space is required for a break time, identified and cleaned as part of the normal cleaning rota. • Use of these areas will be limited to Year Bubbles • Before and after school care will be in the LRC/A20 and in year zones 	<p>Y</p>	<ul style="list-style-type: none"> • Monitor before and after school care for capacity 	<p>L</p>
<p>1.3 Availability of staff and class sizes</p>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>M</p>	<p>Full Opening:</p> <ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online or plan lessons and materials. • Flexible and responsive use of teaching assistants and pastoral staff to supervise or support classes is in place. • Full use is made of Government Covid 19 testing to inform staff deployment. • Staff and students requested to complete 2 LFT each week, and log on NHS website and inform school. A PCR test required to then confirm result. • Responsibility of staff, parents and students to report coronavirus symptoms leading to isolation, and any confirmed tests of Covid 19. • Any 'absence' due to illness or other reasons is communicated to school 	<p>Y</p>	<ul style="list-style-type: none"> • Staff information to be regularly updated • School supporting those staff who are identified as "clinically vulnerable" or "clinically extremely vulnerable"- risk assessments for these people • Daily staffing is reviewed by AF 	<p>L</p>
<p>1.4 Prioritising provision</p>					
<p>The continued prioritisation of vulnerable students and the children of critical workers will create 'artificial groups' within schools if schools are instructed to close</p>	<p>M</p>	<p>Full Opening:</p> <ul style="list-style-type: none"> • Remote learning plans are in place when needed • Pastoral and SEND support is deployed wherever possible to support prioritised pupils online through home contact, differentiation of materials or phone support • Inclusion team monitoring students not in school and liaising with other agencies were necessary. • All students are taught in year bubbles when on site 	<p>Y</p>		<p>L</p>
<p>1.5 The school day</p>					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>M</p>	<ul style="list-style-type: none"> • Start and departure times are consistent, but entrances and exits are clearly identified to limit contact between pupils • The number of entrances and exits to be used is maximised. • Bike Sheds available if needed. At all times 1in 1 out. • Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing outside rooms • Behaviour policy modified 	<p>Y</p>	<ul style="list-style-type: none"> • Entry points and exit points identified for each group- ongoing monitoring needed • Hand washing/sanitiser on arrival for all students. Identified areas for each group linked to identified toilet areas. 	<p>L</p>

		<ul style="list-style-type: none"> • Parent pick- ups to occur outside of the school grounds to allow appropriate social distancing. • Parents of some SEND students to collect from the front car park, and will have a pass • Taxis to wait in identified car park bays for students. They must not come into reception. 			
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Current guidance is that mitigations are in place if social distancing cannot be maintained • Staff and students to wear face coverings for movement around school • Pupils remain in Year Bubble areas, and staff move between the areas • Movement between lessons has been minimised • Circulation plans have been reviewed and revised. • One-way systems are in place where needed • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. In particular, entrances and exits. • Entrance and exits identified • Movement of students around school is minimised as much as possible, with students staying in specific classrooms. • Students are regularly briefed regarding expectations • Appropriate duty rota and levels of supervision are in place at all times, including on the approaches to and from school. • Staff to inform SLT of any incidents of non-compliance and home contact made • Face coverings to be worn in all indoor spaces 	Y	•	M
1.7 Curriculum organisation					
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Gaps in learning are addressed in teachers' planning • HODs have planned for a modified POS to address gaps in learning. • Remote learning plan available for pupils unable to be in school due to being Clinically Extremely Vulnerable or isolating, or if partial closure of the school • Exam syllabi are covered and supported by revision materials and online apps and websites • Individual student needs/groupings have appropriate and differentiated planning and resources according to their need. • Continued updates to staff at school and curriculum level to support planning and QA of provision • Access to technology by students is monitored and provision of devices and data allowances arranged for pupils who need this 	Y	<ul style="list-style-type: none"> • Online provision for all year groups continually enhanced and developed and available when needed • Departments provided plans and resources online, and also available for printing and posting if required 	M/L
1.8 Staff workspaces					

<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	M	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Offices to be ventilated, if able, and cleaned regularly. • Staff room and department workrooms allocated and modified to ensure better social distancing. • Only specific staff will use identified work stations in admin offices • Limited number of staff in main office and other offices and workrooms • Staff have identified work/refreshment/relaxation areas • Hand sanitisers available in key areas, and individual bottles supplied to all staff if requested • Staff to clean any hard surfaces they use before leaving • Hard surface cleaner is available from site staff • Other staff not permitted in the Main Office without permission. • Parents/other visitors must maintain 2 m distance in Reception. Visitors are not allowed anywhere else within school • Staff to ask queries of Main Office staff through the glass doors in Reception • Guidance notices displayed on all office areas • Face coverings to be worn in buildings when other people are present 	Y	<ul style="list-style-type: none"> • Reminders to staff at regularly points • Monitoring of the provision to ensure appropriate 	M/L
<p>1.9 Managing the school lifecycle</p>					
<p>Limited progress with the school's calendar and workplan because of COVID-19 measures</p>	M	<ul style="list-style-type: none"> • School calendar has been rationalised and will be modified when needed • Senior Leadership Team (SLT) and staff action plans in place • School and Faculty development plans reviewed in light of C-19 ongoing • On-line Parents' Evenings have been arranged and a modified assessment calendar in place 	Y	<ul style="list-style-type: none"> • Ongoing review of calendar and development plans and modifications needed 	L
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	M	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities and apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	Ongoing Plan	<ul style="list-style-type: none"> • Plans created for the Sept 2021 intake and Year 11 leavers 	L
<p>1.10 Governance and policy</p>					
<p>Governors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online meetings are held regularly with Governors/Trustees. • Governing/Trust bodies are involved in key decisions on operations. • Governors/Trustees are briefed regularly on the latest government guidance and its implications for the school. • Governors/Trustees receive all parent updates, letters and planning documentation 	Y	<ul style="list-style-type: none"> • Communication frequency agreed with the Trust and SLT members responsible for different facets identified. 	L

		<ul style="list-style-type: none"> • Governance/Trustee meeting cycle • Normal Headteacher's/CEO Report and Safeguarding reports published 			
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> • All relevant policies to be revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Modifications to Safeguarding, Behaviour, Electronic Information and Communication Systems, Fire Safety, Health and Safety, SEND and Medical policies to reflect the re-opening challenges. Protocols to be modified. • Staff, pupils, parents and governors have been briefed accordingly. • Paper and electronic copies used to share protocols with stakeholders 	Y	<ul style="list-style-type: none"> • All policies to be on website when updated and shared with staff 	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff ○ Students ○ Parents ○ Governors/Trustees ○ Local authority ○ Regional Schools Commissioner ○ Professional associations 	Ongoing	<ul style="list-style-type: none"> • Regular Headteacher update sent to parents. • Regular governor and trust updates • Edulink and e-mail messages • Website updates with all correspondence and guidance • Staff receive regular updates and attendance at an online meeting when needed • Updated documentation shared with staff 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • Revised sections of staff handbook is issued to all staff • Operational plan shared with all staff • Regular reminders for all staff. These will include: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management- social distancing ○ Safeguarding ○ Safe staffing ratios ○ Risk management ○ First Aid ○ Electronic Information and Communication Systems ○ Online Learning Policy 	Y	<ul style="list-style-type: none"> • All staff reminded of expectations • All staff receive copies electronically of the documents and guidance as it is updated 	L

New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook and guidance is issued to all new staff prior to them starting. • Full induction for new staff 20/21 	Y	<ul style="list-style-type: none"> • On-going induction and support for staff • All staff reminded of expectations • All staff receive copies electronically of the documents and guidance 	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them	M	<p>Full Opening:</p> <ul style="list-style-type: none"> • Catering provided in school and will be available for all entitled to FSM 	Y	<ul style="list-style-type: none"> • Consider approach if another lockdown happens and school is partially closed, or pupils isolating, or for pupils unable to attend school who are entitled to FSM 	M
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<p>Full opening:</p> <ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school opens and mitigation strategies are put in place and communicated to staff: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times (if later phase involves lunch provision) • SEND • Staff Risk assessments • Pupil Risk assessments • Written guidance produced for all and regularly reminders and updates given • Subject risk assessments modified for the current situation and latest government advice • Risk Assessment in place for Lateral Flow Testing, in line with current government guidance • Guidance on extra-curricular activities is followed 	Y	<ul style="list-style-type: none"> • Reviewed regularly • All staff receive copies electronically as the documents and guidance are updated • Pupils regularly reminded of expectations 	L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> • Students all encouraged to walk or cycle to school. • Bike area available and ensures social distancing can occur • The details of how pupils will travel to and from school are known prior to opening via public buses 	Y	<ul style="list-style-type: none"> • Communications to parents ensure that they are aware of transport arrangements, changes, limitations and expectations regarding student conduct. 	L

		<ul style="list-style-type: none"> LA guidance from TfGM used to inform planning for staggered start and departure. Further analysis of Merseyside travel also used to inform arrangements Mandatory face covering on public transport Parent pick-up away from school entrance Liaison with taxis currently in place for vulnerable students to ensure safe practices are being followed. Taxis must park in Visitor section in the Car Park and drivers not enter the building Family calls identify transport issues 			
--	--	--	--	--	--

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A change to the current work plan for cleaners in place after liaison with Bulloughs An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Site Manager shares all cleaning operation plans and wider school protocols with all site staff Operational plan shared with all staff. Clear protocols are in place to ensure all cleaning procedures are adhered to. All rooms to be tidy at all times, with a clear desk policy 	Y	<ul style="list-style-type: none"> Staff and students to support with cleaning desks when a change of person during the day Additional risk assessment from Bulloughs to be signed 	M
---	---	---	---	--	---

2.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> Daily monitoring of handwashing facilities and sanitiser dispensers is undertaken Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Sanitisers and hand gel are available in all teaching rooms and in public spaces including offices and reception areas. 	Y	<ul style="list-style-type: none"> 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff to remind pupils of the need to wash their hands regularly and frequently. Students will routinely wash hands prior to entry in designated sink areas and guidance issued on: <ul style="list-style-type: none"> Transmission <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with 	Y	<ul style="list-style-type: none"> 	L

		<p>respiratory secretions and then touching one's own mouth, nose, or eyes.</p> <ul style="list-style-type: none"> ○ Handwashing <ul style="list-style-type: none"> ▪ Handwashing is one of the most important ways of controlling the spread of infections, ▪ The recommended method is the use of soap, warm water and paper towels. ▪ Always wash hands after using the toilet, when moving around the building before eating or handling food. ○ Coughing and sneezing <ul style="list-style-type: none"> ▪ Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. ▪ Wash hands after using or disposing of tissues <ul style="list-style-type: none"> ● Posters and guidance to reinforce the need to wash hands regularly and frequently are displayed around the site. ● All students to wash hands before entering any learning space. ● Sanitiser available if no immediate washing facilities ● School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 			
2.3 Clothing/fabric					
Clothing may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> ● Policies are agreed prior to the school opening on the wearing of uniforms by students and business dress by staff to minimise risks ● Government guidance that normal washing is sufficient. ● Expectations and guidance from the government are communicated to parents. 	N	<ul style="list-style-type: none"> ● No uniform should be loaned out to students. 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> ● Take fabric chairs out of use, where possible. 	N	<ul style="list-style-type: none"> ● Fabric Chairs minimised or removed from learning places if appropriate 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<p>Full opening:</p> <ul style="list-style-type: none"> ● Guidance on getting tested has been published and shared with staff. ● The guidance has been explained to staff as part of the induction process. ● Post-testing support is available for staff ● Guidance is included in staff, parent's and students' guidance booklets ● Risk Assessment and plans in place for Lateral Flow Testing, in line with current government guidance for the in- school testing from 19/04/21. Staff and students requested to conduct 2 LFT per week and report to NHS. Positive cases reported to school, and PCR tests arranged to confirm result. ● Guidance sent to parents and staff about LFT home testing 	Y	<ul style="list-style-type: none"> ● Continue to monitor changing guidance from the Government ● Staff who have suspected Covid 19 symptoms to seek PCR test ● Students who have suspected Covid 19 symptoms suspected asked to seek PCR test to protect staff 	M

<p>Infection transmission within school due to staff/students (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any student or staff displaying symptoms at school. This includes the advice to use testing facilities for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. • Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any COVID-19 symptoms in staff or students is collated • Positive cases reported to PHE/local Wigan LA monitoring group 	<p>Y</p>	<ul style="list-style-type: none"> • Monitoring changes in national guidance • Monitoring overview of infection cases in school 	<p>M</p>
<p>Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff, parents and students as part of the process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Monitor the changing guidance to ensure staff and families are clear about updates and how to access testing as soon as possible. • Regular updates to all and information on website 	<p>L</p>
<p>Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • The school website has all appropriate guidance readily available. 	<p>Ongoing</p>	<ul style="list-style-type: none"> • School letter templates generated, ready for when needed 	<p>M</p>
<p>2.5 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Staff rotas clearly identify qualified First Aiders • PPE equipment purchased for staff and cleaning staff for use if close proximity to people or necessary as per guidance • Staff had guidance on social distancing whenever possible 	<p>Y</p>	<ul style="list-style-type: none"> • Full list of First Aiders collated in school. Designated First Aiders always included on staffing rota • Staff guidance on use of PPE for identified staff • A programme for training additional staff 	<p>M</p>
<p>2.6 Medical rooms</p>					

<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place • Conservatory is for students with suspected COVID-19 whilst collection is arranged. Collection routes identified to minimise any contact with people. • Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE equipment available. • Staff will be provided with appropriate PPE and are asked to follow Government guidelines 	<p>Y</p>	<ul style="list-style-type: none"> • 	<p>M</p>
---	----------	---	----------	---	----------

2.7 Communication with parents

<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<p>M</p>	<ul style="list-style-type: none"> • As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations regularly using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent and student handbooks created. • Behaviour policy updated to highlight importance of following procedures. 	<p>Y</p>	<ul style="list-style-type: none"> • Parents receive key health and safety information including public health guidance and school procedure should clearly show if student/staff show symptoms as updates are received • Updated information is placed on website 	<p>L</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced regularly via email, text and the school's website. • Key messages provided through correspondence and links to guidance. • Revised behaviour policy sent to parents, governors and staff. • Students also given guidance of key actions if they feel ill 	<p>Ongoing</p>	<ul style="list-style-type: none"> • All revised documentation shared with relevant people, and on school website 	<p>L</p>

2.8 Personal Protective Equipment (PPE)

<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; First Aiders; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of it safely in alternative waste provision for clinical waste. • Foot operated waste bins purchased for clinical waste 	<p>Y</p>	<ul style="list-style-type: none"> • Staff who are going to work in close contact with students e.g. assisting with toileting, have access to appropriate PPE at all times 	<p>M</p>
---	----------	---	----------	---	----------

3. Maximising social distancing measures

3.1 Student behaviour

<p>Students' behaviour on return to school does not comply with social distancing guidance</p>	<p>M</p>	<ul style="list-style-type: none"> • Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters. • Staff model social distancing consistently. • Parents receive the modified behaviour Policy • The movement of students around the school is minimised. Year Bubbles • Students are not in peer friendship groups. • Large gatherings are forbidden. The only unstructured time is the break and lunchtime taken in the designated areas, as per the plan. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Exclusion or internal isolation to be used if students fail to comply. 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Students identified that are potentially challenging and parental contact made. 	<p>L</p>
---	----------	--	----------------	---	----------

3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • Most furniture not in use has been removed from classrooms and teaching spaces • Staff and students wear face coverings in classrooms • Desks face forward as mitigation • Teacher teaches from the front mainly as mitigation • Teacher remains at the front and 2m away from students if possible • Teacher does not face pupil directly from 1meter or less for 1 minute or more • Teacher does not stand in-front of a student, for a significant amount of time eg. 15 mins, within 2 metres but keeps moving around the front • All sinks cleaned rigorously and designated for handwashing • All non- essential items are stored or removed from key learning spaces. • Arrangements in classrooms are reviewed regularly. • Spaces selected are well ventilated and have appropriate entrance and exit points. • General resources should not be shared, and pupils bring their own equipment • Practical subjects have their own risk assessments relating to resources 	<p>y</p>	<ul style="list-style-type: none"> • Continual review of learning spaces to ensure they are fit for purpose. 	<p>L</p>
--	----------	--	----------	---	----------

3.3 Movement in corridors

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff and students wear face coverings in classrooms and inside buildings • Circulation plans have been reviewed and amended. • Circulation routes are clearly marked with appropriate signage. • Students line up at designated points prior to entry. Teaching staff and SLT to monitor and support. • Any pinch points/bottle necks are identified and managed accordingly by supporting staff and SLT • The movement of students around school is minimised as much as possible. • Where possible, students stay in classrooms and staff move around. • Students are briefed regularly regarding observing social distancing guidance whilst circulating. • Students and staff to wear face coverings when moving around public spaces • Appropriate supervision levels are in place, unless exempt • Staff and students wearing face coverings in corridors • Increased signage 	<p>Y</p>	<p>•</p>	<p>L</p>
<p>3.4 Break times</p>					
<p>Pupils may not observe social distancing at break times</p>	<p>M</p>	<ul style="list-style-type: none"> • Breaks for students in identified areas in Year Bubbles, supervised by staff. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced. • Toilets are cleaned throughout the day according to rota- after registration, after break, after lunch and at the end of the day • Face coverings to be worn indoors 	<p>Y</p>	<p>•</p>	<p>L</p>
<p>3.5 Lunch times</p>					
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Online ordering in place • Catering is brought to the pupils in their Year Bubble areas • Pupils to face forward in lunch indoor areas • Eating areas are cleaned after lunch • Face coverings to be worn indoors 	<p>Ongoing</p>	<p>•</p>	<p>M</p>
<p>3.6 Toilets</p>					

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Identified toilets for each Year Bubble Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Students know that they can only use the toilet one at a time. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Students are reminded regularly on how to wash hands and some are identified as needing to be supervised in doing so. 	Y	<ul style="list-style-type: none"> 	L
3.7 Medical Rooms					
The configuration of designated medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> Designated medical rooms with capacity – Conservatory for suspected Covid cases Social distancing provisions are in place for designated medical rooms Procedures are in place for designated medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Monitor capacity 	L
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (distance marked on floor from reception desk). Signage for parents will be on the front entrance to the school to prevent any entry without permission. Visitors to school are minimised. Any deliveries should be cleared with the site staff All visitors to the site must ring beforehand Waiting area outside for visitors prior to entry. Receptionist to contact SLT to see visitors outside or in reception 1 at a time. Arrangements are in place for segregation of visitors. No one attends the school without an appointment or pre-calling. Face coverings to be worn in Reception by visitors Visitors complete declaration about well-being and are made aware of the school's procedures in place during this time 	Ongoing	<ul style="list-style-type: none"> All possible contacts, such as meetings with external people, to be held online 	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Slight staggering of classes on departure 	Y	<ul style="list-style-type: none"> 	M

3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance is in place for students and parents on how social distancing can be observed on public transport. This includes advice on the mandatory use of face coverings in force Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Timetable for public buses provided. Students encouraged to walk/cycle to school. Face coverings should be worn on buses 	Y	•	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms, work areas and offices has been undertaken prior to the school opening to allow for social distancing between staff. Identified areas for refreshments for staff. Staff refreshment area in Staffroom and around school to be cleaned at regular points during the day. 	Y		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Ongoing	<ul style="list-style-type: none"> Ongoing sharing of guidance and robust records of student medical conditions, shielding or in self-isolation. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within clinically vulnerable groups or who are clinically extremely vulnerable have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. 	Ongoing	<ul style="list-style-type: none"> Ongoing sharing of guidance and robust records of staff medical conditions held by AF and updated regularly, and shared with Head teacher 	L

		<ul style="list-style-type: none"> Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Staff who are classed as Clinically Vulnerable to discuss the generic risk assessment for this group with their line managers, alongside the whole school risk assessment All staff who are clinically extremely vulnerable put them at increased risk from COVID-19 and have an individual risk assessment when in school. This was reviewed 19/04/21 Current government guidance is being applied and followed. 			
4.2 BAME					
Staff and students who are BAME	L	<ul style="list-style-type: none"> Staffing who self-identify in these groups to share any concerns with Line Manager Students who are BAME have increased risk from COVID 19 Mitigations in place for social distancing, enhanced hygiene in school Staff have a risk assessment 	Ongoing	<ul style="list-style-type: none"> Reviewed when concerns raised Ongoing monitoring 	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health advice is shared with students Resources/websites to support the mental health of students are provided. Staff have had online CPD to support this 	Ongoing	<ul style="list-style-type: none"> Phone call home taking place through pastoral/attendance/Inclusion and SLT Planned pastoral support 	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and emails have included content on wellbeing. Staff have been signposted to useful websites and resources. Opportunities to update the Headteacher 	Y	<ul style="list-style-type: none"> Resources for staff and other adults shared via the school website 	L

Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any students who need to stay at home. 	Y	<ul style="list-style-type: none"> • Reviewed when needed 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Pastoral/ SLT to maintain records of affected families and monitor students who may be a cause for concern to plan appropriate support. 	Y	<ul style="list-style-type: none"> • Further materials made available 	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children if the school is closed for the majority	M	<p>Full opening:</p> <ul style="list-style-type: none"> • Current government guidance is being followed • Liaison with parents who are key workers and the parents of vulnerable children to agree required provision if needed • Curriculum provided via Edulink and printed resources • Full Remote Learning Plans in place for when needed • Pupils at home can access remote delivery via Microsoft TEAMS 	Ongoing	<ul style="list-style-type: none"> • Monitoring engagement/accessing of students in remote lessons 	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements and do not comply with the RR(FS)O BB100	H	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Reduced numbers of students/staff ○ Possible absence of fire marshals ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Physically test the fire alarm system and emergency lights are operational. 	Y	<ul style="list-style-type: none"> • Testing done weekly • All fire checks done weekly • Ongoing checks for obstructions • Students and staff briefed on any new evacuation procedures 	L

		<ul style="list-style-type: none"> Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational. Fire drills should continue to be held as normal. Review, update and test individual named Personal Evacuation Plans 				
7.2 Managing premises on reopening after lengthy partial closure						
School wider opening after partial closure	M	<ul style="list-style-type: none"> The school site has been cleaned by staff from the cleaning contractors Bulloughs Risk assessment by Bulloughs completed All rooms have been tidied and resources put away to facilitate effective cleaning School has a clear desk policy and staff have been asked to put books, resources, etc away to facilitate cleaning 	Y	<ul style="list-style-type: none"> Ongoing cleaning process and plan following Government guidance 	L	
Legionella Management is not compliant with HSG 274	M	<ul style="list-style-type: none"> Domestic hot water services This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Continue hot water generation servicing in line with your legionella maintenance schedule. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274. If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. 	Y	<ul style="list-style-type: none"> Site staff maintain rota to ensure compliance 	L	
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment are not fulfilled	L	<ul style="list-style-type: none"> Thorough Examination & Testing The statutory obligations to TE&T remain in place. All reasonable efforts made to arrange for TE&T to be carried out within the statutory time limits. 	Y	<ul style="list-style-type: none"> HSE Guidance Note to Duty holders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm 	L	
Asbestos Management procedures are not followed.	L	<ul style="list-style-type: none"> No maintenance or alterations to the building have taken place during the closure. Inspect the building before opening to increased number of students. If any damage to rooms containing or suspected asbestos material is identified we will contact our asbestos consultant for further advice. 			L	

		<ul style="list-style-type: none"> Plans for any asbestos work to be completed by specialist contractors 			
<p>The site is poorly ventilated and does not comply with HSWA 74 W(HSW)R92 DoE BB103. Building Regulations</p>	M	<ul style="list-style-type: none"> Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. All doors open wherever possible Open windows and doors in classrooms to promote through ventilation. 	Y	<ul style="list-style-type: none"> All Site staff and teaching staff reminded of the importance of ventilation. 	L

7.3 Contractors working on the school site

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	L	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. Entrance and departure are monitored by site staff. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). Face coverings to be worn in public areas 	Y	<ul style="list-style-type: none"> No contact with students or other stakeholders beyond Site staff link. All contractors signed in and out of building. Any breaks are taken in the car park. 	L
---	---	--	---	--	---

8. Finance

8.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. 	Y	<ul style="list-style-type: none"> Ongoing monitoring of additional spending monitored regularly against savings on staffing, resources and utilities Explore if a need to apply for additional Government funding due to increased costs due to Covid 19 	L
--	---	--	---	---	---

		<ul style="list-style-type: none"> The school's projected financial position has been shared with governors and trust. Monthly Budget monitoring taking place with CEO, CFO, Business Manager and Chair of Trustees and Chair of Finance 			
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The Trust/ governing body continues to meet via online platforms. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to Trustees/Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Trustees/Governors and those governors with designated responsibilities is in place. Minutes of Trust and Governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y	<ul style="list-style-type: none"> Ongoing communications with Trust and Governors calendared and minutes shared Updated risk assessments and operational plans shared 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Car Parking	M	<ul style="list-style-type: none"> Car Park has a Visitors' area to allow for Taxis to collect students All staff enter the building through reception and arrive at staggered time. Only two people allowed at any time in reception to allow for social distancing. Several car parks and entrances to school for staff Parents to park off site Hand sanitisers next to sign in Reception and reminder about face coverings 	Y	<ul style="list-style-type: none"> Car Parking and site entrance and movement to be reviewed weekly 	L



Byrchall High School



Warrington Road, Ashton-in-Makerfield, Wigan, WN4 9PQ

School Operational Readiness Audit and Assurance Report

Overview

Audit Proforma Tracker

School's Further Action Form

Angela Finch
Deputy Head Teacher

01942 728221
Telephone Number

The School Operational Readiness audit review encompasses three key areas comprising:

- Curriculum – including review of measures taken relating to group size planning, timetabling and staffing
- Operational – including review of measures taken relating to effective infection protection and control, PPE, shielding clinically vulnerable children and adults, risk assessments, cleaning regime, travel plan and communications.
- Asset/Building – including review of measures taken relating to statutory compliance, premises management, supply chain management, Fire Risk Assessment and Asbestos Management.



Audit Outcome Summary



Chris Newton
Auditor Name

15 June 2020
Date of Audit

Byrchall High School is located in a residential area within Ashton in Makerfield, Wigan. The school comprises of numerous blocks with internal courtyards. The school is generally well set up in terms of its policies and guidance for the return of year 10 including the set up of classrooms, however, the school were still in the process of implementing some of the physical changes such as signage, hand sanitiser and final preparations to some classrooms identified for use but not yet set up. Should the situation/government guidance change to accept more pupils in September consideration should be given to re-assess the physical changes and policies to reflect the increase in pupil numbers.

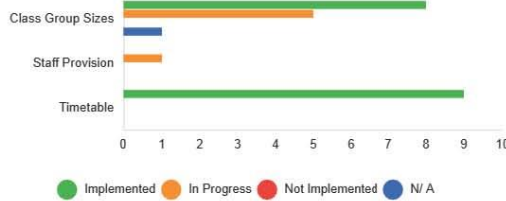


CURRICULUM

Action Plan Status



Implementation of Action Plan Status



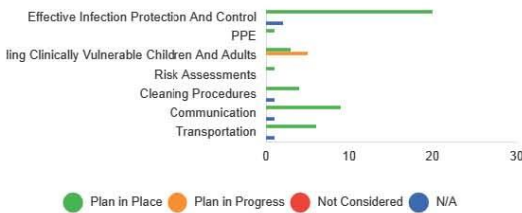
6
Actions Required

6
Open Status

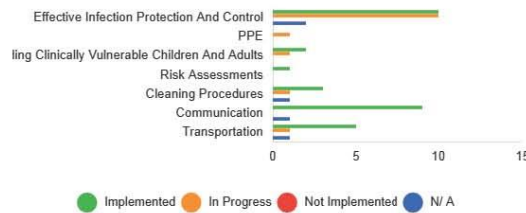
18
Closed Status

OPERATIONAL

Action Plan Status



Implementation of Action Plan Status



14
Actions Required

14
Open Status

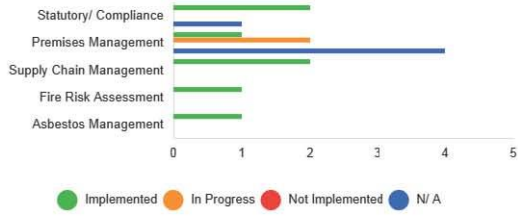
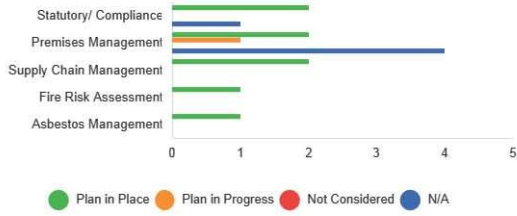
35
Closed Status

ASSET/ BUILDING

Action Plan Status

Implementation of Action Plan Status

2



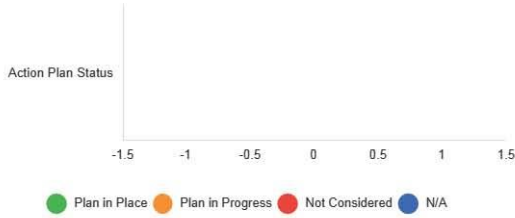
4
Actions Required

2
Open Status

12
Closed Status

FURTHER ACTIONS

Action Plan Status



Implementation of Action Plan Status



0
Actions Required

0
Open Status

0
Closed Status

Item	Theme	Element	Response	Action Plan Status	
1	CURRICULUM				
2	1.01	Class Group Sizes	Arrangements for Small Groups	Have you considered ensuring children, young people, and staff where possible, only mix in small consistent groups and that those small groups stay away from other people and groups?	Plan in Place
3	1.02	Class Group Sizes	Classroom Set Up	Have you considered how classrooms will be set up to ensure 2 metre social distancing is adopted such as 50% occupation, desks 2 metres apart from each other, Teachers desk 2 metres away etc?	Plan in Place
4	1.03	Class Group Sizes	Staff Ratios	Have you considered staff ratios and resources to deliver all levels of the curriculum and year groups?	Plan in Place
5	1.04	Class Group Sizes	Primary School Class Sizes	Have you considered splitting classes in half for primary school children, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)?	N/A
6	1.05	Class Group Sizes	Teaching Assistant Led Classes	Have you considered a policy for teaching assistants to teach small groups working under the direction of a teacher?	Plan in Place
7	1.06	Class Group Sizes	Vulnerable and Critical Worker Children	Have you considered measures for vulnerable children and children of critical workers in other year groups to be split into small groups of no more than 15 with desks spaced as far apart as possible?	Plan in Place
8	1.07	Class Group Sizes	Secondary School Class Sizes	For secondary schools and colleges, have you considered generally splitting classes in half with classrooms and workshops rearranged with sitting positions 2 metres apart? Are there any instances where the space has been rearranged to suit 2m social distancing between desks to support classes of more than half?	Plan in Place
9	1.08	Class Group Sizes	Shared Spaces	Have you considered the use of halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place	Plan in Place
10	1.09	Class Group Sizes	Secondary School Class Sizes	Have you considered ensuring that only a quarter of pupils in year 10 and year 12 are in school at any one time	Plan in Place
11	1.10	Class Group Sizes	Class Size Contingency Planning with the LA	Have you considered policies to discuss options with your local authority or trust where any setting cannot achieve these small groups due to lack of classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. This may include attending nearby schools or prioritising year groups focusing first on continuing to provide places for priority groups and then prioritise groups of children as follows: - early years settings: 3&4 year olds - infant schools - nursery and reception - primary schools - nursery, reception and year 1	Plan in Place
12	1.11	Class Group Sizes	Space Utilisation	Has consideration been given to effective space utilisation (identifying new spaces for classrooms to be used such as halls or other rooms given classroom occupation is reduced? if yes list and note "suitability" and actions required to bring into use, limitations, etc.	Plan in Place
13	1.12	Class Group Sizes	Children Grouping	Have you considered how to ensure children and young people are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days?	Plan in Place
14	1.13	Class Group Sizes	Staff Grouping	Have you considered measures to ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff?	Plan in Place
15	1.14	Class Group Sizes	Same Classroom Usage	Have you considered measures to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day?	Plan in Place

Implementation of Action Plan Status	Observation/ Issue	Actions Required (Y/N)	Recommended Action	Status
Implemented	School advised it is taking back year 10 only and opening based on 5 children per class. For key workers there is a separate area of school set up which has been in place from the outset. Four separate buildings have been identified with only 5 in each building for first two weeks. For the second 3 weeks, a second classroom will be provided and groups will be in two separate classrooms. Staff in pods and children in pods who will not cross over. All will come through main entrance gates (key worker separate entrance). Two senior leaders will be responsible for each of the 4 areas plus Angela Finch responsible for Key worker group.	No		Closed
Implemented	Five desks per class set up to socially distance. Two teachers will be in class at one time. All other furniture has either been removed or taped up at the back of the classroom.	No		Closed
In Progress	Two teachers per class in year 10. Teaching Assistants are in key worker groups. TA attached to each pod in year 10. Four teachers to each pod who will be in the class together. TA to help anyone with SEN or to escort children with toilet breaks.	Yes	This will have to change in September to allow for the increased number of students attending, however, in place and sufficient for now.	Open
N/A	N/A	No		Closed
Implemented	TA will support as necessary. SEN department have developed their own risk assessment to accommodate this.	No		Closed
Implemented	Separate pod with 5 in a classroom with a teacher and TA. This will be maintained going forward in four separate pods. Teachers stay with individual pod on a weekly rota.	No		Closed
In Progress	Yes. Cym will be used for anyone who is ill. No spaces will be used where a class of more than half could be accommodated at present however there are spaces in the school where this could be accommodated.	Yes	Consider utilising larger spaces should plans change in September to accommodate additional children.	Open
Implemented	All children have a designated outside area to go for lunch or break. Year 10 to go home at 1pm and therefore no lunch required or needs to be accommodated. Key worker children are allowed to bring packed lunches in to the setting. School to provide drink and snack to year 10 in the morning. Year 10 to be in for 4 hours and staggered in 10 minute starts.	No		Closed
In Progress	Only 1/8th of the year 10 group will be present at the very start and then the school will be gearing up to accommodate 1/4 of the year group in 2 weeks time. The classes in place at present can accommodate these numbers but further alterations are to be implemented to the remaining classrooms in the next two weeks.	Yes	Ensure the remaining classrooms for year 10 groups are set up for their return in two weeks time in the same manner the existing classes are set up.	Open
Implemented	No requirement at this stage to discuss options with LA to accommodate children. School attend virtual meetings with LA and issue RA's to them.	No		Closed
In Progress	Okay at present given only year 10 are coming back. Consideration not yet given to accommodating wider groups however there are lots more spaces available including specialist teaching rooms.	Yes	Consideration to be given for future group sizes and space utilisation pending government guidance for a September return.	Open
Implemented	Yes. Pods have been agreed to prevent interaction across groups including staggered start and finish times and separate break/lunch areas.	No		Closed
In Progress	One teacher is assigned to a pod however this will be a pod of maximum of 25 children at any given time as they will teach separate pods of 5 on consecutive days. This is mitigated by the overall pod being a maximum of 25 at any given time.	Yes	Consider amending staff/timetable ratios to prevent one teacher meeting multiple groups of 5 over consecutive days that will ultimately reduce the larger pod of 25.	Open
Implemented	Yes. The following classrooms and WC provisions will be implemented for each 'pod': - Rooms: G1 and G4 - WC Provision: Gerald Accessible WC - Outside Area: Year 7 area outside Garard - Rooms: T1 and T2 - WC Provision: A10 Toilets - Outside Area: Teague Yard - Rooms: A4 and A5 - WC Provision: Wall Toilets - Outside Area: Year 7 front of school - Rooms: W6 and W5 - WC Provision: Wall Toilets - Outside Area: Wall Area.	No		Closed

Item	Theme	Element	Response	Action Plan Status	
16	1.15	Staff Provision	Staffroom Welfare	Has consideration been given to providing staff welfare provisions such as reducing the number of seats in staffroom/staggered breaks/maintaining social distance etc.?	Plan in Place
17	1.16	Timetable	Refresh of Timetable to Accommodate Social Distancing	Has consideration been given to refreshing and updating the timetable considering social distancing measures?	Plan in Place
18	1.17	Timetable	Lessons to Be Delivered	Has consideration been given to what lessons or activities will be delivered?	Plan in Place
19	1.18	Timetable	Outdoor Class Activities	Has consideration been given to any lessons or classroom activities that could take place outdoors including utilising canopies outdoor classrooms etc?	Plan in Place
20	1.19	Timetable	Timetabling to Reduce Movement Around School	Has the timetable been used to consider a selection of classrooms or other learning environments to reduce movement around the school or building?	Plan in Place
21	1.20	Timetable	Staggering Assembly Times	Has consideration been given to stagger assembly groups and how this may be accommodated to maintain social distancing protocols?	Plan in Place
22	1.21	Timetable	Staggering Break Times	Has consideration been given to stagger break times (including lunch), so that all children are not moving around the school at the same time and to avoid larger groups of children mixing?	Plan in Place
23	1.22	Timetable	Staggering Pick Up and Drop Off Times	Has consideration been given to stagger drop-off and collection times?	Plan in Place
24	1.23	Timetable	Remote Learning	For secondary schools and colleges, has consideration been given to how best to supplement remote education with some face to face support for students?	Plan in Place
25	1.24	Timetable	Parent Drop Off and Pick Up Procedure	Has a plan been considered for parents' drop-off and pick-up protocols that minimise adult to adult contact? such as floor demarcation and signage?	Plan in Place
26	OPERATIONAL				
27	2.01	Effective Infection Protection And Control	Respiratory Hygiene Signage	Has signage been considered ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach?	Plan in Place
28	2.02	Effective Infection Protection And Control	Minimising Contact with Those Who Are Unwell	Have you considered how to minimise contact with individuals who are unwell, i.e. reporting procedures to inform school of unwell Staff/Children and policy in place to ensure they do not attend childcare settings, schools, or colleges?	Plan in Place
29	2.03	Effective Infection Protection And Control	Hand Washing Signage	Have you considered signage being present at relevant points advising on cleaning hands more often than usual and advice on washing hands thoroughly for 20 seconds with running water and soap?	Plan in Place
30	2.04	Effective Infection Protection And Control	Hand Washing Facilities and Signage	Have you considered facilities/signage to inform and enable staff/children etc. to clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing?	Plan in Place
31	2.05	Effective Infection Protection And Control	Sanitiser Distribution	Have you considered if there are sufficient alcohol hand rub or sanitisers appropriately distributed throughout the school with signage advising on usage? (particularly in the absence of handwash facilities)	Plan in Place
32	2.06	Effective Infection Protection And Control	Infection Control Signage	Have you considered signage encouraging staff and children not to touch their mouth, eyes, and nose?	Plan in Place
33	2.07	Effective Infection Protection And Control	Hand Washing Assistance for Younger Children	Where applicable, have you considered how help can be made available for children and young people who have trouble cleaning their hands independently?	N/A
34	2.08	Effective Infection Protection And Control	Infection Control Education	Where applicable, has consideration been given on how to encourage young children to learn and practise these habits through games, songs, and repetition?	N/A
35	2.09	Effective Infection Protection And Control	Bin Emptying	Have you considered a policy to ensure that bins for tissues are emptied more frequently throughout the day?	Plan in Place
36	2.10	Effective Infection Protection And Control	Ventilation	Where possible, have you considered keeping spaces well ventilated using natural ventilation (opening windows) or ventilation units and doors propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation?	Plan in Place
37	2.11	Effective Infection Protection And Control	External Access to Rooms	Can rooms be accessed directly from outside where possible?	Plan in Place
38	2.12	Effective Infection Protection And Control	One Way Circulation Routes	Has consideration been given to one-way circulation, or a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors?	Plan in Place

Implementation of Action Plan Status	Observation/ Issue	Actions Required (Y/N)	Recommended Action	Status
In Progress	Staff welfare facilities have been set up in the buildings they are teaching their pod in. These include: -C9 -T3 -A6 -W4 Staff also take part in a wellbeing survey once every 2 weeks.	Yes	This is currently in the process of being finalised by the school. Fabric chairs are to be removed from these spaces and set up with social distancing measures in place.	Open
Implemented	Key workers are completing the same home working that has been set for all children. Maths English and science will be taught. Lessons are more set up for keeping in touch with the school as they will continue to do same home working as everyone else. The intention is these sessions to just provide support.	No		Closed
Implemented	Yes. Plan in place.	No		Closed
Implemented	No useful space can be accommodated for this.	No		Closed
Implemented	Yes see previous comments. Specific lessons have been developed to prevent any movement around school. Children will not move around school.	No		Closed
Implemented	No Assembly's to take place. Pastoral input will be given at the start of each lesson, however, will not be meeting as a school.	No		Closed
Implemented	Staggered break times and designated areas (see comments in 1.14). 20 minute break at different times during the day are proposed.	No	No	Closed
Implemented	10 minute staggered start and finish times although this may be a challenge given the buses will arrive at the same time although there is provision for them to line up outside their own classrooms should the need arise.	No		Closed
Implemented	Online resources provided/weekly/daily with printed copies posted every half term for those that do not have access to a computer.	No		Closed
Implemented	Parents drop off at the end of the drive (off site). SEN pupils have their own entrance and some vulnerable children have taxis who can go up the drive to drop children off. Also numerous children are bussed to site.	No		Closed
In Progress	Pastoral input on the first day including PowerPoint presentation. All rules on hygiene and social distancing measures to be covered. School are in the process of printing and putting up signage although some was already in place	Yes	Ensure further signage is provided at key locations throughout. We were advised that boxes containing sanitiser and signage were to be distributed to each class in use.	Open
In Progress	Parents have been informed via website and letter and personal telephone conversation with parents for year 10 children attending. Vulnerable and key worker	Yes	Consider providing signage to the main entrance advising not attend the setting if you are exhibiting the signs of coronavirus.	Open
In Progress	Some signs provided across the school.	Yes	Ensure further signage is provided at key locations throughout. We were advised that boxes containing sanitiser and signage were to be distributed to each class in use.	Open
Implemented	Staff instructed to do it. Children to use sanitiser at main entrance gates and taken to wash their hands thereafter.	No		Closed
In Progress	In all areas and a plan produced to show this. All members of staff provided with small sanitiser bottles for personal use.	Yes	We were advised that boxes containing sanitiser and signage were to be distributed to each class in use. Consider placing these hand sanitiser units on walls in convenient locations.	Open
In Progress	Will be covered in the first PowerPoint presentation and also a reminder in place every morning. Some signage in place	Yes	Further signage recommended across the setting to supplement existing.	Open
N/A	N/A	No		Closed
N/A	N/A	No		Closed
Implemented	Cleaning plan of which cleaner goes to each location of the school on a daily basis. The school change rooms for key workers to enable one class to be cleaned systematically. Cleaner will go around key areas and the school have met with Bullers (external cleaning provider) and have a risk assessment in place on this.	No		Closed
Implemented	Instructions provided to members of staff to open windows and keep doors open to provide sufficient ventilation.	No		Closed
Implemented	Two areas can be access from outside however two can't. Upstairs rooms haven't been used at the moment but consideration has been given to areas with minimal fire doors to prevent contact with door handles.	No		Closed
In Progress	These have been considered however not deemed necessary.	Yes	Potential requirement to revisit this come September as numbers increase.	Open

Item	Theme	Element	Response	Action Plan Status
39	2.13	Effective Infection Protection And Control Lunchtime Infection Control	Have you considered provisions during lunchtime for children and young people to clean their hands before eating and enter in the groups they are already in with cleaned protocols in place between each group sitting? If this is not achievable has consideration been given to children being brought their lunch in their classrooms?	Plan in Place
40	2.14	Effective Infection Protection And Control Toilet Usage Policy	Have you considered how toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Plan in Place
41	2.15	Effective Infection Protection And Control Signing in Procedures	Have hands free signing in procedures and disabling of 'sign in' touch screens been considered?	Plan in Place
42	2.16	Effective Infection Protection And Control Measures for Persons Becoming Unwell	Have you considered what measures you would take if someone becomes unwell at your educational setting	Plan in Place
43	2.17	Effective Infection Protection And Control Measures for Confirmed Cases	Have you considered procedures should there be a confirmed case of coronavirus (COVID-19) in your setting?	Plan in Place
44	2.18	Effective Infection Protection And Control Isolated Nurses Room	Has a designated nurse's room been considered to isolate any person identifying themselves with symptoms of Coronavirus?	Plan in Place
45	2.19	Effective Infection Protection And Control Physical Education Considerations	Has consideration been given to providing PE when considering outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously?	Plan in Place
46	2.20	Effective Infection Protection And Control Shared Resources	Has consideration been given to limiting the amount of shared resources that are taken home (homework books) and limit exchange of take-home resources between children, young people, and staff	Plan in Place
47	2.21	Effective Infection Protection And Control Shared Resources	Have you considered ensuring everyone that needs it been given their own stationary, equipment, laptops etc. to prevent the sharing of this?	Plan in Place
48	2.22	Effective Infection Protection And Control Practical Lessons (Science Technology Etc.)	Has consideration been given to practical lessons to enable these to go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts?	Plan in Place
49	2.23	PPE PPE For Caring for Symptomatic Children/Staff	Have you considered procedures and risk assessments for staff to use the correct PPE (disposable gloves, disposable apron, fluid-resistant surgical face mask and eye protection) whilst caring for a child, young person or other learner before they return home, should they become unwell with symptoms of coronavirus while in their setting?	Plan in Place
50	2.24	Shielding Clinically Vulnerable Children And Adults. HR Policy for the Clinically Vulnerable	Have you considered HR Policies to ensure clinically vulnerable staff can maintain social distancing and isolation such as asking staff to support remote education, carry out lesson planning or other roles which can be done from home? Have safe roles been identified for clinically vulnerable (but not clinically extremely vulnerable) individuals where they cannot work from home including provision of necessary PPE and has this been discussed with them. NOTE: if they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.	Plan in Place
51	2.25	Shielding Clinically Vulnerable Children And Adults. Safeguarding the Clinically Vulnerable	Have you considered safeguarding policies identifying any clinically vulnerable children that should not be attending school due to health and social distancing measures? Are procedures in place for them to continue to be supported at home as much as possible such as work setting/teacher catch up's and video lessons?	Plan in Place
52	2.26	Shielding Clinically Vulnerable Children And Adults. Safeguarding the Clinically Vulnerable	Are policies in place for children, young persons or staff members who live in a household with someone who is extremely clinically vulnerable, to attend an education or childcare setting. This includes ensuring stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions?	Plan in Place
53	2.27	Risk Assessments Risk Assessments for Children, Young People and Staff	Have you considered risk assessments and other health and safety advice been updated for children, young people, and staff considering recent government advice, identifying protective measures?	Plan in Place
54	2.28	Cleaning Procedures Cleaning Play Equipment	Has consideration been given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously?	N/A
55	2.29	Cleaning Procedures Unnecessary Item Removal	Have you considered removing unnecessary items from classrooms and other learning environments where there is space to store it elsewhere?	Plan in Place
56	2.30	Cleaning Procedures Removal of Soft Furnishings	Where applicable, have you considered removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)?	Plan in Place
57	2.31	Cleaning Procedures Equipment Deep Clean	Have you identified any specific equipment that may require a deep clean now or more regularly during operation?	Plan in Place
58	2.32	Cleaning Procedures Frequency of Cleaning	Have you considered measures to clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal?	Plan in Place

Implementation of Action Plan Status	Observation/ Issue	Actions Required (Y/N)	Recommended Action	Status
Implemented	Instruction provided to children they wash their hands before and after they eat.	No		Closed
Implemented	All have designated toilet area (outlined previously) within their designated pod and building and only expected to go at break times which are staggered. Staff toilets are also identified in each of these buildings. TA also available if they need to go during lesson time.	No		Closed
In Progress	Staff sign in using staff cards. Staff also have signing in app. No visitors proposed during the next few weeks.	Yes	Consider providing signage to indicate to visitors to use hand sanitiser before and after using the screen.	Open
In Progress	Designated room they will be taken to and parents to be contacted. First aider has PPE available. Other rooms can be used should more than one be required.	Yes	Print off guidance on safe use of putting on PPE. Pedal bin to be ordered to dispose of used PPE.	Open
Implemented	Seek advice from public England on the current guidance.	No		Closed
In Progress	Medical room is the gym to give as much ventilation as possible for anyone who is taken ill.	Yes	This room was yet to be set up for this facility during the time of the audit. Ensure this is in place prior to reoccupation and consider alternative provision should PE be made available in the hall at a later date.	Open
Implemented	Not using PE equipment at present.	No		Closed
Implemented	Children are not permitted to bring anything in from home. They can take home, however a photograph of the work is to be provided when complete. This is different for key worker children. Plastic boxes will be provided for children to keep their own work/stationary (School providing pens pencils etc.)	No		Closed
Implemented	See previous comments.	No		Closed
In Progress	No practical lessons taking place at present. This may change come September when a plan will need to be implemented.	Yes	Plan to be considered for September on how to accommodate this should practical lessons begin to take place.	Open
In Progress	PPE is in place including gloves, face masks, visors, hand gels, gloves etc.	Yes	A guide/signage is to be provided on how to effectively put on PPE.	Open
Implemented	Clinically extremely vulnerable staff are still working from home. Clinically vulnerable have all been given individual risk assessments. School are asking for GP evidence on those who are extremely clinically vulnerable.	No		Closed
In Progress	Already have risk assessments in place for children who are clinically vulnerable. Currently none in year 10 however there are students who are vulnerable across other year groups.	Yes	Further policy to be developed on this as guidance changes and those who are clinically vulnerable begin to attend the setting.	Open
Implemented	There are currently children in school who live someone who is vulnerable.	No		Closed
Implemented	Risk assessments in place.	No		Closed
N/A	N/A	No		Closed
In Progress	Majority of items Removed or taped up at the back of classrooms.	Yes	Consider removing the keyboards from G4 which is set up to be a room for year 10.	Open
Implemented	Soft furnishings removed from classrooms. Risk assessment in place for particular members of staff who require soft chair and signage provided to state only they can use it. No soft toys in setting as secondary school.	No		Closed
Implemented	Not considered at present as avoiding equipment usage. Bullers to be informed if this changes.	No		Closed
Implemented	In plan with Bullers (cleaning contractor)	No		Closed

Item	Theme	Element	Response	Action Plan Status	
59	2.33	Communication	Do Not Enter Establishment if Anyone is Showing Coronavirus Symptoms	Have you considered communicating (via signage/letter etc) to inform children, young people, parents, carers, or any visitors not to enter the education or childcare setting if they are displaying any symptoms of coronavirus?	Plan in Place
60	2.34	Communication	One Parent Attendance at Any Given Time	Have you considered informing parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend to minimise overcrowding and parent to parent contact?	Plan in Place
61	2.35	Communication	Allocated Drop Off and Collection Times	Have you considered informing parents and young people of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use handing over/ taking bags and lunch boxes)?	Plan in Place
62	2.36	Communication	Gathering at Entrance Gates and Doors	Have you considered informing parents that they cannot gather at entrance gates or doors, or enter the site?	Plan in Place
63	2.37	Communication	Home Working Arrangements	Have you considered informing parents and children of, and are engaged in education resources to work on at home?	Plan in Place
64	2.38	Communication	Advice and Recommendations on Travelling to Site	Has consideration been given to how children and young people arrive at the education or childcare setting to reduce any unnecessary travel on coaches, buses, or public transport where possible? Are parents and children aware of recommendations on this?	Plan in Place
65	2.39	Communication	Staff Communication	Have staff been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Plan in Place
66	2.40	Communication	Contractor Communication	Have you considered communicating early with contractors and suppliers that will need to prepare to support your plans for opening? for example, cleaning, catering, food supplies, hygiene suppliers.	Plan in Place
67	2.41	Communication	Cleaning Communication	Have you considered engaging and discussing with cleaning contractors or staff the additional cleaning requirements and additional hours to allow for this?	Plan in Place
68	2.42	Communication	Specialist SEN Signage Provision	Noting that some children and young people will need additional support to follow social distancing measures (for example, routes around school) has consideration been given to marking routes and providing information in braille or providing other meaningful symbols and social stories to support them in understanding how to follow rules?	N/A
69	2.43	Transportation	Alternative Transport	Have you considered encouraging parents and children and young people to walk or cycle to their education setting where possible?	Plan in Place
70	2.44	Transportation	Safer Travel Guidance	Have you considered making parents and young people aware of the 'Coronavirus (COVID-19): safer travel guidance for passengers' when planning their travel?	Plan in Place
71	2.45	Transportation	Transport Provider Communication	Have you considered liaising with transport providers to inform them of arrangements to cater for any changes to start and finish times?	Plan in Place
72	2.46	Transportation	Transport Provider Policies	Have you considered informing transport providers not to work if they or a member of their household are displaying any symptoms of coronavirus?	Plan in Place
73	2.47	Transportation	Transport Provider Policies	Have you considered a policy to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers?	Plan in Place
74	2.48	Transportation	Specialist Policies for Transport Arrangements	Have you considered policies to take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts?	N/A
75	2.49	Transportation	Local Authority Policies for Transport Arrangements	Have you considered liaising with local authorities or transport providers to ensure they have implemented: - Guidance or training for school transport colleagues. - Reducing the number of passengers per vehicle and increase the amount of space between passengers. - cordoning off seats and eliminating face-to-face seating to help passengers spread out.	Plan in Place
76	ASSET/ BUILDING				
77	3.01	Statutory Compliance	Statutory Compliance Premises Health Checks	Have you considered undertaking a full Premises Health Check to review all health and safety and statutory compliance services and inspections to ensure compliance prior to reopening?	Plan in Place
78	3.02	Statutory Compliance	Statutory Compliance Action Plan	Have you considered organising any outstanding health and safety and statutory compliance services prior to reopening?	Plan in Place
79	3.03	Statutory Compliance	Health and Safety and Statutory Compliance Remedial Works	Has consideration been given to undertaking any urgent remedial works planned prior to reopening?	N/A
80	3.04	Premises Management	Commissioning Systems and Services	If there has been a wholesale or partial closure, have you considered organising a competent person to commission and switch on building systems and services in advance of reopening?	N/A
81	3.05	Premises Management	Building Project Review	Where applicable, have planned and existing building projects been assessed for CDM compliance and revised RAMS by a competent person to ensure safe Site Operating Procedures are in place?	N/A
82	3.06	Premises Management	Insurance Policy Review and Update	Have you considered contacting your insurance provider to ensure they are up to date with the change to building use/ reoccupation?	N/A
83	3.07	Premises Management	Premises Alterations for Safe Distancing	Has consideration been given to implementing relevant physical barriers or markings been made to premises / grounds to support the social distancing, access and egress strategy including block and mesh/ barrier fencing to playgrounds, Perspex screens to reception desks etc.	Plan in Progress

Implementation of Action Plan Status	Observation/ Issue	Actions Required (Y/N)	Recommended Action	Status
Implemented	Letter and guidance on the web site and script to discuss with parents when they are called the day before attending site.	No		Closed
Implemented	None allowed on site.	No		Closed
Implemented	Plan in place to be communicated with parents advising on this.	No		Closed
Implemented	Parents do not do this anyway given it is a secondary school environment and plans in place for this.	No		Closed
Implemented	All children are set work daily and weekly from the start of lockdown.	No		Closed
Implemented	School have advised parents and children to walk or cycle to site however this is considered difficult given a number of children who come from outside of the area on public transport.	No		Closed
Implemented	Yes, plan in place around this.	No		Closed
Implemented	Plan in place with Bullers (cleaning contractors) not opening catering until September when school will contact Chartwells to discuss.	No		Closed
Implemented	Yes. Plan in place.	No		Closed
N/A	N/A	No		Closed
Implemented	Yes however difficult given most use public transport.	No		Closed
Implemented	This is within the briefing document for children returning to school and also provided TFCM guide. Students are requested to wear masks (compulsory on public transport) and place in a bag provided by the school at the start of the day.	No		Closed
Implemented	Liaised with TFCM. School have cancelled contract with school busses and informed TFCM.	No		Closed
Implemented	Plan in place with TFCM.	No		Closed
In Progress	Not at present however this will change daily.	Yes		Open
N/A	N/A	No		Closed
Implemented	Liaised with LA.	No		Closed
Implemented	SLA agreement in place. Whilst records were not inspected it was confirmed that legionella testing amongst other statutory testing has continued throughout reduced occupancy with regular inspections taking place and logged.	No		Closed
Implemented	Everything complete and in place as not shut down.	No		Closed
N/A	N/A	No		Closed
N/A	Open throughout	No		Closed
N/A	N/A	No		Closed
N/A	N/A Open throughout.	No		Closed
In Progress	School have stuck tape down to the floor for 2m social distancing. School also confirmed they are considering implementing barriers however this is not required at present given the limited numbers.	Yes	To be reviewed if numbers increase.	Open

Item	Theme	Element	Response	Action Plan Status	
84	3.08	Premises Management	Lift Control Programmes	Have you considered undertaking a review of lift occupancy with the appropriate restrictive measures implemented to ensure distancing requirements are met?	N/A
85	3.09	Premises Management	Revisions to Access protocols and Inspection Programme	Have you considered revising you revised your access protocols or maintenance and inspection programme with maintenance contractors to fit around changed operating procedures?	Plan in Place
86	3.10	Premises Management	Grounds and Premises Safety Walk	Have you considered undertaking a full premises walk around to identify any security, maintenance and safeguarding issues prior to reopening?	Plan in Place
87	3.11	Supply Chain Management	COVID-19 Compliance Checks	Have you considered contacting your supply chain of contractors and service providers to ensure they are working in line with COVID-19 requirements?	Plan in Place
88	3.12	Supply Chain Management	Review of Risk Assessment and Method Statements	Have you considered nominating a competent person to check and review all Risk Assessment and Method Statements provided by contractors and service providers?	Plan in Place
89	3.13	Fire Risk Assessment	Muster Points and Emergency Egress	Have you considered undertaking revisions to emergency egress and muster points? I.e. to ensure there is safe egress from potentially previously unused spaces and the size of the muster point location is sufficient to allow social distancing? This will also include evacuation tests to identify any areas of focus.	Plan in Place
90	3.14	Asbestos Management	Asbestos Safety for Previously Unused Areas	Have you considered updating and checking your Asbestos Management Plan to ensure any previously unused areas/spaces are safe for occupation should they be required to accommodate changes to curriculum?	Plan in Place
91	EXECUTIVE SUMMARY				
92	Executive Summary	Audit Outcome Summary	Audit Outcome Summary	Byrchall High School is located in a residential area within Ashton in Makerfield, Wigan. The school comprises of numerous blocks with internal courtyards. The school is generally well set up in terms of its policies and guidance for the return of year 10 including the set up of classrooms, however, the school were still in the process of implementing some of the physical changes such as signage, hand sanitiser and final preparations to some classrooms identified for use but not yet set up. Should the situation/government guidance change to change to accept more pupils in September consideration should be given to re-assess the physical changes and policies to reflect the increase in pupil numbers.	N/A
93	FURTHER ACTIONS				
94					

Implementation of Action Plan Status	Observation/ Issue	Actions Required (Y/N)	Recommended Action	Status
N/A	Platform lift only to main reception.	No		Closed
Implemented	Only having in essential providers who will be escorted around the premises.	No		Closed
In Progress	Head and Deputy head already undertaken and will be doing further walkarounds of the site prior to opening to ensure operational readiness.	Yes	Head and Deputy Head to undertake a further walk around prior to reoccupation.	Open
Implemented	Yes. Discussed with them as and when they come to site. Responsible person to be the site manager.	No		Closed
Implemented	Yes Angela Finch or site manager.	No		Closed
Implemented	Modified fire safety policy. Plans in place around this to ensure social distancing as well as a map of the muster points. We were also advised a fire officer had reviewed the evacuation plan.	No		Closed
Implemented	Up to date on asbestos management.	No		Closed
N/A	N/A	No	N/A	

Comments

Row 4: 1.03

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:32 | Updated 30 July 2020 10:43

PODS are now year bubbles. They will remain in smaller groups within the Year Bubble as far as possible

Row 8: 1.07

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:34

A13 to be used for students who are ill and waiting to be collected from September.

Row 10: 1.09

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:35 | Updated 30 July 2020 10:43

Whole school in from September, with full classes. These are in Year Bubbles.

Row 12: 1.11

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:36 | Updated 30 July 2020 10:43

Following Government guidance and the whole school will be in from September. They will be in Year Bubbles and in separate areas of the school, with separate facilities and outside areas.

Row 14: 1.13

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:38 | Updated 30 July 2020 10:43

Not feasible now the whole school will be present from September. Students will stay in Year Bubbles, but staff will move between the Year Bubbles. Staff are advised to maintain 2 metres distance from all students and staff.

Row 16: 1.15

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:39

From September staff will have identified facilities and welfare arrangements, to minimise pressure on key locations. All furniture will be back in use when needed.

☐ **Row 27: 2.01**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:40

Signage increased

☐ **Row 28: 2.02**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:40

Guidance for staff, parents and students provided for September.

☐ **Row 29: 2.03**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:41

Signage increased

☐ **Row 31: 2.05**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:42

All resources purchased for enhanced hygiene measures

☐ **Row 32: 2.06**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:42

Guidance for students in booklet and on first day input

☐ **Row 38: 2.12**

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:43 | Updated 30 July 2020 10:42

Year Bubbles in place and minimised movement between lessons

☐ **Row 41: 2.15**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:44
Signage in place

☰ **Row 42: 2.16**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:44
To be redistributed to relevant staff

☰ **Row 44: 2.18**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:44
A13 is the new venue

☰ **Row 48: 2.22**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:45
Modified plans and risk assessments for practical subjects

☰ **Row 49: 2.23**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:45
To be re-issued

☰ **Row 51: 2.25**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:46
All student risk assessments to be reviewed for September

☰ **Row 55: 2.29**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:47
Unnecessary equipment removed from rooms. Enhanced cleaning in place if resources are shared

☰ **Row 73: 2.47**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:47

Trying to work with TfGM

☰ **Row 83: 3.07**

Angela Finch (afinch@byrchall.wigan.sch.uk) | Created 29 July 2020 11:48 | Updated 30 July 2020 10:42

Barriers in place to separate the areas for the Year Bubbles

☰ **Row 86: 3.10**

Angela Finch (afinch@byrchall.wigan.sch.uk) | 29 July 2020 11:48

Head and Deputy to undertake walk again prior to September start



SAFETY DATA SHEET

Astonish Antibacterial Surface Cleanser

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1. Product identifier

Product name Astonish Antibacterial Surface Cleanser
Product number ANTIBAC(MIX)
Internal identification F7V3

1.2. Relevant identified uses of the substance or mixture and uses advised against

Identified uses Cleaning hard surfaces around the home with antibacterial action.

1.3. Details of the supplier of the safety data sheet

Supplier

The London Oil Refining Company Ltd
Astonish House
Unit 1 Premier Point
Staithgate Lane
Bradford BD6 1DW
(01274) 767440 (office hours only)
www.astonishcleaners.com
(01274) 726285

Contact person info@astonish.co.uk

1.4. Emergency telephone number

Emergency telephone (01274) 767440 (office hours only)

SECTION 2: Hazards identification

2.1. Classification of the substance or mixture

Classification (EC 1272/2008)

Physical hazards Not Classified
Health hazards Not Classified
Environmental hazards Not Classified

2.2. Label elements

Hazard statements NC Not Classified
Precautionary statements P102 Keep out of reach of children.
P103 Read label before use.

Additional Labelling

Detergent labelling < 5% disinfectants, < 5% EDTA and salts thereof, < 5% non-ionic surfactants

2.3. Other hazards

None

Astonish Antibacterial Surface Cleanser

SECTION 3: Composition/information on ingredients

3.2. Mixtures

Butyl Diglycol	1-5%
CAS number: 112-34-5	EC number: 203-961-6
Classification Eye Irrit. 2 - H319	Classification (67/548/EEC or 1999/45/EC) Xi; R36
tetrasodium ethylene diamine tetraacetate	<1%
CAS number: 64-02-8	EC number: 200-573-9
Classification Met. Corr. 1 - H290 Acute Tox. 4 - H302 Acute Tox. 4 - H332 Eye Dam. 1 - H318 STOT RE 2 - H373	Classification (67/548/EEC or 1999/45/EC) Xn; R22. Xi; R41

The Full Text for all R-Phrases and Hazard Statements are Displayed in Section 16.

SECTION 4: First aid measures

4.1. Description of first aid measures

Inhalation	Remove exposure and give water to drink if mouth irritation experienced. Seek medical advice if recovery not rapid.
Ingestion	Drink water. If symptoms persist seek medical advice.
Skin contact	Rinse affected area with water.
Eye contact	Rinse thoroughly with water for several minutes. If symptoms persist seek medical advice.

4.2. Most important symptoms and effects, both acute and delayed

Inhalation	Possible mild irritation of breathing passage and possible mouth irritation.
Ingestion	Possible mild stomach upset and mild soreness of mouth.
Skin contact	Possible mild transient irritation of skin.
Eye contact	Possible mild irritation, redness and soreness.

4.3. Indication of any immediate medical attention and special treatment needed

Notes for the doctor	No data available
Specific treatments	No data available.

SECTION 5: Firefighting measures

5.1. Extinguishing media

Suitable extinguishing media Use extinguisher suitable to cause of fire.

5.2. Special hazards arising from the substance or mixture

Specific hazards Product does not support combustion, minimal fire hazard. Minimal quantities of oxides of carbon may be produced.

5.3. Advice for firefighters

Astonish Antibacterial Surface Cleanser

Protective actions during firefighting Use protection suitable to cause of fire.

SECTION 6: Accidental release measures

6.1. Personal precautions, protective equipment and emergency procedures

Personal precautions Avoid contact with skin and eyes.

6.2. Environmental precautions

Environmental precautions Product is intended to be rinsed away to sewer after use. For bigger spillages non-household spillages prevent entry into sewer or drains.

6.3. Methods and material for containment and cleaning up

Methods for cleaning up Absorb household spillages with e.g kitchen roll and dispose of in bin. Wipe affected area clean with a damp cloth.

6.4. Reference to other sections

Reference to other sections None

SECTION 7: Handling and storage

7.1. Precautions for safe handling

Usage precautions Use as instructed on label. Avoid breathing spray. Point spray away from face.

7.2. Conditions for safe storage, including any incompatibilities

Storage precautions Store in ambient conditions.

7.3. Specific end use(s)

Specific end use(s) Cleaning hard surfaces around the home providing antibacterial action.

SECTION 8: Exposure Controls/personal protection

8.1. Control parameters

Occupational exposure limits

Butyl Diglycol

Long-term exposure limit (8-hour TWA): 10 ppm 67.5 mg/m³

Short-term exposure limit (15-minute): 15 ppm 101.2 mg/m³

Sodium Hydroxide

Short-term exposure limit (15-minute): WEL 2 mg/m³

WEL = Workplace Exposure Limit

8.2. Exposure controls

Environmental exposure controls This product does not pose a hazard in normal use.

SECTION 9: Physical and Chemical Properties

9.1. Information on basic physical and chemical properties

Appearance Clear colourless liquid

Colour Colourless.

Odour Mild Alcoholic

Odour threshold Not known.

pH pH (concentrated solution): 5.5 - 8.5

Astonish Antibacterial Surface Cleanser

Melting point	Not known.
Initial boiling point and range	Not measured (>100°C)
Flash point	Not determined.
Evaporation rate	Not known.
Evaporation factor	Not known.
Flammability (solid, gas)	Does not ignite.
Upper/lower flammability or explosive limits	Does not ignite.
Other flammability	Not relevant.
Vapour pressure	Not determined.
Vapour density	> 1 (Air=1)
Relative density	1.000 - 1.010 @ 20°C
Bulk density	Not known.
Solubility(ies)	Soluble in water
Partition coefficient	Not known.
Auto-ignition temperature	Not known.
Decomposition Temperature	Not known.
Viscosity	Not determined.
Explosive properties	None
Explosive under the influence of a flame	Not considered to be explosive.
Oxidising properties	Not applicable.

9.2. Other information

Other information None.

SECTION 10: Stability and reactivity

10.1. Reactivity

Reactivity No reactivity hazards expected.

10.2. Chemical stability

Stability Stable under normal conditions.

10.3. Possibility of hazardous reactions

Possibility of hazardous reactions None under normal conditions.

10.4. Conditions to avoid

Conditions to avoid None known.

10.5. Incompatible materials

Materials to avoid None known.

10.6. Hazardous decomposition products

Astonish Antibacterial Surface Cleanser

Hazardous decomposition products Carbon oxides.

SECTION 11: Toxicological information

11.1. Information on toxicological effects

Toxicological effects This mixture has not been tested. Based on the available data of the ingredients the classification criteria are not met.

SECTION 12: Ecological Information

12.1. Toxicity

Toxicity The mixture has not been tested. Based on the available data of the ingredients the classification criteria are not met.

12.2. Persistence and degradability

Persistence and degradability Does not contain any components considered to be persistent. Contains detergents that satisfy the biodegradation requirements of directive 648/2004/EC.

12.3. Bioaccumulative potential

Partition coefficient Not known.

12.4. Mobility in soil

Mobility Mobile.

12.5. Results of PBT and vPvB assessment

Results of PBT and vPvB assessment No data available.

12.6. Other adverse effects

Other adverse effects Not determined.

SECTION 13: Disposal considerations

13.1. Waste treatment methods

General information Dispose of according to local regulations. Avoid disposing into drainage systems and into the environment. Dispose of contaminated packaging in the same way as the product itself. Non-contaminated packages may be recycled.

SECTION 14: Transport information

General Not regulated.

14.1. UN number

Not applicable.

14.2. UN proper shipping name

Not applicable.

14.3. Transport hazard class(es)

Not regulated.

14.4. Packing group

Not applicable.

14.5. Environmental hazards

Astonish Antibacterial Surface Cleanser

Environmentally hazardous substance/marine pollutant

No.

14.6. Special precautions for user

Not applicable.

14.7. Transport in bulk according to Annex II of MARPOL and the IBC Code

Transport in bulk according to Annex II of MARPOL 73/78 Not applicable.

and the IBC Code

SECTION 15: Regulatory information

15.1. Safety, health and environmental regulations/legislation specific for the substance or mixture

EU legislation

This safety data sheet is compliant with EC Regulation 1907/2006 (REACH) as adapted by 453/2010, Directive 67/548/EEC and EC Regulation 1272/2008 (CLP).
Dangerous Preparations Directive 1999/45/EC.
Regulation (EC) No. 648/2004 of the European Parliament and of the Council of 31st March 2004 on detergents.
Biocidal Products Regulation (528/2012/EC)

15.2. Chemical safety assessment

No chemical safety assessment has been carried out.

SECTION 16: Other information

Abbreviations and acronyms used in the safety data sheet

CAS: Chemical Abstracts Service.

General information

Note: The hazard statements below are explanations of phrases used in the SDS as abbreviations and DO NOT apply to the product. The statements applicable to the product are those identified in Section 2 only.

Revision comments

Product name change.

Issued by

The London Oil Refining Company Ltd

Revision date

18/05/2017

Revision

7.2

Supersedes date

26/03/2015

SDS number

5002

Risk phrases in full

R22 Harmful if swallowed.
R36 Irritating to eyes.
R41 Risk of serious damage to eyes.

Hazard statements in full

H290 May be corrosive to metals.
H302 Harmful if swallowed.
H318 Causes serious eye damage.
H319 Causes serious eye irritation.
H332 Harmful if inhaled.
H373 May cause damage to organs (Respiratory tract) through prolonged or repeated exposure.

Contract Site / Location: Byrchall High BYR01			Document No: 2020.11.23 Byrchall High R/A	Carried out by Jason Waddington		Review: 25.02.2021	
HAZARD IDENTIFIED	PERSONS AT RISK/POTENTIAL HARM	INITIAL RISK LEVEL*	EXISTING CONTROL MEASURES	FURTHER CONTROL MEASURES / ACTIONS	ACTION BY WHOM?	ACTION WHEN?	NEW RISK LEVEL*
Operating during this period and contracting COVID-19 Virus or passing it on	Employees and any authorised users of the area	H	All employees to use gloves always. Follow good hand hygiene at every stage (prior to putting gloves on, during any break and after removing them).	Every member of staff has been fully briefed to make sure they are aware of the hazards and risks and understand the rules and procedures we have put in place. Regular hand washing and avoid touching face (with dirty hands), mouth, eyes and nose.	All employees	At start of shift then throughout period on-site	L
Contracting COVID-19 Virus or passing it on via contact with other users of the site	Employees and any authorised users of the area	H	Social Distancing to be always adhered to – keeping a distance of at least 2 meters from other site users. If using a lift only one person at a time permitted to use, cleaners always operating in separate areas.	Work planned so that social distancing can always be maintained (staff working in different rooms to avoid accidental contact) Hands washed regularly with soap and water for at least 20 seconds. Instructed not to touch eyes, nose or mouth. All physical contact (hugs, handshakes etc.) not to be undertaken. Masks to be worn at all times when on site.	All employees	At all times	L
Contracting COVID-19 Virus or passing it on via contact with other users of the site for all cleaners when on site.	Employees and any authorised users of the area	H	Due to site occupancy and the need for contact points and high use areas to be cleaned it is not possible to 100% guarantee that staff can always keep 2 meters from all site users (students and staff)	Instructed to always try and keep at least 2 meters away from other site users and hands washed regularly – as an added precaution to always wear gloves, face mask and full-face shield and to follow	All Employees	At start of shift then throughout period on-site	L

				full safe removal and disinfection at the end of each shift			
Failure to follow Government policies leading to spread of virus amongst employees and anyone they meet	Employees and any authorised users of the area	H	We continue to operate because the on-site service we provide falls into the category of essential activities and cannot be carried out from home. Arrangements reviewed daily (gov.uk/coronavirus)	None of our on-site workforce utilised are in the vulnerable or at-risk categories. Any employees who are showing symptoms or if a member of their household is, must inform their Supervisor and stay away from work for the recommended duration.	All employees	Immediately on receipt of the NHS letter or when symptoms show	L
Travel to work – Risk of exposure to the virus during travel	Employees, third parties, members of the public	H	Various means to commute to work (outside of work control)	Public transport to be only used when essential. If used avoid contact with surfaces, maintain distancing and handwash as per guidance. Try and select a form of travel where distancing can be maintained (walking, cycling, or traveling in own vehicle with no passengers or at a safe distance)	All employees	To and from work location	M
Personal Protective Equipment (PPE) – Risk of cross contamination transmitting infection	Employees and any authorised users of the area	H	PPE issued in line with the risk assessment and checked prior to start of each shift	PPE to strictly remain PERSONAL to the person to whom it was issued. Workers to never “borrow” from colleagues. If PPE may have become contaminated it must be bagged and Supervisor notified. No client owned PPE to be used – if offered politely decline	All employees (monitored by Site Supervisor)	Start of each shift	L

Food & Drink – Potential for cross-infection	Employees and any authorised users of the area	H	Workforce should not consume beverages or food offered by third parties or obtained on site.	Workforce encouraged to prepare any necessary food and drink at home and bring in with them to avoid the need to visit take-aways or canteens and thus remove any potential exposure to infection	All employees	Rest breaks	L
Site Meetings in Groups increased risk of cross contamination	Employees and any authorised users of the area	H	All individuals allocated their own work cards and no need to work in groups or with any other individual	No meetings will take place in large groups. All non-essential meetings will be postponed or completed by other means.	All employees	Duration of the shift	L
Shared use of cleaning equipment leading to contamination and potential infection	Employees	H	Machinery wiped down and sanitised after each use	Employees to wear gloves when using any item of equipment	All employees	Duration of the clean	L
Contact with vulnerable people at higher risk of exposure to virus	Employees and any authorised users of the area	H	Employees briefed on consequences of exposure	Avoid contact with any vulnerable people i.e. people over 70 and people with other ailments e.g. Heart issues, chronic lung disease and diabetics. Any employee with signs of symptoms must not attend work and self-isolate and follow guidance given by healthcare professionals. Any employee in vulnerable groups to remain at home for 12 weeks or as advised by government	All employees	Prior to the start of the shift and be aware during the clean	L

Contamination through use of phone or IT equipment	Employees	H	Use Time Gate on personal mobile if at all possible	Use paper time sheet and completed only by the Site Supervisor. No pens to be shared. Employees instructed not to use any client phones or IT equipment. Workers instructed not to share mobile phones	All employees and managed by the Site Supervisor	Start and end of Shift	L
Slips, trips and falls caused by wet floor surface	Employees and any authorised users of the area	M	Appropriate footwear to be worn within the area whilst clean is taking place, any spillages or excessive fluid to be cleaned up.	On arrival, warning signs placed throughout the area to indicate cleaning is taking place and area controlled so only authorised personnel can gain access whilst the clean is taking place.	Team Leader responsible for signage throughout area and operatives to clean up any excessive fluids or grease as the clean is taking place	Prior to commencing the clean and then ongoing through clean by the Team Leader	L
Slips, trips or falls caused by electric cables	Employees working on the clean	M	All employees trained in the Safe Systems of Work for using floor cleaning machinery	Only those working on the clean permitted into the areas being cleaned, cables run along the periphery to avoid tripping and safety footwear to be worn	Team Leader to authorise when electrical equipment can be used (after the units have been cleaned)	Cable routes checked by the Team Leader throughout the clean	L
Electrocution or severed injury from electrical equipment within the washroom (fans, hand dryers, light fittings)	Employees working on the clean	M	Electrical equipment is turned off prior to cleaning taking place	All equipment turned off. Extreme care to be taken when cleaning light fittings and/or switches or sockets. Sockets to be masked if significant moisture is to be applied	Team Leader to confirm with client that all items have been switched off and isolated before work can commence	Prior to commencing the clean	L

Risk of chemical burn from the cleaning chemicals (including toilet descaler)	Employees working on the clean	M	COSHH assessments on-site and being used goggles to always be worn when decanting any chemical or using any chemical via a spray.	All operatives to wear gloves when using chemicals and all trained on safe use and the safe system of work. Care and goggles to be worn when cleaning ceiling areas and at high level and to only spray or wet small areas	All operatives to check the condition of their PPE, ensure it is always worn correctly and ensure in place	Prior to the commencement of the clean and throughout monitored by the Team Leader	L
Risk of a Fire on-site	Employees and any authorised users of the site (students, visitors, and staff)	H	The site is compliant with Fire Regulations, a Fire Risk Assessment and Evacuation plan is in place and updated as required	All employees as part of their induction are aware of where the Fire Exits are, what the evacuation procedure is and what the Fire Alarm Sounds like. Fire evacuation point is on Astro turf.	All employees. Monitored by Team/Leader Site Supervisor (who is responsible for the Fire Register)	At employee induction and during all employee reviews	L
Risk of an injury requiring First Aid Treatment	Employees and any authorised users of the area (students, visitors, and staff)	M	First Aid Box on-site, fully stocked and checked by appointed Site First Aid Co-ordinator	Site Supervisor, who is First Aid, trained available on-site throughout the cleaning shift and can be contacted by mobile.	On-Site Cleaning Supervisor will deal with reporting of the accident, incident or near miss	At employee induction and during each employee reviews	L
Risk of scalding from hot water used to loosen dirt	Employees working on the clean	M	The surfaces of the washroom areas all checked as being sound.	Hot cleaning solutions to be contained within approved containers only	Each operative responsible for the cleaning, rinsing and drying their own work area	As the clean takes place and checked by the Team Leader	L
Risk of items from higher level or ceiling falling and causing injury	Employees working on the clean	M	All employees made aware that items such as fittings and air fresheners may have loose screws or bolts so to take care	Operatives to take care when working on the higher areas of the washroom (such as cubicle doors, air fresheners etc.) and check they are secured safely and fixings sound	Team Leader to carry out a visual inspection and to ask client contact if they are aware if any items may not be 100% sound	On arrival, prior to commencing the clean	L

Injury from manual handling injuries when moving items	Employees working on the clean	M	The area to be cleaned will be clear of all movable obstructions	Operatives trained in safe systems of manual handling (keep the back straight, not to reach or twist and never to attempt to move something beyond their capability). Standard buckets never to be filled over half full and weight to be spread evenly. Equipment and water never to be carried up or down steps (store on same floor or use lifts)	Team Leader to advise what items are to be moved to enable cleaning to take place and what items will remain	Prior to work commencing and then monitored throughout the clean	L
Injury from manual handling when unloading cleaning equipment, moving items on site and then loading or putting away	Employees working on the clean	M	Access into and out of the premises agreed in advance with the client. Main Door and sign on school system.	Operatives trained in safe systems of manual handling (keep the back straight, not to reach or twist and never to attempt to move something beyond their capability)	Team Leader to agree the safe access routes into and out of the premises and for safe disposal of any waste	Prior to work commencing and then monitored throughout the clean	L
Injury from manual handling when disposing of waste	Employees working on the clean	M	Employees to check in advance that the route to the waste area is clear and obstruction free	When disposing of waste adopt good manual handling technique (keep the back straight, not to over reach or twist and never attempt to move something beyond their capability). If lifting bags always use both hands and keep back straight.	All employees	When disposing of waste	L
Risk of cut or laceration from equipment or items being cleaned	Employees working on the clean	M	Employees trained and aware that items can have sharp edges and there are items within areas that can be sharp or jagged and potentially cause injury	Operatives to wear gloves always whilst cleaning and to only clean areas that they can clearly see (i.e. not reach behind or under fixtures or fittings without full protection)	All employees to check their own immediate work area to see if any sharp or jagged areas exist	At the start of the work and then throughout	L

Risk of impact injury colliding with an item when cleaning	Employees working on the clean	M	Employees trained to be aware of their surroundings and to plan their work routes.	All employees trained is Safe Systems of Work	All employees and monitored by the team leader	Throughout the working shift	L
Risk or respiratory damage via inhalation of chemical fumes (mixed chemicals producing hazardous gasses)	Employees working on the clean	M	Approved waste drains identified prior to work commencing and employees trained in safe chemical usage, area ventilated as far as possible	Only approved waste drains to be used for disposal. All areas appropriately flushed with water to avoid contamination or chemical mixing. WC pans flushed twice, water pushed beyond u-bend prior to chemical cleaner being added to the internal pan only. No bleach products permitted on site.	Team Leader to confirm the appropriate waste drains with the client contact	On arrival at site and then monitored throughout by the Team Leader	L
Risk or electrocution from cleaning machinery	Employees working on the clean	M	All equipment fully PAT tested	All equipment to be checked prior to use, all cables and plugs checked to make sure they are sound and PAT test within date	Condition to be checked throughout the clean and any faults immediately reported, and units not used until repaired and re-tested	Monitoring by Team Leader during the clean	L
Risk from injury from incorrect use of cleaning equipment (fall or impact injury)	Employees working on the clean and authorised users of the area	M	Only fully trained employees to use items of equipment	Employees sign at induction that they will not use any item of equipment they have not been fully trained in. All employees trained in the only safe systems of work they are required to perform	All employees and monitored by the Team Leader	Throughout the clean	L
Risk of injury tripping or falling when moving between buildings	Employees working on the clean	M	Employees to check their route is clear, safe to walk and unobstructed with no risks	Employees instructed not to walk anywhere where they do not feel the surface is safe to walk on or cannot be clearly seen. Be aware when entering the school, AS the buses at the bottom of the drive	All employees and monitored by the Team Leader	Throughout the clean	L

				come early, stick to designated routes.			
Injury from trip or fall when leaving the site	Employees working on the clean	L	Entrance and exit doors clearly marked	Operatives to be made aware of the relevant Fire Escape and entrance and exit procedures.	Team Leader to go through a site access and exit induction and to control all employees access into and out of the building	On arrival at the site induction	L

Risk of infection due to “plume” emitted from toilet when flushed if toilet lid not put down or not in place.	Employees	H	If toilet lid is fitted, then it must be put down before flushing	If no toilet lid fitted, then face shield to be used to prevent “plume” hitting cleaner in the face.	All employees	Duration of the clean monitored by Site Supervisor	L
---	-----------	---	---	--	---------------	--	---

The control measures in place are there to protect you, please ensure that you abide by them! We are all responsible for assessing risks so if you see anything that you do not feel is right and needs addressing please speak up!

If you have any questions or you are unsure of any information contained within this risk assessment, please contact your Area Contract Manager either via their mobile which is (07960 407961) or if not urgent via e-mail j.waddington@bullough.co.uk

Risk Rating Matrix (*likelihood x severity*)

0-5 = Low Risk		Severity of the potential injury			
6-10 = Moderate Risk		Minor injury (minor cuts, bruising etc)	Non- reportable injury (moderate cuts, burns etc)	Reportable injury (fracture, 7 day injuries)	Major injury (multiple & fatal injuries)
11-15 = High Risk					
16-25 = Extremely High Risk		1	2	3	4
Likelihood of the hazard occurring	5 Almost Certain	5	10	15	20
	4 Likely to occur	4	8	12	16
	3 Possible occurrence	3	6	9	12
	2 Slight possibility	2	4	6	8
	1 Extremely unlikely	1	2	3	4

I have read the risk assessment, which I fully understand and hereby undertake to adhere to in the interest of my own health and safety and that of others who may be affected by my actions.

Signed: _____

Signed: _____

Date: _____

Back To Business – COVID-19 Cleaning and Disinfecting

A responsible level of cleaning – not panic disinfecting

Level 1. Normal situation: Routine Cleaning

Level 2. Heightened prevention: Routine + limited disinfection

Level 3. COVID-19 is in the area or suspected in building: Enhanced cleaning + professional

Level 4. Confirmed infected person in building: Professional disinfection of infected areas

Level 5. Outbreak in the building: High-risk decontamination response

Before your site re-opens fully, your Contract Manager will carry out a new cleaning risk assessment. We need to understand who, when, where and how the site will be used so we can implement a safe and appropriate cleaning program.

In almost all cases cleaning will recommence at Level 2 – Heightened prevention: Routine + Limited disinfection. This means:

- Increased day time cleaning of high traffic / high risk areas – Areas of human congregation (including, but not limited to, offices, conference rooms, canteens/cafeterias, locker rooms and reception areas) and Hygiene facilities (including, but not limited to, lavatories/toilets, shower rooms, hand- washing stations)
- Increased day time cleaning of touch points – door handles, push plates, handrails, dispensers, taps, flush handles etc.
- Routine core cleaning of the whole site with additional disinfection of high traffic / high risk areas and disinfection of desk touch points

Cleaning will take place using **Diversey Cleaner Disinfectant** (EN1276), a multi-purpose hard surface cleaner and disinfectant which can be used in spray and wipe or bucket application, to clean all washable surfaces including un-protected floors.

Disinfection will take place using **Selgiene Ultra** (EN14476). Selgiene Ultra is a blend of advanced quaternary ammonium biocides and surfactants to produce a broad spectrum of killing power on a wide range of microorganisms including bacteria and viruses. Selgiene Ultra is bleach free and safe to use on all common water washable surfaces.

What Else Are We Doing?

- Practicing gold standard cross contamination techniques - colour coding equipment so it's only used in one area, using disposable cleaning products (cloths and mops), using linear overlapping wiping techniques to clean touch points and hard surfaces, providing additional PPE and promoting regular handwashing (even whilst wearing gloves), fixing cleaning areas and stopping team working.
- Provide staff with sanitising equipment and appropriate additional PPE where necessary
- Provide regular Toolbox Training for all staff (as guidance and cleaning techniques change)
- Providing regular employee updates and newsletters detailing the latest government guidance and any changes to best cleaning practices.
- Providing additional equipment so cleaners do not need to share.
- Encouraging good hand hygiene practices before, during and after work.
- Keeping ourselves up to date with the latest guidance from Public Health England, The British Institute of Cleaning Sciences and the Cleaning and Support Services Association.

Key Definitions

- **Cleaning** – Cleaning removes dirt/pathogens/impurities from a surface.
- **Disinfection** – Disinfecting works by using a chemical to 'kill' pathogens on a surface.
- **Contact Time** – this is the time stated by the manufacturer on how long the chemical is required to be left on the surface to kill the required pathogen. This varies between 30 seconds and 15 minutes depending on the chemical.

- **EN14476** – Is the European viricidal standard. To be able to claim effectiveness against COVID-19 the product needs to pass EN14476. No disinfectant efficacy test is currently available for COVID-19, therefore no products have been tested against this strain of coronavirus (but that doesn't mean they don't work). Whilst EN14476 certified products have not been tested against the COVID-19 strain of coronavirus they are shown to be effective against enveloped viruses (like COVID-19).
- **EN1276** – Is the European bactericidal standard

How Can You Help

1. **Practicing Good hand sanitation** is the number one precaution we can all take to reduce the spread of this infection (and many others). Hand washing involves five simple and effective steps.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them (thorough drying is vital).

NB: Whilst hand sanitising gels containing at least 70% alcohol have been shown to be effective against COVID-19 for them to work effectively your hands must be 'clean' (free from dirt dust and grit), they therefore should never replace regular handwashing when the facility is available.

2. **Keep things tidy and clutter free**

- Remove unnecessary items from your desks and all work areas to allow regular cleaning and disinfecting to take place with as little contact or obstruction as possible.

Coronavirus Employee Update 13th May 2020 – “Keep Alert”

The Latest Government Guidance

As we are sure you are aware the Government Guidance has been recently updated but please do not feel this marks the imminent lifting of all restrictions and it still remains vitally important that we all abide by the common sense rules to make sure we all keep ourselves and others as safe as possible.

Regardless of all other instructions always:

- Wear gloves when cleaning
- Follow good hand hygiene at every stage (prior to putting gloves on, during any break and after removing them)
- Avoid contact (with dirty hands) to the face (mouth, eyes or nose)
- Always adhere to social distancing rules (at least 2 meters).



Should I wear a facemask?

World Health Organisation (WHO) still say only those who are taking care of a person with suspected COVID-19 infection should wear face masks.

The Government have stated *“Increased mobility means the Government is now advising that people should aim to wear a face-covering in enclosed spaces where social distancing is not always possible and where they come into contact with others that they do not normally meet, for example on public transport or in some shops. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically”*. Therefore, if you do use public

transport to travel to and from work then the Government is recommending some form of face covering is used to prevent you from potentially infecting others without knowing. Our own on-site work risk assessments remains there is **no requirement** to wear face coverings whilst you are at work (but always maintain at least 2 meters from others)



What has changed now then?

The Government Guidance says:

- The risk of infection in the open air is significantly lower than inside and so people can spend as much time as they wish outdoors providing they are not meeting with more than one person from outside their household (remaining at least 2 meters apart)
- People can now exercise outside as many times each day as they wish and can drive to open spaces (regardless of the distance involved)
- All workers who cannot work from home should travel to work if their workplace is open – All those who work are contributing taxes that help to pay for the healthcare provision on which the UK currently relies.

What is the Government's planned next step?

The **Government Guidance** says providing the infection rates continue to fall the intended 2nd step will be (this will not be earlier than the 1st of June)

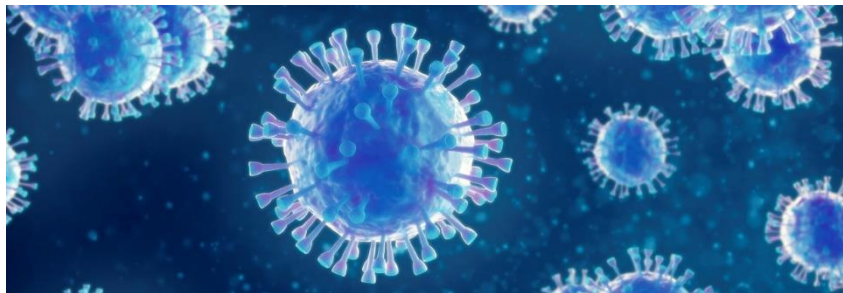
- Phased return for Primary Schools (Initially Reception, Year 1 and Year 6)
- Secondary schools and Further Education Colleges should prepare for Year 10 and Year 12 students to have maximum face to face time with their teachers
- Opening of some non-essential retail (this will not include hospitality or personal care)
- The potential for a household group to move to include one other household (this is currently being examined and has not yet been confirmed)

What can we all do?

The **Government Guidance** says:

- Evidence suggests the virus is less likely to be transmitted in well ventilated areas so keep areas well ventilated where possible
- Wash cloths regularly – evidence that the virus can stay on fabrics
- Keep hands and face as clean as possible. **Wash hands regularly** using soap and water and dry them thoroughly
- **Keep your distance** (at least 2 meters) from people outside their household. Transmission is affected by both duration and proximity of contact.

If anything changes, we'll update our guidance accordingly. Stay Safe.





COVID-19 DEEP CLEANING

Bulloughs Cleaning Services have been performing specialist decontamination cleans for over 50 years. With an industrial division of BICSc trained cleaning operatives and the latest disinfection equipment and techniques we are ideally placed to fight COVID-19 across the North of England.



**PLEASE CALL NOW TO
BOOK A DEEP CLEAN**

NEXT DAY CLEANS AVAILABLE

A COVID-19 DEEP CLEAN IS A FOUR STAGE PROCESS

1. Carry out a risk assessment, identify and secure the contaminated area of the site.
2. Clean the identified area using Shield Cleaner Disinfectant.
3. Disinfect the identified area using Selgiene Ultra.
4. Clean the area again to allow it to return to normal use.

CLEANING OPERATIVE PPE

- This would include FFP2 face masks, face shield, full disposable suits, coverall shoes and disposable gloves for each separate stage.

CHEMICALS

- **DIVERSEY CLEANER DISINFECTANT** (EN1276) is used for the cleaning phase of the deep clean.
- **SELGIENE ULTRA** (EN14476) is used during the disinfection phase of the deep clean. Selgiene Ultra is a blend of advanced quaternary ammonium biocides and surfactants to produce a broad spectrum of killing power on a wide range of microorganisms including bacteria and viruses. Selgiene Ultra is bleach free and safe to use on all common water washable surfaces.

CHEMICAL APPLICATION

- 1 **TRIGGER / PUMP SPRAY** (proactive and touch point disinfection). Spray bottle application allows us to target specific surfaces and touch points across a site. It follows the Department for Health and Social Care guidance for COVID-19 deep cleaning and provides an effective deep and proactive cleaning solution particularly if a confirmed or suspected case has been confined to a small part of a site
- 2 **FOGGING / MISTING** (gold standard disinfection) Fogging is an efficient process of deep cleaning entire rooms with hard to reach spaces. It's also very effective at eradicating pathogens from porous surfaces such as tiled ceilings, carpets, soft furnishings, upholstery, and children's play areas. The system uses a specialist nozzle which creates an ultra fine mist of Selgiene Ultra, this airborne mist of 5 micron droplets allows the disinfectant to work its way onto every surface giving a much more effective result than manual cleaning. As the droplets created are so fine, airborne pathogens are also targeted. Importantly no surfaces or equipment are made wet, produce a broad spectrum of killing power on a wide range of microorganisms including bacteria and viruses. Selgiene Ultra is bleach free and safe to use on all common water washable surfaces

Whilst every effort will be taken to ensure that entire areas are sanitised, no complete guarantee can be given for the 100% eradication of any biological or viral pathogens.

50+

OVER FIFTY YEARS SERVICE
IN THE CLEANING INDUSTRY

Bulloughs Cleaning Services Limited,
Craven House, Skipton, North Yorkshire, BD23 2DE

For more information contact:

 01756 798768

 j.thornton@bullough.co.uk

 www.bullough.co.uk

Find us on 

Proud of our standards:



HSE Re-Mobilisation Opening Checklist - Catering						
Date		Unit Name				
Item No:	Check	Guidance		Who	Timeframe	Actions Required
1	Mechanical plant & systems	<p>HVAC: Check valid test certificate for ventilation and LEV systems. Any outstanding maintenance work required.</p> <p>Refrigeration Equipment: Check in good working order, no leaks or icing up</p> <p>Lifts: check thorough examination certificate is in date and valid Operate lift to all floors ensuring lift carriage aligns correctly to threshold</p> <p>Boilers: Ensure all boilers are re-filled and operating to the correct pressure and temperature</p> <p>Plant Equipment & Pipework: check all refrigeration plant & equipment is working correctly and no evidence of leaking pipework or evaporators</p>		Client FM provider	Day -14 to -7	
2	Utilities Check	Check all water, gas, electricity, heating, ventilation and drainage to the catering unit are working correctly. Turn on all water outlets to flush the water system and drain any stagnant water which may harbour legionella		Unit Manager with Client FM provider	Day -7	
3	Fire Doors & Escape Routes	Check valid inspection certificates and review Fire Risk Assessment. Check all fire doors leading from the catering unit can be easily opened and that all escape routes are clear and unobstructed. Check all fire extinguishers are available and within test date.		Unit Manager with Client FM provider	Day - 7	
4	Catering Equipment & Consumables Check	Check the condition of all catering equipment. Check that PAT test dates are still valid. Visually inspect the equipment and turn them on to check they are in good working order. Check all disposable consumables to ensure sufficient stock to operate a takeaway service		Catering Team	Day - 6	
5	Pest check	Look along skirting boards, under counters and fixed equipment for droppings or smear marks. Check any traps for new evidence of pest activity. Check for evidence of damaged stock or gnaw marks to furniture. Consider deep clean if signs of infestation		Head Chef / Catering Team	Day - 5	
6	Food stocktake	Thoroughly check all remaining food items (dry / frozen) for their shelf life dates. Remove and waste any food past its Use By or Best Before date. Re-order any required stock		Head Chef / Catering Team	Day - 5	
7	Cleaning Check	Check the supplies of all cleaning products and chemicals in particular hand sanitiser, hand soap. Re-stock all dispensers. Clean the unit if required		Head Chef / Catering Team	Day - 5	
8	Social Distancing / PPE	Review the food offer and staffing levels to determine what social distancing measures need to be implemented within the kitchen and front of house. Liaise with the client reference dining room arrangements or any remote catering or vending outlets Review what PPE requirements may be required to operate within the site, considering any client specific requirements		Unit Manager	Day - 4	
9	Risk Assessment	Once social distancing measures have been put into place use the Covid-19 Operations Risk Assessment to capture both generic and local control measures applicable to your unit		Unit Manager / Head Chef	Day - 4	
10	Training	Ensure social distancing training is delivered to all colleagues to ensure they know how to operate the new service. Issue out social distancing site safety rules to all colleagues + record on the colleague task card Man 99a Social Distancing		Unit Manager	Day - 2	

HSE Re-Mobilisation Opening Checklist – FM (Systems Left On)						
Date		Unit Name				
Item No:	Check	Guidance		Who	Timeframe	Actions Required
1	Electrical	Validation checks of Electrical System Test Certificates		FM Manager	Day -21	
		Validation checks of Portable Appliance Test Certificates		Elec Engineer	Day -21	
		Review of Maintenance Records		FM Manager	Day -21	
		Arrangement of Outstanding Maintenance		FM Manager	Day -21	
		Operational Check of Sub-Stations and Switchrooms		Elec Engineer	Day -20	
		Operational Check of Distribution System		Elec Engineer	Day -19	
		Visual Inspection of Portable Appliances		Elec Engineer	Day -19	
2	Fire	Validation Checks of Fire Safety Inspection Certificates		FM Manager	Day -21	
		Validation Checks of Fire Risk Assessment		FM Manager	Day -21	
		Review of Maintenance Records		FM Manager	Day -21	
		Arrangement of Outstanding Maintenance		FM Manager	Day -21	
		Visual Check of Escape Routes		Engineer	Day - 19	
		Operational Check of Emergency Lighting		Engineer	Day - 19	
		Visual Check of Fire Extinguishers		Engineer	Day - 19	
		Visual Check of the Alarm Panel		Engineer	Day - 19	
		Operational Check of Sounders and other Cause and Effect Controlled Devices		Engineer	Day - 17	
		Operational Check of Fireman’s Override Switches or Panels		Engineer	Day - 17	
		Visual Check of Fire and Sprinkler Tank Levels		Engineer	Day - 19	
		Operational Check of Fire Tank Frost Protection		Engineer	Day - 19	
		Operational Check of Fire and Sprinkler Pumps		Engineer	Day – 18	
Operational Check of Sprinkler Alarms		Engineer	Day - 18			
3	Fuel Systems	Validation Checks of Safety Inspection Certificates		FM Manager	Day -21	

		Review of Maintenance Records	FM Manager	Day -21	
		Arrangement of Outstanding Maintenance	FM Manager	Day -21	
		Visual Check of Fuel Oil and Petroleum Storage and Supply Equipment	Engineer	Day -17	
		Visual Check of Fuel Oil and Petroleum Distribution Systems and Equipment	Engineer	Day -16	
		Operational Check of Fuel Oil and Petroleum Distribution Systems and Equipment	Engineer	Day -15	
		Operational Check of Natural Gas and LPG Distribution System and Equipment	Engineer	Day -15	
4	Mechanical	Validation Checks of Plant Thorough Examination Certificates	FM Manager	Day -21	
		Review of Maintenance Records	FM Manager	Day -21	
		Arrangement of Outstanding Maintenance	FM Manager	Day -21	
		Operational Check of Heating and Cooling Distribution Systems and Equipment	Engineer	Day -16	
5	Water	Validation Checks of Plant Thorough Examination Certificates	FM Manager	Day -21	
		Validation Checks of Water Risk Assessment and Written Control Scheme	FM Manager	Day -21	
		Review of Water Log Books	FM Manager	Day -21	
		Arrangement of Outstanding Monitoring and Maintenance	FM Manager	Day -21	
		Visual Check of Supply Pipework and Storage Tanks	Engineer	Day -17	
		Visual Check of Distribution Pipework and Equipment	Engineer	Day -17	
		Visual Check all Outlets and Showers	Engineer	Day -17	
		Flushing of Site Water Supply Pipework	Engineer	Day -16	
		Flushing of Hot and Cold Outlets	Engineer	Day -15	
		Recording of Sentinel Outlet Temperatures.	Engineer	Day -15	
		Reassurance Sampling of a Representative Number of Outlets	External Provider	Day -14	
		Testing of Pool and Spa Water Quality	External Provider	Day -14	
6	HVAC	Validation Checks of Critical Ventilation and LEV Test Certificates	FM Manager	Day -21	
		Review of Maintenance Records	FM Manager	Day -21	
		Arrangement of Outstanding Maintenance	FM Manager	Day -21	
		Operational Checks of Supply and Extract Systems and Equipment	Engineer	Day -12	
		Operational Checks of DX / VRF Air Conditioning Systems and Equipment	Engineer	Day -12	
7	LOLER	Validation Check of Lifts and Lifting Equipment Thorough Examination Certificates	FM Manager	Day -21	
		Review of Maintenance Records	FM Manager	Day -21	

	Arrangement of Outstanding Maintenance	FM Manager	Day -21	
	Visual Check of Lift Car Lighting	Engineer	Day -11	
	Operational Check of Lift Car Emergency Lighting	Engineer	Day 11	
	Safety Checks on Passenger and Goods Lifts	Engineer	Day -11	
	Operational Check of Passenger and Goods Lifts	Engineer	Day -11	
	Safety Checks of Lifting Equipment	Engineer	Day -10	



SAFETY



CONVERSATION

Topic: COVID-19 Working Safely

WHAT YOU'RE GOING TO LEARN

This safety conversation will provide you with the information and controls in place to ensure your safety following the lockdown and closure of our units. The controls and procedures outlined here must always be followed.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Know what we have done already
- Understand the importance of Social Distancing
- What additional controls we have introduced for everyone's safety
- What we need you to do now and keep doing

WHAT YOU NEED TO KNOW

Since most of our units have been shut for some time there is no possibility that the virus is still present, but all surfaces must be sanitised in line with the recently issued revised task cards for our chemicals allowing a **5-minute** contact time on all surfaces.

In addition to this all units have been issued with a COVID-19 risk assessment which we have completed prior to opening, this has determined our control measures for the unit.

Social Distancing

This is the best way to reduce the spread of the virus therefore it is vital that you follow this in the workplace and be mindful of your colleagues working around you. Follow the signage in place as well as any floor markings, you may need to politely reinforce this with your colleagues and customers, this is for everyone's safety. Remember 2m or 6ft is all we need to stop the spread!

Personal Hygiene

In our business this has always been important, but we need you to continue to be more focused on hygiene. Wash your hands with hot water and soap for 20 seconds and use the hand sanitiser provided. Where you are wearing gloves, you will need to wash your hands before and after wearing gloves. Additional sanitiser stations will be present, these are to be used and remember to re-stock them when required.

Cleaning and Surface Sanitisation

There is updated guidance on our cleaning standards and chemical contact times, this may vary depending on the chemical and surface being sanitised, please refer to the task cards in the unit for the correct surface contact time.

You may be asked to clean touch points more frequently, it is vital that we adhere to increased cleaning regimes to reduce the spread of the virus

Additional Controls

We are reducing menu choices to simplify the food preparation process please ensure that we adhere to these changes and don't go back to offering the full range. You may be asked to work in a set area or there will be zoning within the kitchens, please work with us to maintain social distancing.

There may be new physical barriers in place at service points where social distancing is not possible – this is for everyone's protection so we must use them.

Personal Protective Equipment

If you are being asked to wear face coverings such as masks and visors this must be adhered to and correct procedures for wearing and removing the masks. We are also increasing the use of vinyl gloves to provide further protection to you and our customers. Remember that regular hand washing and sanitisation is essential.

Please sanitise your hands before entering our restaurant



Ensure a 2m distance between yourself and others

One at a time, please.

Patience is a virtue, apparently.



Together we can beat this.

Symptoms & What To Do

COVID-19 is a respiratory virus and is easily caught by close person to person contact.

Symptoms include:

- A new and continuous dry cough
- A high temperature
- Breathing difficulties

What to do if you are experiencing any symptoms:

- Do not come into work
- Notify your manager
- Self-isolate for 7 days from when symptoms started and get tested
- If symptoms persist call NHS 111

Social Distancing

- Keeping 2 meters apart is vital
- Signage and floor markings must be followed
- Working zones and groups are in place for your safety

Personal Hygiene & Cleaning

- Frequent hand washing and sanitisation to be followed
- Wearing gloves does not remove the need for hand washing
- There are increased cleaning frequencies for surfaces and contact points

MORE INFORMATION

- HSE Website
- "The Way Back" Re-opening guidance
- COVID-19 Risk Assessment



see



care




share

Safety Task Card

MAN99a Social Distancing Checklist (Catering)

Social Distancing Checklist – Non-healthcare sites

Refer to Compass Social Distancing Operational Guidelines.

Consideration	Y / N N/A	
1. Personal hygiene and handwashing procedures have been reinforced with all team members	Y	
2. Handwashing facilities available including soap and disposable hand towels	Y	
3. Disposable gloves available and worn for till work and cleaning/clearing away	Y	
4. Disposable aprons available and worn for cleaning/clearing away	Y	
5. Workflow has been planned to allow 2m separation between colleagues where possible	Y	
6. Separate workbenches used for food preparation e.g. meals, packed lunch/hamper assembly	Y	
7. Team members remain behind the counter at all times during food service	Y	
8. Social distancing signage in place	To be completed	
9. Floor markings used to ensure 2m separation during queuing	To be completed	
10. Payment transactions limited to one person at a time	Pre-Order	
11. Cashless payment system in place	Y	
12. Touch points are frequently cleaned and sanitised e.g. key pads, doors plates, fridge/freezer handles, card machines, biometric sensors, trolleys, tools, delivery vehicle controls	Y	
13. Restaurant/dining area layouts configured to ensure 2m separation. Tables/ chairs cordoned off where this is not possible	NOT IN USE	
14. Customers self-clearing tables	NOT IN USE	
15. Restaurant/dining area cleaning only happening once food service has stopped and dining area is vacated	NOT IN USE	
Site Specific Actions		
List any actions required in addition to the above safe system of work		
*		
The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card.		
Unit Manager Name D. STEVART	Signed 	Date 27/8/20

Document Name	MAN99a Safety Task Card	Document No	R/F/002/01
Document Owner	Workplace Safety	Date of Issue	06/04/20
Classification	Internal Use	Page no	1 of 2

Risk Assessment		
RA-C19 COVID-19		
Unit Address	Brychall High 90542.	
Risk Assessment Completed	Date 24/8/20.	Signed
1 st review (+3mo)	Date	Signed
2 nd review (+6mo)	Date	Signed
3 rd review (+9mo)	Date	Signed

Note - Risk assessments must be reviewed **quarterly**, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

Step 1 - Workplace Safety Hazards			
What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risks?
Transmission of COVID-19 virus	Staff, contractors, customers, public, delivery operatives	Exposure to COVID-19 virus in exhaled breath	<p>Remind team to comply with site entry rules i.e. hand washing, 2m rule at entrances etc.</p> <p>Follow site rules regarding fitness to work testing, wearing of PPE and following site pedestrian routes</p> <p>Ensure only one team member uses restricted space areas such as changing rooms, stores, fridges, freezers, plant rooms, riser cupboards, control rooms etc to comply with the 2m rule.</p> <p>Safe working zones marked within kitchen, food preparation and servery areas for tasks and team members allocated work zones.</p> <p>Ensure only one team member enters zone i.e. hot food service, cold food service, till area at a time and complies with the 2m rule when preparing food.</p> <p>Utilise a daily planner to spread out food production throughout the full working shift and allocate specific timeframes which colleagues can be assigned to.</p> <p>If 2m distancing cannot be achieved look to provide physical guard screens or barriers to segregate working areas or protect exposed working locations e.g. till points or service points</p> <p>For smaller kitchen environments consider a production flow operation whereby colleagues can enter an area, work on a task and then pass it on to the next person in the chain</p> <p>Implement queuing zones marked upon the floor leading to all food service counters and till points to assist customers in observing 2m rule</p> <p>Remind staff and customers on a daily basis of the importance of social distancing. Use posters and other signage to reinforce the rules</p> <p>Management checks in place to ensure adherence to 2m rule.</p> <p>Amended first aid procedures to reduce exposure.</p>

Document Name	COVID-19 Risk Assessment	Document No	WS.RA.ES.01.01
Document Owner	Workplace Safety	Date of Issue	06/05/2020
Classification	Internal Use	Version No	01

Compass UK & Ireland
Workplace Safety Management System
Risk Assessment



What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risks?
Cont.	Cont.	Person to person contact	<p>Direct person to person contact is avoided wherever possible</p> <p>Hand washing facilities with soap and hot water in place.</p> <p>Employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap.</p> <p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Display Compass posters in prominent areas.</p> <p>Contactless or chip & pin transaction payments preferred wherever possible as oppose to handling cash.</p> <p>Amended first aid procedures to reduce exposure.</p>
		Transfer of COVID-19 virus by handling contact surfaces	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using Ecolab Pro 20 / EL 75 and methods.</p> <p>Daily checks carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Disposable gloves are worn for food service tasks and till point operation. Where wearing of gloves is required for other tasks, team members reminded to wash hands frequently and always when gloves are changed.</p> <p>Goods removed from outer packaging i.e. cardboard, shrink-wrap as soon as possible after delivery.</p>
Other:			

Step 2 – Procedures in Place

What are you already doing? Tick the supporting processes in place.

✓ Way Back Reopening Guide	<input checked="" type="checkbox"/>	Social Distancing Guidance	<input type="checkbox"/>
✓ Re-Opening HSE Checklist	<input checked="" type="checkbox"/>	Social Distancing Checklist	<input type="checkbox"/>
← PPE & Equipment Guide	<input type="checkbox"/>	Social Distancing Training Record Card	<input checked="" type="checkbox"/>
⊕ Social Distancing Posters	<input type="checkbox"/>	Social Distancing floor markings	<input type="checkbox"/>
✓ Aseptopol Cleaning Task Card	<input type="checkbox"/>	Oasis Pro20 Cleaning Task Card	<input checked="" type="checkbox"/>
First Aid Procedures	<input type="checkbox"/>		

Note - If 2m social distancing cannot effectively be maintained then additional measures should be implemented and recorded in Step 3.

Document Name	COVID-19 Risk Assessment	Document No	WS.RA.ES.01.01
Document Owner	Workplace Safety	Date of Issue	06/05/2020
Classification	Internal Use	Version No	01

Risk Assessment		
RA-C19	COVID-19	
Unit Address	Byrchall High School	
Risk Assessment Completed	Date 25.02.21	Signed
1st review (+3mo)	Date	Signed
2nd review (+6mo)	Date	Signed
3rd review (+9mo)	Date	Signed

Note - Risk assessments must be reviewed **quarterly**, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

Step 1 - Workplace Safety Hazards			
What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risks? Delete those not applicable
Transmission of COVID-19 virus	Staff, contractors, customers, public, delivery operatives	Exposure to COVID-19 virus in exhaled breath	<p>Remind team to comply with site entry rules i.e. hand washing, 2m rule at entrances etc.</p> <p>Follow site rules regarding fitness to work testing, wearing of PPE and following site pedestrian routes</p> <p>Ensure only one team member uses restricted space areas such as changing rooms, stores, fridges, freezers, plant rooms, riser cupboards, control rooms etc to comply with the 2m rule.</p> <p>Safe working zones marked within kitchen, food preparation and servery areas for tasks and team members allocated work zones.</p> <p>Ensure only one team member enters zone i.e. hot food service, cold food service, till area at a time and complies with the 2m rule when preparing food.</p> <p>Utilise a daily planner to spread out food production throughout the full working shift and allocate specific timeframes which colleagues can be assigned to.</p> <p>If 2m distancing cannot be achieved look to provide physical guard screens or barriers to segregate working areas or protect exposed working locations e.g. till points or service points</p> <p>For smaller kitchen environments consider a production flow operation whereby colleagues can enter an area, work on a task and then pass it on to the next person in the chain</p> <p>Floor markings used to ensure 2m separation where there might be queuing e.g. till points, reception areas, security gates</p> <p>Remind staff and customers on a daily basis of the importance of social distancing. Use posters and other signage to reinforce the rules</p> <p>Management checks in place to ensure adherence to 2m rule.</p> <p>Amended first aid procedures to reduce exposure.</p> <p>Cleaning and maintenance activities only happening when areas are vacated by building users where possible</p> <p>Contractor induction processes amended to advise of site social distancing procedures</p>
What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risks? Delete those not applicable
Cont.	Cont.	Person to person contact	<p>Direct person to person contact is avoided wherever possible</p> <p>Hand washing facilities with soap and hot water in place.</p> <p>Employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap.</p>

			<p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Display Compass posters in prominent areas.</p> <p>Contactless or chip & pin transaction payments preferred wherever possible as oppose to handling cash.</p> <p>Amended first aid procedures to reduce exposure.</p>
		Transfer of COVID-19 virus by handling contact surfaces	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using Ecolab Pro 20 / EL 75 or EL76/76 and methods.</p> <p>Daily checks carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Disposable gloves are worn for food service tasks and till point operation. Where wearing of gloves is required for other tasks, team members reminded to wash hands frequently and always when gloves are changed.</p> <p>Goods removed from outer packaging i.e. cardboard, shrink-wrap as soon as possible after delivery.</p> <p>Disposable gloves worn when tools, equipment and vehicles are shared by different operatives</p> <p>Tools and equipment are cleaned and sanitised after use</p> <p>Touch points are frequently cleaned and sanitised e.g. key pads, doors plates, door handles, keyboards, CCTV controls, alarm panels, trolleys, tools, delivery vehicle controls</p>
Other:			

Step 2 – Procedures in Place

What are you already doing? Tick the supporting processes in place.

Way Back Reopening Guide	<input type="checkbox"/>	Social Distancing Guidance	<input type="checkbox"/>
Re-Opening HSE Checklist	<input type="checkbox"/>	Social Distancing Checklist	<input type="checkbox"/>
PPE & Equipment Guide	<input type="checkbox"/>	Social Distancing Training Record Card	<input type="checkbox"/>
Social Distancing Posters	<input type="checkbox"/>	Social Distancing floor markings	<input type="checkbox"/>
Aseptopol Cleaning Task Card	<input type="checkbox"/>	Oasis Pro20 Cleaning Task Card	<input type="checkbox"/>
First Aid Procedures	<input type="checkbox"/>		

Note - If 2m social distancing cannot effectively be maintained then additional measures should be implemented and recorded in Step 3.

Step 3 - Additional Measures

Do you need to do anything else to control this risk?
Are there any additional client or local site requirements?

Additional Actions Required	Action by who?	Action by when?	Done
Face masks to be worn at all times when walking around the building	All	Immediate	Yes



Test and Trace

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	07/01/2021 Updated 25/02/21	Lead Assessor	Angela Finch	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Byrchall High School						
Activities Involved	Traversing the site on foot Testing school staff and pupils					Location	A15
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Lateral Flow Tests completed at home twice per week for staff and pupils, with a limited facility available in school • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. • Plastic protection screens in place at the registration desk and swabbing desk • Plastic protections screen protecting all staff providing the service in the testing process • One dedicated cleaner in the room at all times to clean after a change of user • Additional cleaning at the end of each day • Staff trained in hygiene measure and the requirements in the testing room • Identified cleaning procedures for each stage in the process 	1	4	4	

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. • Plastic protection screens in place at swabbing desk • Plastic protections screen protecting all staff providing the service in the testing process • Cleaner available • Additional cleaning at the end of each day • Staff trained in hygiene measure and the requirements in the testing room • Identified cleaning procedures for each stage in the process • Weekly testing for testing site staff 	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. • Plastic protection screens in place at swabbing desk • Plastic protections screen protecting all staff providing the service in the testing process • One dedicated cleaner in the room at all times to clean after a change of user • Additional cleaning at the end of each day • Staff trained in hygiene measure and the requirements in the testing room • Identified cleaning procedures for each stage in the process • Test site staff in PPE • Weekly testing for testing site staff 	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. • Staff trained in hygiene measure and the requirements in the testing room • All staff completed the training programme • Identified cleaning procedures for each stage in the process • Test site staff in PPE • One dedicated cleaner in the room at all times to clean after a change of user • Additional cleaning at the end of each day • Weekly testing for testing site staff • Over sight of health and safety by a trained Team Leader 	1	4	4	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. • Staff trained in hygiene measure and the requirements in the testing room • All staff completed the training programme • Identified cleaning procedures for each stage in the process • Test site staff in PPE • One dedicated cleaner in the room at all times to clean after a change of user 	1	4	4	

	<u>disposal and waste disposal</u>		<ul style="list-style-type: none"> Additional cleaning at the end of each day Weekly testing for testing site staff Specific medical bags and specialist medical disposal bags provided for the specific purposes Specialist medical waste removal arranged from site Over sight of health and safety by a trained Team Leader 				
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Staff and students to conduct 2 LFT at home per week if they are able, rather than in school testing, in line with government guidance. PCR tests to confirm result. 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	2	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 2 hrs of registration Subjects are called for a retest 	1	2	4	
9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Cleaner in the room at all times Full cleaning at the end of the day Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	2	4	4	
10	Occupational illness or injury		<ul style="list-style-type: none"> Normal school procedures in place 	1	2	4	
11	Manual handling		<ul style="list-style-type: none"> No manual handling identified 	1	2	4	

12	Unauthorised access by members of the public		<ul style="list-style-type: none"> Secure school site 	1	3	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Even floor in place 	1	2	4	
14	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> None on entry Normal school procedures in place 	1	2	4	
15	Inclement weather		<ul style="list-style-type: none"> School procedures in place 	1	2	4	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> School monitoring of electrical safety in place 	1	2	4	
17	Use of shared equipment		<ul style="list-style-type: none"> No shared equipment in process at the start of each testing session Full cleaning between testing sessions 	1	3	4	
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	2	4	4	
19	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within x hrs of registration Subjects are called for a retest 	1	2	4	
20	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate),	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures 	2	4	4	

	<p>NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<ul style="list-style-type: none"> • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
--	---	---	---	--	--	--	--

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team Leader		

Additional Notes

Byrchall High School – COVID-19 Testing Privacy Statement



Ownership of the Personal Data

To enable the Covid-19 testing to be completed at **Byrchall High School**, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. **Byrchall High School** is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school / college to ensure we meet our public health and safeguarding legal obligations.

[Personal data relating to tests for pupils [Section 175 of the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools.]

[Personal Data relating to staff is processed under the legitimate interest of data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely].

[The following paragraph is relevant to both pupils and staff taking tests]

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by [a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data]

Data Controllership is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result

- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools/colleges will not have access to the information on the digital service once it has been entered.

Processing of Personal Data Relating to Positive test results

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school/college and advised how to book a confirmatory test.

We will use this information to enact their own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs. PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS. PHE and the Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID related purposes.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of Personal Data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request please contact:

Mrs A D Finch
Byrchall High School
Warrington Road
Ashton-in-Makerfield
Wigan WN4 9PQ
Tel 01942 728221

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us:

Mrs A D Finch
Byrchall High School
Warrington Road
Ashton-in-Makerfield
Wigan WN4 9PQ
Tel 01942 728221

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 111

