

### Action plan – Wider opening of Hale CE Primary School June 2020

School: HALE CE PRIMARY Assessor: Mrs Marianne Mowatt				Assessment Date: May 2020 Review Date: June 2020 and ongoing		
HAZARD	No	EXISTING CONTROLS	RISK	ACTION REQUIRED	DUE DATE	SIGNED OFF
Classroom Risk Assessments to be updated to accommodate requirements for hygiene and social distancing because of risk of infection	50+	There are enough desks for 25 to 30 children per class. Currently no hand sanitiser or tissues or lidded bins. The teacher's chair is fabric but is allocated for teacher use only.	Low	Desks to be spaced out and children to sit at every other desk in an allocated place. Different groups using different tables. Hand sanitiser accessible in each class, bins with lids and tissues in each class.	8 <sup>TH</sup> June	
Staff room has a lot of fabric chairs but there is nowhere to store the excess chairs.	10+	Staff tend to sit in the same seats but not always. There are too many staff to use the staffroom safely all at once	Low	Staff to use the same chair in the staff room all the time. Names will be placed on chairs. Break times will be staggered and use of the staffroom at lunchtime will be timetabled. Cleaning of worksurfaces/microwave etc. will be undertaken by all staff after use. Staff room cleaned by HBC cleaner daily	8 <sup>TH</sup> June	
No current provision for removal of suspected contaminated waste	50+	All waste is removed daily by HBC cleaner and Caretaker	Medium	Suspected contaminated waste to be placed in lidded bins and double bagged and HBC cleaning service to be advised	8 <sup>TH</sup> June	
Cleaning schedule in place for all areas daily but extra cleaning required.	50=	School staff have extra cleaning materials for doors, glass, tables to be cleaned during the day.	Low	Extra cleaning products, spray bottles, cloths, gloves have been ordered so that every member of staff has access to them to clean areas of heavy use during the day.	8 <sup>TH</sup> June	
Can a deep clean be actioned at short notice by HBC?	50+	Kath Moss to advise	Medium	HBC cleaning service has been asked to confirm that this service is available. It has been used in the past but confirmation required	8 <sup>TH</sup> June	
Stand by cleaner - site manager on call?	50+	Currently the cleaning is done by HBC cleaner and caretaker.	Medium /Low	Kath Moss to advise if this service is needed The caretaker is available to undertake extra cleaning duties	8 <sup>TH</sup> June	
Regular cleaning of Sports, IT and classroom equipment is in place but	50=	Regular cleaning of equipment takes place on an ad hoc basis or termly	Low	Equipment restricted to individuals where possible. IT and sport equipment to be cleaned after every use. Equipment in classrooms to be	8 <sup>TH</sup> June	

not frequent enough in current circumstances				cleaned between groups and weekly. A day has been timetabled into the groupings to allow for this. Extra cleaning materials have been ordered		
PPE is available currently for use by staff dealing with intimate care or first aid. More comprehensive PPE required.	10+	PPE is available for use by staff sufficient for purposes before the Covid 19 outbreak	Low	PPE has been ordered and the guidance will issued to staff. Training materials on the correct use of PPE to be disseminated to staff. PPE to be disposed of in double bagged waste.	8 <sup>TH</sup> June	
Fire Evacuation, Lockdown and Bomb procedures need to be reviewed in the light of Covid-19	50	Policies in place. . No areas of school have been changed for use.	Low	Policies to be reviewed by AHT to ensure where possible social distancing etc. Policies to be disseminated to all staff. No areas of school have been changed for use. Practice drills to be performed within first 2 weeks of wider reopening	22 <sup>nd</sup> June	
Business continuity plan to be reviewed in light of Covid 19	50	Policy in place which needs reviewing in light of new arrangements No change of use areas involved	Low	Any changes to be communicated to staff. All school checks have continued as normal as school has been open throughout lockdown	8 <sup>th</sup> June	
Occupational Risk assessments to be reviewed in the light of Covid-19	12	Current policies in place will need reviewing	Low	Policies to be reviewed by AHT to ensure where possible social distancing etc. Policies to be disseminated to all staff.	8 <sup>th</sup> June	
Current system for deliveries to be reviewed in the light of Covid-19	12	Current policies in place will need reviewing	low	See HBC meals service briefing	8 <sup>th</sup> June	
Current signage doesn't reflect new arrangements in light of Covid 19		Site has been reviewed to consider what needs to be in place for wider opening.	Low	Review of site to be conducted to ensure arrangements in place. New signage to be put in place	8 <sup>TH</sup> June	
Risk assessments for pupils are in place but need to be reviewed in light of Covid 19		Individual pupil risk assessments will be reviewed before the pupil returns to school.	LOW	Review of individual RAs to be done by relevant staff in advance of pupil's return. None in this category at present	ongoing	