

Spring COVID-19 Inspection Checklist

School:	Silverdale School	Site	Main Site, Langdale Gardens, Wallsend
Inspection Team	SLT	Date	13.01.2021

This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties. This framework has been produced in accordance with national Government guidance. We would encourage an inspection team to carry out this task - this would ideally include:

- Members of the senior leadership team
- Representatives from the school workforce (including trade union reps)
- Representatives from the school governing body

Question		✓ / X	Details
Management Considerations	Have COVID-19 Premises, Task Specific and Individual Risk Assessments (where required) been undertaken and approved by the headteacher and governing body? (this will include new/expectant mothers and pupils who have individual health care plans)	✓	In place. 2 individual RAs in place for staff.
	Are there contingency plans in place for how school could continue in the event of key staff absences?	✓	School has bubble system in place for managing departments. Lock Down 3 – 5 departmental bubbles with staff deployed within each bubble. Staff will not be deployed across bubbles unless signed off by the Headteacher.
	Is there a procedure in place if an individual displays COVID-19 symptom whilst on the premises? e.g. isolate, assess, cleaning/decontamination	✓	See Silverdale Infection Management Policy updated 11.01.2021.
	Has a Maximum Occupancy Calculation been carried out for staffing areas and displayed to ensure that social distancing is maintained?	✓	In place.
	Has a review been undertaken to ensure contact between pupils is minimised by keeping them in consistent 'bubbles'?	✓	Model reviewed and adapted for return to school Spring 1 in light of Lock Down 3.
	Are the 'bubbles' kept as small as possible; with additional control measures implemented where larger 'bubbles' are incorporated? E.g. stricter social distancing, additional cleaning/handwashing etc.	✓	SEMH school with smaller class sizes. Each department is a bubble. Capacity of bubbles. ARP – 36 pupils Primary – 25 pupils ASD (Oasis) - 26 students Upper School - 36 Learning Centre - 10

	Are lesson change and breaks/lunches staggered to minimise numbers of individuals coming into contact each other?	✓	In place.
	Are pupils and employees limited from working between venues/ sites where possible to avoid contamination between sites?	✓	SLT and MLT continue to be vectors accessing all sites as needed to ensure the smooth running of the organisation. Management will follow social distancing and hygiene policy. Staff and pupils are expected to stay within their bubbles within their own departmental areas.
	Has the need for paperwork to be handled been reduced by enabling such processes as bookings, rotas, etc. through email, websites, apps, and other online channels?	✓	In place since Lock Down 1. Systems in place.
	Has a communication been provided to parents to make them aware of school expectations relating to COVID-19? (e.g. symptoms, start/finish times, visiting, transport, etc.)	✓	In place, information available on the website and communicated through Link Worker systems. Reviewed and refreshed as needed. Dynamic systems also in place.
	Has the school consulted with staff (and Trade Unions) regarding the COVID-19 risk assessment and have they published the findings to reassure parents?	✓	Unions and staff consulted. Infection management Policy version 11.01.2021 sent out to all for consultation including Governors.
	Are staff sitting at the same desks wherever possible and is a clear desk policy in place for desks?	✓	In place. All teachers have designated teaching room.
	Are Meeting Rooms locked and put out of use to minimise face-to-face meetings?	✓	In place. No visitors allowed on site for face to face meetings during Lock Down 3 unless related to safeguarding or specifically signed off by the Headteacher or SLT.
Emergency Procedures	Are there changes to the fire evacuation procedures that have been communicated to employees/visitors? (e.g. change of assembly points to help maintain social distancing)	✓	No changes to evacuation procedures and bubbles will be reminded to socially distance on roll call if needed.
	Have First Aid kits been stocked up to include surgical masks, disposable gloves, disposable aprons and disposable eye protection?	✓	In place.
	Has the COVID-19 interim Resuscitation guidance been issued to First Aiders?	✓	First Aid training updated 5 th , 6 th , 7 th , 8 th July 2020. Training included latest advice relating to COVID-19.
	If there are employees still working from home, is there an appropriate number of First Aiders on site at all times?	✓	First Aiders available as needed.
	If there are employees still working from home, is there an appropriate number of Fire Wardens on site at all times?	✓	Yes.

Teaching	Are pupils sitting at the same desks wherever possible and have adaptations been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on?	✓	In place.
	Are there clearly designated positions for teaching staff to provide assistance to pupils whilst maintaining social distance?	✓	In place.
	Have lessons been suspended or modified that cannot be undertaken without contravening social distancing guidelines? (e.g. consider use of outdoor spaces)	✓	In place. Sessions timetabled to support bubbles.
	Have steps been taken to avoid people having to raise their voices? (e.g. No music or played at a low volume)	✓	High levels of staff to student supervision and all staff aware of COVID-19 measures.
	Has the number of classes/bubbles that staff teach been limited in order to minimise exposure? (preferably one in primary settings although this may increase in special and secondary schools, they would preferably be limited)	✓	Small SEMH classes in place as part of standard offer.
	Have lesson times been amended to allow for cleaning after classes and avoid congestion at changeovers?	✓	Timetable for Lock Down 3 amended to meet all regulations for COVID-19.
	Is the use of shared objects avoided unless they can be cleaned/sanitised between users	✓	In place.
	Are cleaning materials provided for teaching staff and pupils to clean equipment after and signage displayed to emphasise the duty to clean equipment after use?	✓	In place.
	Do water fountains have signage to prohibit face-to- tap drinking and that these facilities are used only to refill personal bottles?	✓	Staff only to use water coolers and to provide drinks for students. Staff advised to wipe down areas before and after use of the water cooler. Individual cups available.
Have resources that are shared between classes or bubbles, such as library, sports, art and science equipment been considered to prevent cross-contamination? e.g. cleaned frequently and meticulously between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)	✓	System in place.	
Training	Have staff and pupils been instructed on how to hand wash effectively and maintain good hygiene practices?	✓	In place. Signage in place.
	Have staff and pupils been instructed on social distancing whilst at school?	✓	Pupils attending during Lock Down 3 educated and signage in place.
	Have staff, pupils and parent/carers been trained on what to do if they are experiencing COVID-19 symptoms?	✓	In Infection Management Policy updated, information on school comms, advice and support from school as needed through Link Workers and SLT and additional signage displayed.

	Have employees/pupils been advised to use elbows for opening door release where possible?	N/A	All doors are key or fob ingress and egress.
Cleaning Regime	Has a deep clean of the site been undertaken?	✓	As needed following advice from Health and Safety and Emergency COVID Planning.
	Are there suitable and sufficient arrangements in place for the collection, storage and disposal of waste?	✓	System in place.
	Has the cleaning frequency of the premises been increased?	✓	In place. Additional cleaning during the day, cleaner appointed.
	Are cleaning materials available to clean regularly touched surfaces before and after use with signage displayed to emphasise the duty to clean equipment after use? (e.g. door handles, handrails, IT equipment, desks, toilets, taps, kitchen benches, shared equipment)	✓	In place.
	Have employees undertaking cleaning been instructed with safe usage instructions for products?	✓	In place.
	Are there sufficient stocks of cleaning materials to meet the demands of enhanced hygiene measures?	✓	In place.
	Are there sufficient bins and/or emptying of bins to take into account increased disposal of cleaning materials and PPE?	✓	System in place.
Travel	Has business travel been minimised and Video Conferences used instead of face-to-face meetings (including contractor visits) where possible?	✓	In place as part of Lock Down 3 measures.
	Have start/finish times been staggered to reduce the likelihood of an influx of people at the same times?	✓	Systems in place.
	Are employees travelling alone in vehicles for work activities? (e.g. avoiding car shares)	✓	Where possible. Advice given but risks are increased for individual staff if they use public transport in terms of time on transport, exposure to general public and number of changes of transport needed to make the journey into work.
	Are employees who are required to travel for their work provided with PPE, hand sanitiser, cleaning materials, etc?	✓	In place, interim working arrangements shared with all stakeholders for Outreach Team. During Lock Down 3 Outreach Team working remotely.
	Have workers, parents and pupils been advised to avoid public transport where possible and use alternatives? (e.g. cycling, walking to work)	✓	In place with staff. Have not advised families directly but all families have access to Silverdale COVID Comms.

	Are there sufficient facilities for storage of bicycles if there are increased numbers cycling to school?	✓	Bike sheds in place in school to encourage students to cycle to school.
	Does dedicated school transport align with the control measures identified within the school risk assessment? E.g. pupils grouped together on transport within their bubble, cleaning/hygiene arrangements, distancing, etc.	✓	In place.
Visitors and Contractors	Are arrangements in place to keep a temporary record of customers, pupils and visitors for 21 days to assist NHS Test and Trace? (name, home phone number, mobile number, date and times of entry and exit)	✓	In place. Paper system in use when technical issues arise with iPad.
	Is there a system in place to manage visitor numbers in order to avoid an influx at certain times and reduce interactions? (e.g. appointment system, revised schedules of contractors, out of hours visits, etc.)	✓	Admin manage school diary. Caretaker manages contractor visits. No face to face visits unless related to safeguarding or authorised by Headteacher and SLT.
	Is site specific guidance provided on social distancing and hygiene on, or before, arrival? (e.g. information on websites, booking forms, etc.)	✓	School website: Infection Management Policy version 13.01.2021 – on website. Spring COVID- 19 Inspection Checklist – on website 15.01.2021. COVID-19 Testing Risk Assessment - on website 15.01.2021.
	Have suitable delivery points been established to ensure deliveries can be delivered & accepted in line with social distancing guidelines?	✓	In place.
	Do changes to entry and exit locations take into account reasonable adjustments for those who need them, including disabled pupils?	✓	Accommodated.
	Has it been ensured that subcontractors have included COVID-19 precautions in their own Risk Assessments?	✓	Caretaker co-ordinates with external contractors and checks they follow school policy when on site.
General Building	Have one-way systems been implemented and visual aids installed, such as distancing markers or signage, to maintain social distancing? (e.g. in corridors, staircases, offices, etc.)	No	Not required as bubble model is restricted to individual departments.
	Where one-way systems are not possible are individuals advised to keep to the left-hand side?	✓	In place.
	Have doors been fixed open where safe to do so to avoid touching? (by using doorguards, mag lock, etc.)	No	Health and Safety issues due to needs of students, high risk of disruption and absconding. Doors closed to aid smooth and safe running of school, however, cleaning of frequent touch areas in place throughout each day.
	Is there a designated supervisor for each area of the premises to ensure social distancing	✓	MLT and SLT are supervising areas.

	measures are being adhered to?		
	Have rooms, furniture and layouts been re-organised to maintain social distancing between individuals, and not directly facing others? (e.g. removal or spacing of chairs/tables, floor markings, etc in offices, receptions, meeting rooms, canteens, rest areas, etc)	✓	In place. Regularly reviewed.
	Is up to date COVID-19 signage displayed throughout the premises in prominent areas? (e.g. Social distancing, Washing Hands, COVID-19 Symptoms, etc)	✓	In place.
	Are there hand washing / hand sanitiser facilities located in appropriate areas throughout the building with signage displayed? (e.g. entrances/exits, receptions, offices, halls, kitchens, rest areas, etc)	✓	In place.
	Is there a system in place for regularly checking sanitiser/hand soap/paper towel levels throughout the premises?	✓	Caretaker checking daily and maintaining levels.
	Is there safe storage of flammable substances such as alcohol-based sanitisers? (e.g. risk assessed to prevent ingestion, avoid large quantities, store in locked cupboard, etc)	✓	Additional stores are locked away until needed for use.
	Is ventilation into the building and individual rooms optimised with 100% fresh air and not recirculating air from one space to another? (e.g. open windows, air conditioning increased, etc)	✓	See Infection Management Policy version 11.01.2021.
	Have competent person(s) carried out the relevant compliance checks before reopening the premises? (e.g. Legionella, fire safety, lifts, gas safety tests, etc)	✓	In place.
	Is there sufficient space for queuing without causing bottlenecks and are there appropriate signs/floor markings to maintain social distancing?	✓	Screen in Admin area. Systems in place for rest of the school. Due to status as SEMH school, small student numbers so floor markings not required.
Toilets and Changing Rooms	Is Hand Washing signage and guidance displayed prominently in the toilets?	✓	In place.
	Are there a sufficient number of hand washing facilities with soap and hot water?	✓	In place.
	Are hand dryers or paper towels provided to dry hands and lined waste bins provided for used paper towels?	✓	Additional bins on order.
	Are toilets organised to maintain social distancing where necessary? (e.g. limited numbers during lesson, closing off urinals, floor markings for queues, etc.)	✓	One in, one out system for students' toilets. Staff toilets maximum of one occupancy.
	Are lockers provided for pupils and employees if they are required to store personal equipment/clothing and instruction given on keeping areas clear of person items?	✓	Staff lockers available. Staff advised to bring spare set of clothes in case of Team Teach incidents.

Entrances and Exits	Are there separate entry and exit doors where possible, (i.e. one door for in, and another door for out) with appropriate signage displayed?	✓	Oasis have separate entrance/exit from yard. Primary separate entrance/exit from Langdale car park. ARP separate site and entrance/exit. Upper School entrance/exit through Upper School yard.
	Is the 'Staying COVID-19 Secure in 2020' poster signed and displayed at entrances?	✓	In place.
	Is signage displayed at entrances informing individuals not to enter if they are displaying COVID-19 symptoms?	✓	In place.
	Is there a standard process for removing face coverings when pupils and staff who use them arrive at school?	✓	Zip closed bags available for disposal masks and to store fabric masks available and bin sited at entrance/exit. Masks stored for 72 hours before disposal. Zip close bags available for cloth masks for anyone using this type of mask.
	Are perspex screens or barriers/floor markings in place to maintain social distancing in reception and visitor holding areas?	✓	In place.
	Are online payments encouraged wherever possible? (e.g. for trips, stationary, lunches, etc.)	✓	In place.
	Is there sufficient space for visitors without causing bottlenecks or other safety hazards (such as traffic) and are there appropriate signs/floor markings to maintain social distancing?	✓	In place.
Lunch Time	Have employee break times been staggered to reduce the number of people using facilities at the same time and to enable sufficient cleaning between groups?	✓	Each bubble has a structure for staff to access break areas within their departments to meet room occupancy and social distancing requirements.
	Is there sufficient space for queuing without causing bottlenecks and are there appropriate signs/floor markings to maintain social distancing?	✓	Queuing avoided as standard practice at Silverdale due to needs of students.

Section/Issue	Action taken	Completion Date
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