



# Covid-19 School Assurance Check

## Park High School

Complete

**School**

Park High School

**Date of visit**

18th Aug, 2020

**Person(s) consulted**

Dawn French

Caroline Spence

**Inspection carried out by**

Claire Pearce

**Report reviewed by**

Jon Robinson

## Disclaimer

The purpose of this assurance check is to provide you with information and to assist you in managing Covid-19 arrangements within your organisation. It does not imply compliance with statutory or regulatory requirements, or that no other risks or hazardous conditions may exist.

The areas covered within the assurance check is included within this report and these are the only areas that the review has focused on. It must be assumed that anything outside of these areas have not been considered.

The report authors believe the information contained within this report to be correct at the time of printing. The assurance check has been completed based on answers provided by the organisation, which have not been verified by the assessor. The information within this report should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made. The report authors do not accept responsibility for any consequences arising from the use of the information or recommendations herein.

Acting on the findings of this report is the responsibility of the client.

## Methodology

A standard question set derived from the current government advice is used to ensure a consistent approach to the assurance check.

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Interviews are carried out with key personnel within the client's organisation. This includes those with health and safety responsibilities.

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The client's risk assessment is reviewed to ensure that it is suitable and sufficient for the size and complexity of the school and for the activities that will be taking place as the building re-opens. Any further activities will need to be considered and risk assessed but do not form part of this check.

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This assurance check has not incorporated a full site inspection of the premises. Areas have been observed during the check to test effectiveness or implementation of the risk control measures specifically put in place to combat the spread of the Covid-19 virus. Advice has been provided on any further measures that may be needed.

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## Assurance check

### Risk assessment

Is the risk assessment completed and signed off?

Yes

The assessment will be signed off formally by the chair of governors before the start of term

Is there a date for review of the risk assessment?

Yes

The assessment will be regularly reviewed and updated as new guidance is issued and as the pupils return. There will be a formal review at the end of September.

Have all roles been considered in the planning and assessment process?

Yes

Has the assessment been shared with all staff?

Yes

How was this achieved?

Staff will be emailed a copy before the start of term and key points will be shared during inset on first day. Union reps have been involved throughout the process.

### Arrangements

Are there procedures in place for suspected or confirmed cases of COVID-19, including engaging with NHS Track and Trace?

Yes

Have appropriate arrangements for maintaining hand and respiratory hygiene for all persons been put in place?

Yes

There have been several portable handwashing units purchased to be put at key points around the school as well as sanitiser dispensers.

Is there a suitable supply of cleaning materials and PPE such as hand sanitiser, gloves, face coverings, disinfectant etc?

Yes

Have suitable arrangements for minimising contact between groups / bubbles been implemented?

Yes

Has the use of transport to and from school been considered?

N/A

Pupils have been advised to find alternatives to public transport if possible.

Are there clear arrangements for drop off and pick up of the pupils which have been communicated to parents / carers?

Yes

Have all classrooms and areas such as libraries been reorganised and non-essential equipment removed?

Yes

Are there clear arrangements for using and sharing of equipment and resources?

Yes

Are there clear arrangements for assemblies or large gatherings?

Yes

Are there clear arrangements for breaks and lunchtimes?	Yes
Has there been consideration for pupils who are shielding or isolating?	Yes
Have assessments and arrangements been reviewed for any pupils with challenging behaviours e.g. where there is a risk of spitting, coughing etc?	Yes
Is contingency planning in place for any future outbreaks?	Yes

## Curriculum

Has there been appropriate planning and consideration for the following practical curriculum areas, using relevant national body guidance:

Science	Yes
Design and Technology	Yes
Art	Yes
PE and sport	Yes
Drama	Yes
Music	Yes
If educational visits are to be carried out from September, has there been consideration and update of arrangements and requirements?	Yes

## Cleaning / catering

Is there a clear cleaning regime, particularly of highly used areas?	Yes
A day cleaner is being used to keep wiping high touch points and to regularly check and clean toilets.	
Are there COSHH risk assessments in place for any new cleaning products or processes that have been introduced?	Yes
Has assurance been provided from cleaning and catering contractors that they are following relevant government guidance?	Yes
Have cleaners/caterers or other contracted in staff been fully briefed on the school's arrangements?	Yes

## First aid

Is there an area or multiple areas set aside for isolation of unwell pupils and staff?	Yes
Is there appropriate PPE for first aiders available where needed? (gloves, fluid resistant masks, aprons, disposal bags etc.)	Yes

Is there clear guidance for waste disposal and cleaning of the first aid room after use?

Yes

## Premises

Is all statutory maintenance up to date?

Yes

Has there been an inspection / walkaround of all areas to ensure fire routes etc are unblocked and no other hazards have arisen during the recent closure / restricted use?

Yes

Have fire, evacuation and lock down routines been reviewed, altered if necessary and shared with all staff?

Yes

Where fire doors are propped open to assist with ventilation has their use been carefully considered?

Yes

Has the operation of ventilation and air conditioning systems been reviewed and appropriate changes made where required?

Yes

Has consideration been given to the risks associated with any external hires or lets?

Yes

## Staff welfare and wellbeing

Are there adequate welfare arrangements for staff?

Yes

Is there a staff wellbeing plan including clear information on who to talk to if staff have any issues?

Yes

Are there regular staff briefings scheduled to ensure that all issues and concerns are raised promptly?

Yes

Has consideration been given to vulnerable groups of staff?

Yes

## Summary

Based on the information supplied and following the onsite visit undertaken, and provided that any actions that are highlighted within this report are carried out, it is the opinion of the auditor that the school complies with Government and HSE Covid-19 guidance available at the time of the report.

Yes

### Comments

The school have a comprehensive risk assessment incorporating other documents and well thought out plans in place to prevent the transmission of Covid-19. It is important to ensure that these plans are followed for as long as necessary by staff and pupils.