



# Covid-19 School Assurance Check

Vaughan Primary

Complete

## School

Vaughan Primary

## Date of visit

25th Aug, 2020

## Person(s) consulted

Kirsten Beavan

## 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

This is a work in progress and will be formally signed off before term starts.

Is there a date for review of the risk assessment?

Yes

The risk assessment will be regularly reviewed as guidance is updated and the term commences.

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?

A draft was shared before summer holidays and the updated version will be sent by email before term starts. Inset training will include a section on the risk assessment and procedures.

### 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

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

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
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## Curriculum

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

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

No visits planned in Autumn term.

## Cleaning / catering

Is there a clear cleaning regime, particularly of highly used areas?	Yes
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
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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 has good systems in place and a strong risk assessment for the prevention of spreading Covid-19 as the school reopens to all pupils.