

BOSH Ltd.

COVID-19 ASSESSMENT/POLICY

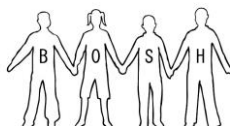
School/ Setting	BOSH Ltd	Date of Assessment	July 2020..ongoing update
Assessment Completed By	Jane McMillan		

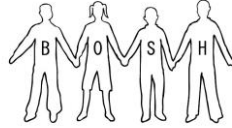
Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	All Clinically Vulnerable employees are required to take extra care in observing social distancing (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	All employees, themselves or persons within their household, who have COVID-19 symptoms,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

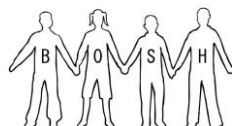


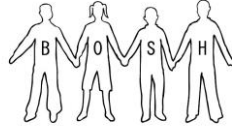


	should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.				
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Our Children

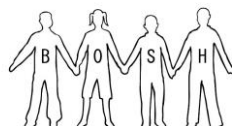
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable children are required to self-isolate and must not attend BOSH setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	All children who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend BOSH then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	All Clinically Vulnerable children should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	All children, or persons within their household that have COVID 19 symptoms should not attend BOSH until they can be tested. If test is negative they can return to BOSH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	All children in setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Play Worker (working under the direction of Play Manager). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

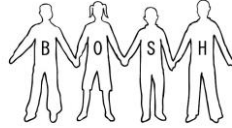




Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Stagger drop off and collection times for each cohort/group.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

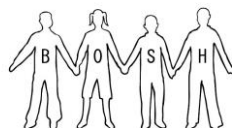


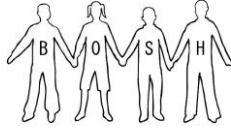


26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional information regarding safe use of space to detailed below.					

Infection Control, Cleaning and Hygiene Arrangements

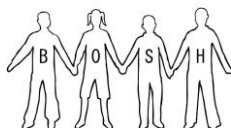
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Children who experience COVID-19 symptoms should be collected from BOSH setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If child needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	All staff and children are encouraged to regularly wash their hands with soap and water regularly, especially upon arrival at BOSH setting, prior to eating and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

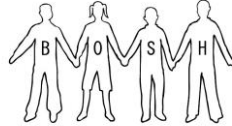




	own stationery in their own pencil case).				
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Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36	All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

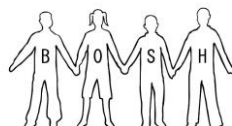


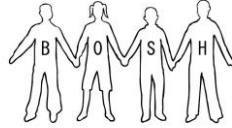


	back of their chairs and bags safely under their desks- separately from other BOSH staff				
43	Staff and children are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance, timed songs and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>BOSH children attending breakfast club will be provided with their own bowl and plate for breakfast. Breakfast club staff will wear appropriate coverings when preparing food. Parents/carers will be asked to provide their child/ren with snacks to eat at after school club. Drinks will be provided.</p>					

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Sufficient numbers of staff are in place to enable safe evacuation of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

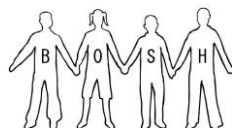


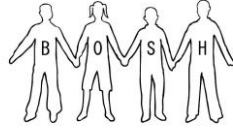


	the building in the event of an emergency.				
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
52	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional Statutory Compliance and Maintenance issues.					

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/		Date of Approval	
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Chair of Governors)			
Date shared with Parents/Carers		Date of Review	

This Policy/Assessment will be reviewed on a regular basis.

Reviewed July 2020

