



## Bristol City Council Safety Team

# COVID-SECURE BUILDING CHECKLIST June 2020

Building/School: St Philips Marsh and Cashmore Nurseries

Date	2.9.20
Safety Advisor	Lisa Middle
Others present Incl. TU	Simon Holmes Colin McFarlane
Name of responsible manager	Simon Holmes
Pre-visit assurance docs completed	Risk Assessment – Yes Schools Assurance doc. – yes EqIA - yes

<b>Pre-visit checks completed?</b> School never closed, all checks current			
1	Legionella	Y	
2	Alarm systems	Y	
3	Fire exits etc	Y	
4	Site & Boundaries?	Y	

## Checklist

	Detail	R or G	Notes
<b>1</b>	<b>Carry out a COVID-19 risk assessment</b>		
	consulting with your staff or trade unions	G	Staff consultation.
	share the results of the risk assessment with your staff/pupils/parents & carers	G	Sharing with parents.
<b>2</b>	<b>Using cleaning, handwashing and hygiene procedures</b>		
<b>a</b>	Increase the frequency of handwashing & encouraging people to follow the guidance on hand washing and hygiene	G	
<b>b</b>	providing hand sanitiser around the workplace, in addition to washrooms	G	Ensure all sanitiser and cleaning materials are out of children's reach.
<b>c</b>	providing hand drying facilities – either paper towels or electrical dryers	G	

<b>d</b>	Increase the frequency of surface cleaning, disinfecting objects and surfaces that are touched regularly	<b>G</b>	
<b>e</b>	enhancing cleaning for busy areas	<b>G</b>	
<b>f</b>	setting clear use and cleaning guidance for toilets	<b>G</b>	
<b>3</b>	<b>Help people to work from home take all reasonable steps to help people work from home by:</b>		
<b>a</b>	discussing home working arrangements	<b>G</b>	
<b>b</b>	ensuring they have the right equipment, for example remote access to work systems	<b>G</b>	
<b>c</b>	including them in all necessary communications	<b>G</b>	
<b>d</b>	looking after their physical and mental wellbeing	<b>G</b>	
<b>4</b>	<b>Maintain 2m social distancing, where possible</b>		
<b>a</b>	putting up signs to remind staff and visitors of social distancing guidance	<b>G</b>	Keep up the good practice!
<b>b</b>	avoiding sharing workstations	<b>G</b>	
<b>c</b>	using floor tape or paint to mark areas to help people keep to a 2m distance	<b>G</b>	
<b>d</b>	arranging one-way traffic through the workplace if possible	<b>G</b>	
<b>e</b>	switching to seeing visitors by appointment only if possible	<b>G</b>	
<b>5</b>	<b>Where people cannot be 2m apart, manage transmission risk by</b>		
<b>a</b>	considering whether an activity needs to continue for the service to operate	<b>G</b>	Stay and Play not running, breakfast and after school provision also not running.
<b>b</b>	keeping the activity time involved as short as possible	<b>G</b>	
<b>c</b>	using screens or barriers to separate people	<b>G</b>	

	from each other		
<b>d</b>	using back-to-back or side-to-side working	<b>G</b>	
<b>e</b>	staggering arrival and departure times	<b>G</b>	Not needed at present, will keep under constant review.
<b>f</b>	reducing the number of people each person has contact with by using 'fixed teams or partnering or bubbles'	<b>G</b>	
<b>6</b>	Have all third parties (supply staff, contractors, cover staff) entering schools confirmed they are compliant with your risk assessment and will implement controls?	<b>G</b>	
<b>Ot her</b>			

### Action Plan - not needed

<b>No.</b>	<b>Detail</b>	<b>Date Greened</b>