

Supportive Covid Audit 2021

28 Apr 2021 / Louise Arrowsmith

Complete

Score	100%	Failed items	0	Actions	0
Site	Greenmount School, West Yorkshire, Leeds				
Location	Beeston, Leeds. LS11 6BA				
Conducted on	28th Apr, 2021 10:21 AM BST				
Prepared by	Louise Arrowsmith				
Signed	 Louise Arrowsmith 28th Apr, 2021 10:23 AM BST				
School Contact Name	Dee Jackson				
Headteacher					

1.0 Arrival- Access- Egress

100%

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100%

On approach to the setting there is signage on the external fencing making it clear as to entrance expectations for all entrants to the site

Yes



Photo 1

Photo 2

Photo 3

On approach to the setting there is signage relating to COVID. (Face Covering, social distancing etc.)

Yes

There is an external barrier to prevent unwanted entrants to the site or there are other safeguards in place sufficient to effectively control unwanted entrants to the school site

Yes

Parents/Carers/Pupils are subject to clear protocols to maximise social distancing during drop off and pick up times, (wear face coverings etc.) These protocols are being followed by all parents/carers.

Yes

Is the Intercom being used and is it part of the cleaning regime for high touch point areas.

Yes

The site has multiple entrance points (where possible) in use during drop off/pick up times protocols in place to ensure to maximise social distancing. Where not possible - staggered starts are considered.

Yes

A well thought out one-way system is in place around the perimeter of the school.



Photo 4

The site has staff out on duty during drop off and pick up times to supervise

Yes

Sanitiser stations are strategically located at building entrances and exits. Protocols in place to ensure sanitising of hands immediately on entry to the buildings.

Yes

Spare PPE is available for staff and pupils

Yes

There is a system in place to distinguish pupils at KS3+ who are exempt from wearing a mask	N/A
Where minibuses/taxis are collecting/dropping off the majority of the cohort this is managed in line with current guidance	N/A

2.0 Main Reception Area

100%

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100%

The Reception area has a maximum occupancy limit clearly identified

N/A

A locked gate with intercom prevents any visitors from entering the reception area, all visitors are asked to wait outside the building unless, on rare occasions, they are attending a planned meeting.

There is signage in the reception area relating to COVID and the wearing of masks

Yes

Signing in is a touch free process OR a specific cleaning protocol is in place for signing in equipment

Yes

Reception staff are behind a screen or able to socially distance from visitors

Yes

The Reception area has ventilation

Yes

Track and Trace information is collected

Yes

PPE and sanitiser is available upon entry

Yes

There is a system in place for visitor lanyards to be cleaned after use or left unused and out of reach for a period of 72 hours

N/A

3.0 Office- Meeting Rooms - Repro

100%

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100%

Occupancy level information is provided for office areas or rooms designated not as classrooms

Yes



Photo 5

Social distancing is being maintained or other control levels in place to manage the risk of transmission

Yes

There a system in place to enable rooms to be well ventilated

Yes

All occupied rooms were seen to have either their windows or external door open.

There is no evidence of communal refreshments, i.e. tea, coffee, biscuits, etc

Yes

There is sanitiser and wipes available

Yes

There is a cleaning procedure for change over of personnel for meetings

Yes

Staff wear face coverings when moving around office and communal spaces

Yes

Repro, photocopier, PC, etc. is subject to a cleaning regime

Yes

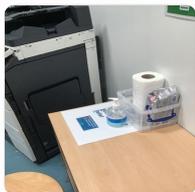


Photo 6



Photo 7

4.0 Staff Room- Staff Break Out Room

100%

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100%

There is a system in place for staff breaks to manage the risk of transmission. (staggered breaks etc.)

Yes

Additional rooms have been made into staff rooms to keep occupancy levels low, in addition to staggered break times.

Social distancing is being maintained or procedure in place to manage the risk of transmission.(layout arranged to achieve 2m social distancing).

Yes

There is sanitiser and anti bacterial wipes available - cleaning of high touch/shared equipment i.e. kettles, fridges, microwave, staff tables, chair arms etc.

Yes



Photo 8

There a system in place to enable rooms to be well ventilated

Yes

There is no evidence of communal refreshments, i.e. tea, coffee, biscuits, etc

Yes

Any soft furnishings have been removed or are part of a cleaning regime (look in to Dettol fabric cleaner)

Yes

Dettol fabric spray recommended.

Crockery used by staff is washed, dried and put away after every break – not to be left in the sink or left on the side.

Yes

Staff personal belongings are secured in individual lockers and the environment has been decluttered, removing any non-essential items such as magazines, Tupperware, water bottles etc.

Yes

5.0 Classrooms- Form Rooms- Teaching Rooms

100%

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100%

There is clear social distancing being achieved where practicable between the teacher and pupils

Yes

Mainstream secondary settings: Desks are facing forwards, there is a 2m area between teacher and pupils

Yes

There a system in place to enable rooms to be well ventilated while occupied

Yes

Cleaning regime in place between the changing of classes. (Cleaning of chairs and work areas)

N/A

Classroom based resources, such as books and learning equipment are cleaned after use or Personalised to a specific bubble or individual

Yes

IT equipment: PC, monitor etc. is subject to a cleaning regime

Yes

Sinks/basins are clear from clutter. (nothing should be stored on or around Sinks area.)

Yes

Shared resources are only used within the same bubble and subject to a cleaning regime or left unused and out of reach for a period of 72 hours

Yes

6.0 Lunch/Breaks - Snacks, Dining

100%

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100%

There are clear lunch protocols that insures no mixing of bubbles

Yes

The hall is used for a small amount of pupils to limit numbers, the rest of the school have lunch in their respective classrooms.

There is a clear cleaning regime for the tables and seats to be meticulously cleaned between change over of bubbles

Yes

There a system in place to enable rooms to be well ventilated while occupied

Yes

Kitchen staff are consistently wearing the appropriate PPE

Yes

Classrooms are used as dining areas when the dining hall facilities are full or other procedure in place to manage the risk of transmission

Yes

There is a clear cleaning regime for all classroom based snack utensils to be meticulously cleaned after use

Yes

7.0 Toilets- Hygiene Suites- Changing Areas

100%

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100%

Maximum occupancy information provided on or around the entrance.

Yes

Pupils are supervised when visiting the toilet.

WC is subject to a frequent cleaning regime or appear clear on visual and olfactory inspection.

Yes

Handwashing hygiene procedures are in line with current guidance

Yes

There is clear signage about regular hand washing/sanitising

Yes



Photo 9



Photo 10



Photo 11

Cleaning is documented and visible as to when it was last cleaned

N/A

The school is relatively small, the cleaning team use the one way system to navigate the school when cleaning. The school toilets are cleaned in order so each cleaner is aware of which toilets have been cleaned.

Is hot and cold water available at all hand wash basins? Is liquid soap available for use at all hand wash basins?

Yes

There is adequate ventilation for the size and occupancy of the room. (FYI To ventilate a toilet, there should be a minimum of six air changes per hour(ac/h) during occupied hours)

Yes

Hygiene suites: All apparatus such as hoist, beds, slings etc. are subject to a cleaning regime

Yes

Hygiene suites: Full PPE and eye protection are available outside the room

Yes

Changing area: Secondary: There is a cleaning regime for the change over of classes

N/A

8.0 Outdoor Space

100%

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100%

Lunch and break times are staggered or procedure in place to stop bubbles mixing

Yes

There is a separate outdoor space for each bubble if break and lunch time can not be staggered

Yes

Is outdoor play equipment in use

Yes

There is a procedure for use of play equipment to be cleaned after every use or left unused for a period of 72 hours

Yes

Outdoor equipment is supervised by staff

Yes

Outdoor spaces are being utilised as outdoor classrooms

Yes

9.0 Cleaning

100%

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100%

A cleaning schedule has been enhanced, by bringing in additional cleaners or changing the frequency of cleaning throughout the day

Yes

High touch areas (touch points) are frequently cleaned throughout the day. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting . Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens/staff rooms and should be undertaken after each use.

Yes

Cleaning team seen cleaning high touch areas throughout my visit.

Cleaning products are effective for the cleaning and disinfection of the Coronavirus. (look for these numbers BS/EN 1276, 13704, 1650,14476 & 14675 1276 being the most effective)

Yes



Photo 12

Cleaning materials are accessible to all staff and are trained in their use

Yes

Classrooms are provided with the appropriate cleaning supplies and PPE

Yes

10.0 Outbreak Management

100%

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100%

Setting has a dedicated room for symptomatic children/staff should they not be able to leave the setting immediately

Yes

Staff are aware of the procedure should positive cases arise - DfE, OFSTED, PHE, reporting to parents, LA & internal reporting procedure etc.

Yes

Settings are subjected to an enhanced clean, thoroughly disinfect and clean all surfaces and contact points they came into contact with using standard cleaning products. This includes the bathroom if used

Yes

11.0 PPE, Use of Face Coverings etc.

100%

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100%

Staff have access to face coverings and can wear them as a matter of personal choice.

Yes

All staff observed to wearing face covering when moving around the the Building - communal areas such as corridors, office spaces and staff rooms etc.

Yes

Face shields may be used in addition to face coverings or instead of a face covering where staff may be unable to wear a face due to a medical condition or for communication purposes (Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.)

Yes

Face shields are labelled and stored in adequate location. Staff are aware of how and when to clean face shields

Yes

Disposable gloves and disposable plastic aprons are accessible in key areas (nappy change / toilet areas / laundry).

Yes

Staff have been trained in the safe use of PPE

Yes

12.0 Other

100%

12.0 Other

100%

Fire doors are propped open for ventilation and the fire risk assessment has been updated stating current changes

Yes

there is a procedure for the fire doors to be shut in event of a fire

Yes

This has been practiced and works well.

SILC setting: NHS approved non contact thermometers where required are in use and staff have read through the instructions of how to them properly

N/A

There is a one way system where possible and/or floor markings in use

Yes



Photo 13

The LCC RA or similar are available on the school website

Yes

The setting has updated all their IPRA's and WASPS accordingly, to include COVID specific risks and preventative control measures

Yes

13.0 Best Practice

100%

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100%

Overall- the setting has demonstrated best practice in cleaning standards.

Yes

Overall- the setting has demonstrated best practice in ensuring adequate ventilation.

Yes

Overall- the setting has demonstrated best practice in restricting access.

Yes

Overall- the setting has demonstrated best practice in the wearing of face covering appropriate to the setting.

Yes

Appendix

Appendix



Photo 1



Photo 2



Photo 3



Photo 4

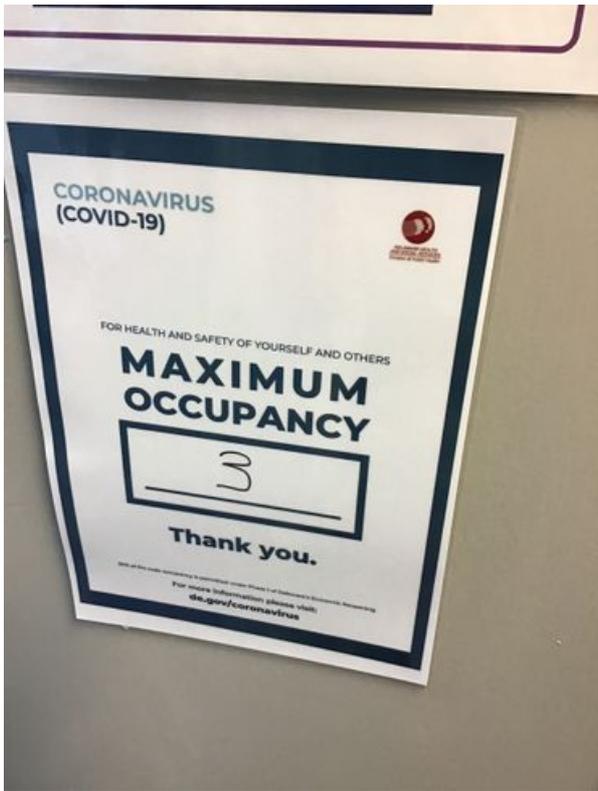


Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

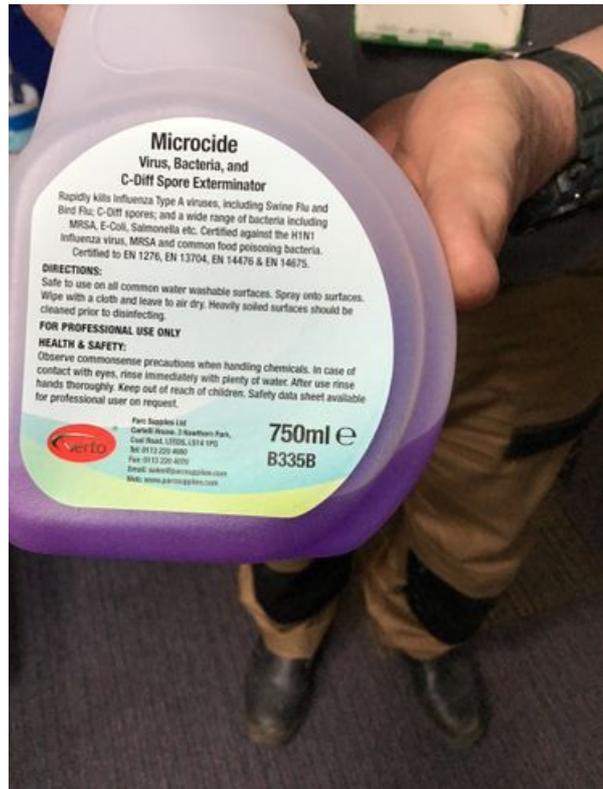


Photo 12



Photo 13