



## Supportive Covid Audit 2021

23 Mar 2021 / Isaac Hewston

Complete

Score	97.78%	Failed items	0	Actions	0
Site	Beecroft PS, West Yorkshire, Leeds				
Location	Middleton Rd Parnaby Road, Leeds LS10, UK (53.77024650000006, -1.5236325)				
Conducted on	23rd Mar, 2021 9:58 AM GMT				
Prepared by	Isaac Hewston				
Signed	 23rd Mar, 2021 9:58 AM GMT				
School Contact Name					
Headteacher	June Turner				

## 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

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

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

Yes

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

87.5%

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87.5%

The Reception area has a maximum occupancy limit clearly identified

No

as a recommendation we say the schools should put up occupancy levels on their external doors, to make visitors aware of your protocols before entering your building.

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

No signing in at all

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

N/A

Track and trace was not taken as all info was taken before arrival.

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

lanyards not in use got given disposable visitor badges to where on site, that had been made a left for 72 hours, and then thrown away after use.

### 3.0 Office- Meeting Rooms - Repro

87.5%

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87.5%

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

No

we have seen in other schools and believe this a great example of best practice and we are recommending the all none teaching rooms are given clear occupancy levels.

**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

**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

No face to face meetings are in place. all meetings are over Teams.

**Staff wear face coverings when moving around office and communal spaces**

Yes

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

Yes

## 4.0 Staff Room- Staff Break Out Room

100%

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100%

The staff room or staff break out rooms have maximum occupancy levels indicated

N/A

Staff room Not in use all staff eat and take their breaks in their classrooms.

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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.

N/A

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.

N/A

## 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

These classrooms rules are a great example of best practice. I will be taking this idea and passing it on to other settings.



Photo 2

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

N/A

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

Yes

yes all Windows are open when a room is occupied, also these air filters have been purchased and in use in all classrooms.



Photo 3

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

Yes

**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**

N/A

Nothing is shared, Pupils bring own equipment

## 6.0 Snacks- Breaks- Dining

100%

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100%

**There are clear lunch protocols that insures no mixing of bubbles**

Yes

school is split in to sections, which does not allow mixing of bubbles throughout the day.

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

N/A

Pupils eat outside everyday, unless raining and snowing.

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

Yes

Eating outside

**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

classrooms are in use for lunch time when its raining.

**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

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



Photo 4



Photo 5

There is clear signage about regular hand washing/sanitising

Yes



Photo 6

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

Yes

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

N/A

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

N/A

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

Yes

## 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	N/A

## 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

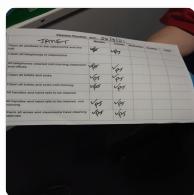


Photo 7

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 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 8



Photo 9



Photo 10



Photo 11

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.)	N/A
Face shields are labelled and stored in adequate location. Staff are aware of how and when to clean face shields	N/A
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%

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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

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

N/A

The LCC RA or similar are available on the school website

Yes

Updated own

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 1: Photos of school COVID-19 measures



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

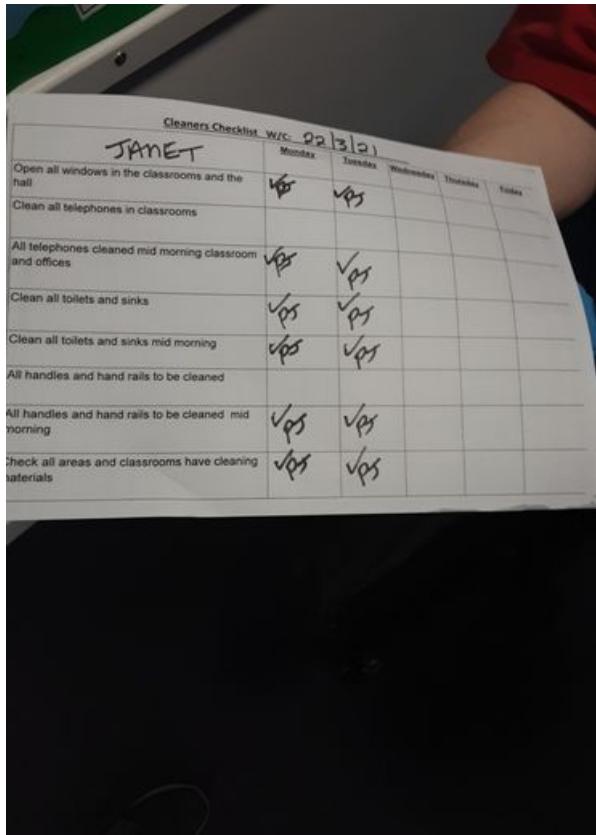


Photo 6



Photo 7



## Photo 9



## Photo 10



## Photo 11

