



Hollinsclough CE Academy

Return to Work Check List – JUNE 2020

Item	Description	Yes	No	N/A	Date/comment
1	Have you completed a thorough “walk-around” inspection of the site?	X			22/05/2020
2	Have you given your staff a return to work induction brief on your management procedures for Covid-19?	X			
3	Have you reviewed your risk assessments/safe systems of work?	X			
4	Have you implemented safe distance (social distancing) working practices?	X			
5	Where social distancing cannot be achieved are mitigating actions in place to reduce the risk of exposure, i.e. screens?	X			
6	Are there procedures in place if a member of staff or pupil develops a high temperature or a persistent cough while at work?	X			
7	Have these procedures been communicated to staff, pupils and parents?	X			
8	Have these procedures been communicated to any other person visiting your site? If not, how will they be informed?	These will be communicated on an as-required basis			
9	Are there sufficient hand-washing facilities at entrances and exits to site?	X			
10	Have sufficient additional hand-washing facilities been provided throughout the site?	X			
11	Where hand-washing facilities are not available, is there an adequate supply of hand sanitiser (minimum 60% alcohol-based)?	X			
12	Are there sufficient rubbish bins provided for hand towels and regularly emptied?	X			
13	Are all non-essential visitors prohibited from entering site?	X			
14	Is there sufficient space to allow social distancing at access and egress points?	X			
15	Are there floor markings at access and egress points to maintain 2mtr distancing?	X			
16	Are computer keyboards, mice, touchpads and telephones regularly cleaned between individual use?	X			
17	Are delivery drivers advised to remain outside of the building and only allowed in where this is safe to do so?	X	Advised on visit		
18	Are staff advised to remain on-site and avoid local shops for breaks?			X	
19	Are there adequate facilities for rest areas and 2mtr distance maintained?	X			
20	Are common surface areas regularly cleaned?	X			
21	Are there monitoring arrangements in place?	X			

Completed by the person with HS&W Responsibilities

Print name **Stephen Malbon**

Date **22/05/2020**

Signature _____