

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and organisations. This inspection checklist assists in identifying the control measures to reduce the risk of workplace infections prior to reoccupation and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

School: Permata Bangsa School - Global Education
Site Address: Semarang, Indonesia

Findings of Inspection
The level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees, parents and pupils and how to keep them safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	Yes	Green	Where practical, staff are allowed to work from home if they can not safely work in school.
2.	Are you tracking people who have been identified as high risk/are shielding?	Yes	Amber	Staff and their family members are encouraged to book testing to clarify infection or not. This allows staff to return to work sooner if negative or to follow self-isolation if positive. Staff are able to book online and attend Columbia Asia Hospital for next day testing. When settings open to the wider cohort of children and young people, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus. This will enable them to get back into education and their parents to get back to work if the test proves negative.
3.	Where practicable have staff been allowed to continue to work from home/remotely?	Yes	Amber	The school is flexible and where practicable allows staff to continue to work from home and provide support where necessary.
4.	Can all staff maintain the government guidelines for social distancing (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Yes	Amber	

4a	Are you able to segregate staff and pupil activities to promote 2 meters distance?	Yes	Amber	<p>Bubbles will be maintained with maximum 14 children to 1 adult (SD – SMA) and 5 children to 1 adult (TK). All must stay in that bubble, there cannot be any changes. There is no mixing and children will not be allowed to wonder around the building. Teachers will teach these expectations with children.</p> <p>Radios/skype will be used to communicate with the office or medical room.</p>
4b	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance?	Yes	Amber	<p>Social distancing markings and signage is in place to assist staff and students. There is a one-way system in place with visual aids and both staff and students are advised to avoid congestion in 'pinch point' areas.</p>
5.	Have staff, parents and pupils been trained / notified before returning to work on any new procedures?	Yes	Amber	<p>Staff training has been organised for all staff about the new procedures in place for returning to work. Parents have been notified of the procedure and asked to respect ground markings to support social distancing. There is signage to direct parents and pupils to one-way systems for pick-up and drop-offs.</p>
6.	Have staff, parents and pupils been instructed on how to hand wash effectively, for the suggested duration of 20 seconds and maintain good hygiene practices?	Yes	Amber	<p>Pupils are reminded to wash hands more often than usual, for 20 seconds with running water. They are also reminded to wash their hands before and after break and lunchtimes.</p> <p>Staff are encouraged to wash their. They are also reminded to use a hand sanitiser (which is regularly replenished to ensure continuity of supply) when entering and exiting classrooms, including before and after entering the building, their classrooms and offices.</p> <p>There is signage in and around the school. Pupils will be reminded regularly to sneeze or cough into the elbow or use tissues. The school strongly promotes the 'catch it, bin it, kill it' approach.</p>
7.	Have staff, parents and pupils been instructed on social distance where practicable while at school, including school grounds?	Yes	Amber	

8.	Have staff, parents and pupils been instructed on what to do if they are experiencing COVID-19 symptoms?	Yes	Green	Where a pupil or staff member tests positive, the rest of their class group; within the setting will be sent home and advised to self-isolate for 14 days. The other members of the household of that wider class group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms. As part of the test and trace programme, if other cases are detected with the cohort or in the wider setting, the school will inform our local Public Health office who will conduct a rapid investigation and advise the school on the most appropriate action to take.
9.	Are daily alerts from government departments e.g. Public Health being sourced and shared with staff and parents?	Yes	Green	Yes

B: Travel, Access & Egress – Consider how your employees and pupils will travel to school, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement enough parking restrictions to maintain social distancing measures?	Yes	Green	Yes. Staggered starts/ends and posters around parking areas.
2.	Are staff using their own transport for work activities?	No	Green	No. Staff members who do not have their transport for work, are being provided access to our school bus. Three employees are currently on a pick-up and drop-off schedule. Passengers practice social distancing whilst in transport. The bus is disinfected using chlorine dioxide after each deployment.
3.	Are staff, parents and pupils avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)?	Yes	Green	Staff are provided school transport when necessary. Parents are encouraged to avoid the use of public transport and cars, where possible.
4.	Has the entry and exits to the building/site been limited to the minimum number of points required?	Yes	Green	yes
5.	Has access to the building/site by visitors and contractors etc. been restricted?	Yes	Green	Essential contractors including those who deliver food will use the car park entrance and deliveries, besides food, will be left by the genset shed. Post will be left in a box on a table just outside of the main entrance. Staff will not sign for deliveries.

6.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Yes	Amber	Visitors must remain in the reception area. They are not allowed within school (campus) areas.
7.	Have appropriate hand sanitiser pump action containers been made available in every classroom and on main travel routes through the building including access and egress areas?	Yes	Green	Hand sanitisers are available in every classroom and office and at entrances and exits.
8.	Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and were people congregate.?	Yes	Green	Signage displayed throughout the school.
9.	Are the signs displayed reviewed and replaced as necessary?	Yes	Green	

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning?	Yes	Green	The school was disinfected by [company we used] in March 2020 prior to lockdown. The school has continued to be cleaned throughout the lockdown and a deep clean carried out prior to staff and pupils returning.
2	Is the ongoing cleaning frequency enough and can cleaning be undertaken when the building is occupied?	Yes	Amber	There will be a cleaner throughout the day. (after each break and after lunch)
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, classroom equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Yes	Green	All the areas are cleaned before, during and after the school day.
4.	Are appropriate cleaning products being used during daily preventative clean regime?	Yes	Green	Cleaning products meet prescribed minimum requirements.
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Yes	Green	
6	Can, where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Yes	Green	Cable cord to tie the blinds restrict use.
7	Can blinds be kept opened and locked if they cannot be removed?	Yes	Green	
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	Yes	Green	Barrier mat in entrance to nursery. Can be moved if necessary but presents little risk.

9	Is it practicable to introduce a daily steam cleaning procedure for washrooms/	No	Green	Not practical to be done.
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day?	Yes	Green	

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees, pupils and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas?			
1.	Fire Safety Systems / Emergency Lighting.	Yes	Green	All checks on the building have continued since lockdown.
2.	Ventilation / Humidity / Lighting & Heating.	Yes	Green	
3.	Gas Installations.	Yes	Green	
4.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Yes	Green	

E: Other Issues (please add additional checks as you feel appropriate)

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Kitchen (Sink, refrigerators, microwave ovens etc)	Yes	Green	The kitchen has continued to be used during lockdown and has also run at least a full cleaning cycle of all per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth.

2.	Pest control	Yes	Green	A pest control contractor has checked for insect infestations, particularly in the kitchen and/or food preparation areas.
3.	Use of photocopier/printers in shared areas	Yes	Amber	Staff must wear disposable gloves and wipe over the machine pad after use. The staff room is out of bounds except for photocopying and only one person at a time.
4.	Post	Yes	Green	A temporary crate is left by the main school entrance for all post.
5.	Managing pupil and staff wellbeing and mental health	Yes	Green	The school has a Parent Support Advisor (PSA) to support staff and pupils. The staff have access to an employee assistance programme for confidential support service for them and their immediate family members.
6.	Tissue supply in classrooms	Yes	Green	Tissue will be available in all classrooms, checked and restocked every morning where necessary. Classrooms will be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment.
7.	Hand drying towels	Yes	Green	All hand drying towels have been removed and replaced with paper towels and bins.
8.	Drinking water dispensers	Yes	Green	All drinking water dispensers are cleaned thoroughly throughout the day.
9.	PPE	Yes	Green	PPE will be available to emergency situation when a pupil develops symptoms during the school day and is awaiting collection.
10	Ventilation	Yes	Green	Doors will be kept open to aid ventilation. There are door stoppers for all doors and door guards for fire doors.

Inspection undertaken by:

Signed: Mr. Shane

Date: 29/07/2020

Signed: Ms. Kerry

Date: 29/07/2020

Signed: Mr. Amin

Date:
