

COVID 19 Risk Assessment – September 2020



School:	Hale CE VC Primary
Assessor:	Marianne Mowatt
Date:	15 th July 2020
Review Date:	11 th August 2020

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents and follow up home school agreement
Has a deep clean taken place over the summer on site before reopening?	x <input type="checkbox"/> <input type="checkbox"/>	School has been open throughout lockdown so have been cleaned regularly. Cleaning staff will be doing a deep clean during the summer holidays.
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? Is the use of public transport discouraged where possible?	<input type="checkbox"/> <input type="checkbox"/> x	
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings? Have specified entrances/exits been allocated to specific groups? Are floor markings visible to reduce any possible queuing?	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents details the times of arrival and collection. Classrooms all have external doors. Floor markings in place currently will be renewed over summer holiday.
Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?	x <input type="checkbox"/> <input type="checkbox"/>	Classrooms have external doors and floor markings and signage encourage social distancing.

Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?	x <input type="checkbox"/> <input type="checkbox"/>	Teacher will greet and dismiss the children at the external classroom door. Support staff will also be on hand.
Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	x <input type="checkbox"/> <input type="checkbox"/>	When possible movement will be outside. At peak times or if it's raining, movement will be staggered.
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	x <input type="checkbox"/> <input type="checkbox"/>	The entrance is screened by glass so office staff are protected.
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?	x <input type="checkbox"/> <input type="checkbox"/>	Chairs in foyer have been removed to HT's office. There is a waiting area before the foyer. Visitors will be asked to wait there or outside if there is someone already waiting.
For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR? If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place? If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?	x <input type="checkbox"/> <input type="checkbox"/>	Visitors and staff will all be signed in and out by office staff
Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents makes it clear that communication will be by telephone or email. There is a waiting area with access to staff through glass if any parent arrives without an appointment. They will be redirected
Are foyer areas marked for social distancing and displaying relevant signage/posters?	x <input type="checkbox"/> <input type="checkbox"/>	Signage is on display in the foyer.
Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	x <input type="checkbox"/> <input type="checkbox"/>	Automatic dispenser in waiting area before entering foyer and also in KS1 and KS2 central corridor. Sanitiser available in every class at both doors.

<p>Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?</p> <p>Has it been clearly communicated?</p> <p>Is handwashing immediately instructed after removing the face covering?</p> <p>Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p> <p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter to parents details expectations.</p> <p>Plastic bags are available.</p>
<p>Are procedures in place to allow emergency contractors to access the site safely?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Contractors will attend outside of school hours if possible. In case of emergency they will be directed by a member of staff (at a safe distance) and pupils will be kept away from them. Cheshire Consultancy Property Services have been briefed on procedures. All contractors to sign visitor agreement</p>
<p>Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>There is a “natural” waiting area outside of the classroom doors. Staggered start and finish times and the size of the site means that it is possible for parents to maintain effective social distancing. Letter to parents will detail expectations for parents.</p>
<p>Are staff advised to delay departure from school to avoid congestion with parents/pupils?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff start and finish times don't coincide with the end of school day.</p>
Hygiene/Social Distancing		
<p>Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'?</p> <p>Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children and children with complex needs has this been actioned by age-appropriate methods such as stories and games?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>All of these expectations are detailed in the letter to parents and the home school agreement.</p> <p>There is clear signage and staff have planned appropriately for all age children.</p> <p>Classes are set as bubbles and mixing of children between bubbles has been restricted</p>

<p>To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?</p> <p>Smaller groups could ultimately lead to fewer persons being required to isolate.</p> <p>Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?</p>		<p>There is no school transport. No parents known to use public transport but all will be reminded of need for social distancing</p>
<p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p> <p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> <p>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>All classrooms have pedal bins.</p> <p>The staff briefing has details for the schedules of handwashing and the supervision of younger children</p> <p>Younger children will be supported.</p> <p>RAs for children will additional needs in place</p>
<p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p>Are desks placed at a distance side by side and not face to face?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Classroom risk assessments have been updated to reflect placement of desks</p>
<p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>No fabric chairs in class other than teacher's chair.</p> <p>Wherever possible, desks arranged so most children are facing forwards most of the time.</p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions?</p>	<p><input type="checkbox"/> <input type="checkbox"/> x</p>	<p>No areas other than classrooms are suitable for use</p>

Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?		
Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area? Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing explains expectations for staff use of staff room. Furniture has been arranged to ensure social distancing. School has been open throughout the pandemic so staff are well versed in the appropriate use of all shared areas.
Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing?	x <input type="checkbox"/> <input type="checkbox"/>	Regular updates from DFE have been shared with staff and risk assessment shared and discussed with staff.
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	x <input type="checkbox"/> <input type="checkbox"/>	School has been open throughout the pandemic so staff are well versed in the appropriate information to give pupils
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	x <input type="checkbox"/> <input type="checkbox"/>	Staff are allocated with one teacher and remain in their classroom wherever possible. Arrangements were discussed by staff at a briefing so that all expectations are clear
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	x <input type="checkbox"/> <input type="checkbox"/>	Caretaker and cleaner have been on site during the lockdown so are well briefed on the system for waste disposal. Waste will be double bagged, labelled and stored safely
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	x <input type="checkbox"/> <input type="checkbox"/>	All staff have individual cleaning materials in the area they are working in. Staff have identified areas of heavy use for extra cleaning during the day. This is in addition to the HBC daily cleaning regime.
Are there cleaning schedules in place for all I.T. equipment before and after use?	X <input type="checkbox"/> <input type="checkbox"/>	Staff have individual stocks of cleaning materials for this purpose.
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	x <input type="checkbox"/> <input type="checkbox"/>	Extra stocks purchased.
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	x <input type="checkbox"/> <input type="checkbox"/>	Arrangements confirmed with Kath Moss – Halton Borough Council Cleaning services

Is there a facility to have a standby/all day cleaner?	x <input type="checkbox"/> <input type="checkbox"/>	Confirmed with caretaker/cleaner if required
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis? If I.T. suites are in use are appropriate cleaning measures in place? Are tablets, IPads cleaned before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	As school will be open full time it won't be possible to use non-contact days for cleaning so time will need to be allocated to undertake cleaning after use on an ongoing basis. All staff have cleaning materials Expectations detailed in staff briefing
Have non washable toys/items been removed?	x <input type="checkbox"/> <input type="checkbox"/>	All removed
Will children be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents and home school agreement
Have children been allocated their own personal desk?	x <input type="checkbox"/> <input type="checkbox"/>	Classrooms are set up with individual work spaces for each child. Letter to parents and home school agreement
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items? Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	x <input type="checkbox"/> <input type="checkbox"/>	Wherever possible children will have their own supply of equipment. Any shared items will be cleaned regularly. Staff have individual cleaning materials available.
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	x <input type="checkbox"/> <input type="checkbox"/>	Staff have worked throughout the lockdown so are well versed in the appropriate advice for children.
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? If free standing or desk fans are in use, are they positioned near to	x <input type="checkbox"/> <input type="checkbox"/>	Classrooms have opening windows and external doors.

<p>open windows to encourage circulation of fresh air?</p> <p>Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?</p>		<p>There are no air conditioning systems</p>
<p>Are lunch times staggered?</p>	<p>X <input type="checkbox"/> <input type="checkbox"/></p>	<p>Lunchtime rota</p>
<p>Have classrooms been considered for use as dining areas to limit movement around school?</p>	<p>X <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children in Y3,Y4 and Y5 who have packed lunches will each lunch in their classrooms in order to free up space in the hall for the children having school hot lunches</p>
<p>Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Cones have been placed on the floors and careful supervision will be in place to assist social distancing</p>
<p>Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?</p> <p>Is walking in single file encouraged?</p> <p>Consider one way systems, walking on the left where possible?</p> <p>Can corridors be divided? (not always feasible)</p> <p>Can lesson changes over times be staggered?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>All corridors supervised. Children walk in single file. Lesson changes are not applicable. Where possible external classroom doors will be used to avoid footfall in the corridors.</p>
<p>Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools</p> <p>If not appropriate cleaning regimes should be implemented.</p>	<p><input type="checkbox"/> <input type="checkbox"/> x</p>	
<p>Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools</p> <p>If not appropriate cleaning regimes should be implemented.</p>	<p><input type="checkbox"/> <input type="checkbox"/> x</p>	

Are extra cleaning procedures in place for dining hall furniture before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	Extra cleaning is in place. It is well established since the wider reopening of schools. Halton Meals service is assisting with this.
Are dining room chairs spaced appropriately?	x <input type="checkbox"/> <input type="checkbox"/>	Fixed seating so children instructed to leave gaps between them and arranged so they are not facing each other directly.
Are pupils instructed not to share food i.e. children bringing in their own?	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents and staff supervision adequate for regular monitoring and reminders
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc? Have heavy use 'hot spots' been identified that may require extra servicing?	x <input type="checkbox"/> <input type="checkbox"/>	See school meals briefing. Extra cleaning regime in place during wider reopening in summer term will be continued in the Autumn Term.
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	x <input type="checkbox"/> <input type="checkbox"/>	See school meals briefing. PPE will be available to staff.
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	x <input type="checkbox"/> <input type="checkbox"/>	See school meals briefing
Are break times staggered to allow less children on playgrounds/areas?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing – grounds are extensive so the playground can be divided up for different classes to use.
Are different class group's kept apart and encouraged no to mix?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing – reminders to children daily, letter to parents and home school agreement. Each bubble allocated an area of the playground or field.
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing – reminders to children and letter to parents and home school agreement
Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible? Where outdoor play equipment is in use is it more frequently cleaned?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing – staff rota to be sufficient for vigilant supervision Midday staff briefed on importance of social distancing

<p>During PE classes are children kept in consistent groups?</p> <p>Is outdoor PE prioritised and if not are large indoor spaces used?</p>		<p>PE done in class bubbles. PE outside where possible. Equipment cleaned between bubbles.</p> <p>Outdoor equipment cleaned after break and lunchtime and out of bounds for children at start and end of day.</p>
<p>Will movement in general be reduced around the school/early year's settings for staff and pupils?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Class worship will be in place instead of whole school worship.</p>
<p>Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?</p> <p>Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter to parents and home school agreement</p> <p>Information disseminated to all parents</p>
<p>Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children who are collected from school because they have developed symptoms will wait in the holding area of the entrance to the building. The door can be left open for ventilation. This area will be cleaned as soon as possible. The entrance will be out locked and of bounds until cleaned. Staff can use the caretaker door as an entrance.</p>
<p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p> <p>Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?</p> <p>Have staff been instructed on how to correctly wear PPE i.e. donning</p>	<p>X <input type="checkbox"/> <input type="checkbox"/></p>	<p>All this was put in place during Summer Term. Guidance was issued to all staff, including training materials on the correct use of PPE.</p> <p>Staff not involved at that point included in all the information shared and to be reminded in September.</p> <p>PPE to be double bagged, labelled and stored</p>

and doffing (see schools H & S website for training resources)? Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?		securely for 72 hours.
Are arrangements in place to have the separation areas thoroughly cleaned after use?	x <input type="checkbox"/> <input type="checkbox"/>	HBC cleaning services will do this.
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing details this. HBC cleaning services will action the deep clean.
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms? Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	x <input type="checkbox"/> <input type="checkbox"/>	Letter to parents and home school agreement. Parents have access to a copy of school's infection control policy
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	x <input type="checkbox"/> <input type="checkbox"/>	Extra stock procured
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities?	x <input type="checkbox"/> <input type="checkbox"/>	Intimate care policy in place.
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks,	x <input type="checkbox"/> <input type="checkbox"/>	Confirmed with HBC cleaning services

eye protection, aprons, gloves?		
<p>Are there sufficient handwashing stations in preparation for the increase in pupil numbers?</p> <p>Does the school hold sufficient stocks of handwashing materials?</p> <p>If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts?</p> <p>Consider skin friendly cleaning wipes as an alternative?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Schedule of alternating hand washing and using hand sanitizer. Staff briefing outlines this.</p> <p>Caretaker briefed to check more regularly</p>
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	x <input type="checkbox"/> <input type="checkbox"/>	Staff briefing and caretaker briefed to check more regularly
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?	x <input type="checkbox"/> <input type="checkbox"/>	All staff briefed. Children reminded regularly Visitors to school contract of expectations
Are pupils encouraged to wash hands before and after breaks/lunches?	x <input type="checkbox"/> <input type="checkbox"/>	Regime of handwashing established in summer term – reviewed for extra pupil numbers
<p>Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?</p> <p>Are toilets cleaned regularly?</p> <p>Are bins emptied regularly?</p>	x <input type="checkbox"/> <input type="checkbox"/>	Daily reminders and staff deployed to monitor attendance at toilets so that there are no bottlenecks. Staff to clean high use areas at regular intervals
Are pupil handwashing areas supervised? Is hand sanitiser required?	x <input type="checkbox"/> <input type="checkbox"/>	Handwashing and sanitiser available on entering school. Pupils supervised to wash hands regularly
Have shared water fountains been taken out of use?	x <input type="checkbox"/> <input type="checkbox"/>	
Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning?	x <input type="checkbox"/> <input type="checkbox"/>	This expectation is well established and will be made clear to greater number of pupils

Are staff / pupils advised to cover any cuts or wounds?	x <input type="checkbox"/> <input type="checkbox"/>	Staff Briefing
Any other hazards?		

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	If No, describe issue
Has the full site fire risk assessment been reviewed?	x <input type="checkbox"/> <input type="checkbox"/>	
Have fire evacuation plans been reviewed to reflect any areas change of use?	x <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible ?	x <input type="checkbox"/> <input type="checkbox"/>	Staff Briefing
Are incident controllers/fire marshals aware of new procedures?		
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	x <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible ?	x <input type="checkbox"/> <input type="checkbox"/>	
Do the reviewed plans reflect and allow for effective social distancing where possible ?	x <input type="checkbox"/> <input type="checkbox"/>	
Have extra muster points been allocated to allow for social distancing where possible ?	x <input type="checkbox"/> <input type="checkbox"/>	Staff Briefing – muster points extended to accommodate increased numbers
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	x <input type="checkbox"/> <input type="checkbox"/>	Staff Briefing – Fire evacuation discussed
If doors to classrooms etc are pinned open to allow for air circulation are	x <input type="checkbox"/> <input type="checkbox"/>	

there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?		Staff Briefing – Fire evacuation discussed
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	x <input type="checkbox"/> <input type="checkbox"/>	
As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open?	x <input type="checkbox"/> <input type="checkbox"/>	All tests have been completed throughout summer term as the school has been fully used throughout
Any other hazards?		

General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	x <input type="checkbox"/> <input type="checkbox"/>	
<p>Have environmental risk assessments been reviewed?</p> <p>Have they been communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 	x <input type="checkbox"/> <input type="checkbox"/>	<p>Staff briefing – discussion of these areas</p> <p>COVID Isolation room – ante-room entrance to school. Door can be left open. Staff will be able to supervise from outside. The area will be out of use until cleaning. Staff will be able to use the caretaker’s entrance in the meantime.</p>
Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances?	x <input type="checkbox"/> <input type="checkbox"/>	Site survey to be conducted during Summer holidays.
Have vulnerable staff been identified who will require a specific personal risk assessment?	x <input type="checkbox"/> <input type="checkbox"/>	Individual RAs to be issued.

Have appropriate control measures been implemented?		
Is a risk assessment action plan in place and regularly reviewed?		
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	x <input type="checkbox"/> <input type="checkbox"/>	DBP, SC
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?		Briefing
Has your staff handbook/induction process been reviewed to reflect the current situation?	x <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	x <input type="checkbox"/> <input type="checkbox"/>	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	x <input type="checkbox"/> <input type="checkbox"/>	CCS Ltd have been given a copy of the RA and visitor agreement
Are there sufficient first aiders on site?	x <input type="checkbox"/> <input type="checkbox"/>	
In the event of first aid being required and social distancing not possible is there correct PPE provision?	x <input type="checkbox"/> <input type="checkbox"/>	
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	x <input type="checkbox"/> <input type="checkbox"/>	

If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	x <input type="checkbox"/> <input type="checkbox"/>	Staff Briefing – Anti bacterial/viral spray and rota established
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	x <input type="checkbox"/> <input type="checkbox"/>	
Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?	<input type="checkbox"/> x <input type="checkbox"/>	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input type="checkbox"/> <input type="checkbox"/> x	
For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alternative roles on school site?	x <input type="checkbox"/> <input type="checkbox"/>	Staff will be sent a RA which will be used to identify vulnerable staff and develop individual risk assessments.
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	x <input type="checkbox"/> <input type="checkbox"/>	Bereavement policy
For schools who use volunteers for support roles, is mixing in groups kept to a minimum?	x <input type="checkbox"/> <input type="checkbox"/>	Trainee teachers in one class Volunteers assigned to one class and thoroughly briefed

Are they instructed to socially distance?		
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed?	x <input type="checkbox"/> <input type="checkbox"/>	
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	x <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	If No, describe issue
<p>To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?</p> <p>Are these groups considered when pupils are using dedicated school transport?</p> <p>Smaller groups could ultimately lead to fewer persons being required to isolate.</p>	x <input type="checkbox"/> <input type="checkbox"/>	<p>Children will be restricted to their class group so the class registers will provide a record of interaction.</p> <p>Adults will be restricted to their classes and support staff will usually be attached to specific classes in order to limit the number of interactions.</p>

<p>Are records of groups and group interaction retained for 21 days or more?</p>		
<p>Are records kept of all visitors/contractors to site and retained for 21 days or more?</p> <p>Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?</p> <p>Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?</p> <p>Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?</p> <p>If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?</p> <p>All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter to parents, visitor agreement and home school agreement makes clear these expectations.</p> <p>There isn't a spare bathroom which can be used for any person in isolation. Any bathroom used will have to be out of bounds until cleaned. HBC and on site caretaker are able to provide cleaning services</p>
<p>Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>These are going to be distributed to schools</p>
<p>Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?</p>	<p>X <input type="checkbox"/> <input type="checkbox"/></p>	<p>See letter to parents and home school agreement</p> <p>School will follow the PHE protocol.</p>

<p>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</p> <p>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</p>		
<p>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	
<p>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	
<p>For individuals or groups of self-isolating pupils are there remote education plans in place?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff Briefing: We won't know who this involves until September but the mechanisms for remote education used during lockdown can be used, with adaptations..</p>
<p>If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staff Briefing. Staff aware that learning materials will need to be provided at short notice. The same mechanisms used for the lockdown will be available – class dojo, log ins to online sites.</p>
<p>Has the contents of this risk assessment been shared with your staff?</p> <p>Have they been involved in the preparation process?</p>	<p>x <input type="checkbox"/> <input type="checkbox"/></p>	

Please transfer any negative answers onto the below Proforma to create your action plan

Risk Assessment Proforma

School: Hale CE Primary			Assessment Date: 20th July 2020			
Assessor: Marianne Mowatt			Review Date: 31st August 2020			
HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
Pupil comes to school wearing a face mask	N/k	Home school agreement and letter to parents explains that face masks will not be worn in school. Few pupils travel to school by public transport	Low	Plastic bags to be provided for each class so that masks may be removed and taken home by parent. Staff aware of correct procedure for removing face masks.	31 st August	
Staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, to be reassured they can access procedures to ensure their safety once returned to work.	2	The current risk assessment outlines a range of measures to ensure the safety of all staff and pupils. This system of controls is outlined in detail in the sections above.	N/k until RA is completed	Staff will be sent a RA which will be used to identify vulnerable staff and develop individual risk assessments.	31 st August	

Site markings, signage, classroom set up all need to be finalised prior to return of staff to school	Whole school.	Staff used the final 3 days of term to set up classrooms, organise resources and rotas	Low	Site survey to be conducted during Summer holidays. Staff will have time during inset day to make any adjustments	31 st August	
Individual pupils may need to have their risk assessments reviewed	3	Known changes have been accounted for	Low	Risk assessments to be reviewed regularly and ongoing	31 st August ongoing	

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR