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| **RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM April 2022** |  |
| **Name of School** | **Date of assessment** | **Review date** |
| St John the Evangelist Primary School | 18.5.22 | Nov 22 |
| **Name and Position of Assessor(s):** | Mark Harrison | **Assessor(s) Signature:** |  |
| **Headteacher’s Name:** | Mark Harrison | **Headteacher’s signature:** |  |  |
| **Chair of Governor’s Name:** | Debbie Tomlinson | **Chair’s signature:** |  |  |

**Risk Assessment Checklist**

This risk assessment checklist has been revised to support schools in Cheshire East to update the key areas to consider in their risk assessment following the withdrawal of the operational guidance and contingency framework and in line with the steps described in the document [Living with COVID-19](https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19). Whilst there is no longer a requirement for schools to explicitly consider COVID-19 in their risk assessment, the Health and Safety advisors within Cheshire East Council recommend that there is a separate section on COVID-19 of measures that should be maintained for the summer term 2022.

This checklist follows the **safer behaviours** set out in the above guidance and shows how these are linked to specific actions and measures which schools should adopt. Schools should also have measures in place to address issues related to business continuity and safeguarding as well as the development and sign off the school’s risk assessment.

The control measures specified in the guidance are:

1. Maintain appropriate hygiene and cleaning practices
2. Keep occupied spaces well ventilated and maximise use of outdoor space,
3. Have clear messages for anyone with symptoms or a positive test
4. Engage with local Public Health services to manage outbreaks.
5. Ensure that everyone who wishes to be vaccinated is supported to do so

The checklist is set out in the following sections to address the required systems of control:

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| **Behaviours**  | **Related actions in school checklist** | **Requirement** |
| **1 Ensure good hygiene for everyone** | 1. **Hygiene and Handwashing**
 | Must be in place in all schools, all the time |
|  | 1. **Respiratory Hygiene**
 |
| **2 Maintain appropriate cleaning regimes** | 1. **Cleaning**
 | Must be in place in all schools, all the time |
| **3. Keep spaces well ventilated** | 1. **Keep Spaces Well-ventilated**
 | Must be in place in all schools, all the time |
| **4. Responding to symptoms and confirmed cases of respiratory infections, including COVID-19** | 1. **Responding to Someone with Symptoms**
 | Must be properly considered and schools must put in place measures that suit their circumstances following public health advice |
| **5. Follow public health advice managing outbreaks and episodes of concern** | 1. **Managing Symptoms, reporting and responding to an outbreak or episode of concern**
 |
| 1. **Ensure that anyone eligible for vaccination is supported to access a vaccine if they wish to do so**
 | 1. **Supporting vaccinations**
 | Must be followed in every case where they are relevant. |
|  | 1. **Safeguarding and arrangements for vulnerable and critical worker children**
 | Schools should ensure that have made appropriate arrangements for safeguarding both children attending school and those undertaking remote education.  |
|  | 1. **Risk Assessment**
 | Schools must have in place a risk assessment which includes infectious diseases. Cheshire East Health and Safety advice is that COVID-19 is explicitly included. |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes - √****No - X** | **Planned Actions** |
| **Section A.****Hygiene and Handwashing** | Regular and thorough hand cleaning is going to be needed for the foreseeable future.* The school has **sufficient hand washing or hand sanitiser ‘stations’ available** so that all pupils and staff can clean their hands regularly
 | **√** | School has procured additional hand sanitiser dispensers and has a large store of hand sanitiser pumps so all classrooms, offices and populated areas have one. School has many handwashing sinks available on site – soap units refilled regularly. |
| * The school has **enough tissues and bins available** in the school to support pupils and staff to follow the enhance hygiene routine.
 | **√** | All classrooms and office to have labelled lidded pedal bins for the disposal of used tissues.Supplies of tissues monitored regularly. |
| * **All adults and children are aware of the required hygiene and handwashing regime,** which includes:
* frequently washing their hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser.
* cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
* embedding the ‘catch it, bin it, kill it’ approach
* encouraging pupils to clean their hands thoroughly after using the toilet
 | **√** | Hand gel on entering the building for children, staff and external visitors. Children will wash hands after break time, before eating, after using the toilet, and after outside times. Good hand hygiene practice reminders in class.All handwashing areas have signage regarding hand washing procedures.Signage around school for ‘catch it, bin it, kill it’. Covered regularly in classrooms with pupils. |
| * **Sanitiser is stored and used safely in accordance with any COSHH advice** and away from small children**.** Staff are aware of the **need to supervise the use of hand sanitiser**, where needed, including small children and pupils with complex needs.
 | **√** | Sanitiser stored safely. Classroom dispensers are wall mounted and used with supervision. Bottles of hand sanitiser for use out of the classroom are kept with staff and dispensed by them. |
| * **Skin friendly skin cleaning wipes** are available as an alternative for children who need them.
 | **√** | Wipes will be provided if needed. |
| * The school’s risk assessment sets out how the **school will support children who struggle to maintain as good respiratory hygiene**, for example those who spit uncontrollably or use saliva as a sensory stimulant.
 |  | Not applicable |
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| * The school has considered the **accessibility of handwash basins**, including in or adjacent to classrooms, so may be able to use these to maximise hand washing, for specialist settings.
 | **√** | School has good availability of handwash basins around the school.  |
| **Guidance**[E-Bug resources](https://www.e-bug.eu/) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing postersNHS washing hands video:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | **Contact**Public Healthphbusinessteam@cheshireeast.gov.ukHealth and SafetyMatthew.ODonoghue@cheshireeast.gov.uk  |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |
| **Section B:****Respiratory Hygiene** | * Schools are communicating and reinforcing the ‘catch it, bin it, kill it’ approach and have ensured that there are enough tissues and bins available to support staff and pupils to follow this routine.
 | **√** | Staff encourage this approach throughout the day as appropriate. Bins available in each classroom.  |
| * The school will ensure younger children and those with complex needs are helped with this process.
 | **√** | School supports pupils with individual needs. Current school cohort able to be supported with existing systems in place.  |
| * Where pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant a separate risk assessment is available to support them and the staff working with them.
 | **√** | Not applicable |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |
| **Section C****Cleaning** | * The school has the capacity to instigate **enhanced cleaning schedule** if required as a response to an outbreak.
 | **√** | Cleaning schedule very thorough with emphasis on contact points and surfaces. School employs large number of cleaners to ensure thorough cleaning is carried out.Staff briefed on contact points and other cleaning matters. Cleaning staff issued with updated notes on cleaning procedures along with site map giving set work areas for each cleaner to minimize risk of cross contamination. |
| * The schools cleaning schedule includes **thorough cleaning of rooms / shared areas** that are used by different groups
 | **√** | Shared work spaces / areas are cleaned after use by staff |
| * The school’s cleaning schedule includes **frequently touched surfaces** being cleaned.
 | **√** | Shared and frequently touched surfaces cleaned thoroughly on a regular basis.  |
| * The school’s cleaning schedule includes **classroom-based resources**, such as books and games are cleaned regularly. Where possible these are washed with soap and water before being disinfected.
 | **√** | Limited sharing of resources reduces risk of contamination with classes using equipment with small number of children. Children regularly wash hands. |
|  | * Wherever possible, **frequently used equipment**, such as pencils and pens are not shared, but everyone has their own set.
 | **√** | Regular handwashing and limited sharing of equipment in place for small number of children in small groups. Staff use own equipment.  |
| * Where pupils and teachers **take books and other shared resources home**, they should wash their hands before and after contact with the resources.
 | **√** | Staff clean hands thoroughly before and after using equipment  |
| * The school has assessed **the cleanability of equipment used in the delivery of therapies** (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use
 | **√** | School only uses a small number of such items, but in these cases each pupil has their own, eg theraputty in a pot, and the pupil can clean their hands before and after use. |
| * The school has arrangements to **dispose of waste in line with government guidance,** in relation to a possible case
 | **√** | All used tissue bins have liners so waste can be safely disposed of. A 72hr holding waste bin is available on site and monitored by the site manager – this is to be used for used tissue waste plus waste from decontaminating the isolation room, or any area where a known or suspected Covid-19 positive person has been. |
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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section D.****Keeping Spaces well ventilated** | * To increase ventilation while maintaining a comfortable temperature, the school uses the following measures:
* opening high level windows in preference to low level to reduce draughts
* increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)
 | √ | Staff briefed on keeping doors and windows open during the school whilst keeping a comfortable temperature. Staff know how to increase ventilation when weather too cold e.g. opening doors and windows during breaktime.  |
| * Poorly ventilated spaces have been identified in the risk assessment and steps have been taken to improve fresh air flow in these areas, giving consideration when holding events where visitors such as parents are on site, for example school plays.
 | √ | Poorly ventilated areas (SENCo room, Photocopying room)– staff encouraged to use masks and limit to using one at a time.  |
| * Any mechanical ventilation systems have been adjusted to increase the ventilation rate and ensure that only fresh outside air is circulated.
 |  | Not applicable |
| * Mechanical ventilation systems are used and maintained in accordance with the manufacturers’ recommendations.
 |  | Not applicable |
|  | * Use carbon dioxide monitors where available to check that ventilation is adequate within a space
 | √ | CO2 monitors shared with all staff – checking shows that CO2 levels are at normal limits.  |
|  | * Use air cleaning units if available for any space with sustained high levels of carbon dioxide which cannot be remedied by ventilation
 |  | No spaces identified through above measures.  |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |
| **Section E:****Responding to symptoms and confirmed cases of respiratory infections, including COVID-19** | * Staff and children have been advised **not to come to school if they have symptoms of respiratory infection or if they have tested positive for COVID-19.**
 | √ | Email communications sent to parents and staff about the importance of not coming on site in this case. Staff meetings held to reiterate message.  |
| * The school policy and procedures have been updated so that any **staff and children will be sent home as soon as they develop any symptoms.**
 | √ | Risk assessment and procedures available in staff room for all staff |
| * **Staff have been trained** on the school policy and procedure around those developing symptoms.
 | √ | Staff reminded to communicate to school office immediately if staff or children develop symptoms. |
| * The **school level response should someone fall ill on site** is in place
 | √ | Staff and parents informed of response. |
| * **A well-ventilated room is available** in the school for a child or young person to wait until collected. The school should have PPE available for staff who are supporting the symptomatic person should they require it
 | √ | Pupils can wait in the well ventilated room near the front door or the isolation room.  |
| * The school policy is clear that any staff or pupil should **wash their hands thoroughly** for 20 seconds with soap and running water or use hand sanitiser **after any contact with someone who is unwell.**
 | √ | PPE available in isolation room for use when dealing with symptomatic person at close quarters. Staff reminded that PPE must be worn in such circumstances. |
| * The school policy ensures the room will be **cleaned after a person with symptoms has left** concentrating on contact areas.
 | √ | Regular cleaning ensures that all areas of the school are cleaned.  |
| * On developing symptoms, **pupils and members of staff will be informed of how to access testing if they choose to do so.**
 | √ | School can advise on how to test and where to collect a test if required.  |
| * PPE should be available if there is a risk of splashing or contamination with blood or bodily fluids during an activity, then disposable gloves and plastic aprons should be worn. Wear disposable eye protection (or if reusable decontaminate prior to next use) if there is a risk of splashing to the face
 | √ | PPE available in school.  |
| * Ensure that the **risk assessment for anyone who is pregnant** includes risks related to COVID-19 and appropriate measures are put in place.
 | √ | Risk assessments for staff who are pregnant in place.  |
| **Guidance**[COVID-19; symptoms in adults](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/)[COVID-19; symptoms in children](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/)[Changes to advise on testing for COVID-19 in England](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/)Cheshire East HR FAQ (Briefing 28/1/22)  | **Contacts**Contact your HR contact or email deanhadden@cheshireeast.gov.uk |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section F****Responding to outbreaks or episodes of concern** | * The school’s procedures include **contact with the LA COVID-19 Education Team** when they are aware of multiple cases or episode of concern and agreeing a plan of action which may include testing for target groups, use of face coverings or limiting mixing.
 | √ | HT and office know to contact LA if multiple cases or if children hospitalised with Covid. School able to respond to outbreak with bubbles/masks as required.  |
| * The school has procedures to limit mixing which can be activated if required by **the LA COVID-19 Education Team/Public Health**.
 | √ | Outbreak plan.  |
| * The school has a **template letter to send to parents and staff** if required by **the LA COVID-19 Education Team/Public Health**.
 | √ | Yes.  |
| * The school has an **outbreak management plan** outlining how it would operate if there were an outbreak in the school or local area based on the advice from the COVID-19 Education Team/Public Health.
 | √ | See plan. |
| * The school will **risk assess any special activities or events** e.g., concerts, parents’ evenings, residential visits to consider any additional risks and control measures.
 | √ | Risk assessments are completed for any trips or events.  |
| * The school will maintain face to face learning wherever possible. Where business continuity is threatened it will consider other options e.g., supply and additional hours for part time staff before temporarily moving to remote learning for specific groups. Where remote learning is unavoidable, the school will prioritise vulnerable pupils and exam groups.
 | √ | School will keep face to face learning except for extreme circumstances.  |
| **Guidance**Cheshire East Toolkit (Briefing 30/3/22)Cheshire East FAQ on managing case (Briefing 1/4/22) | **Contact** COVID-19 Education Team 01270 371323COVID19@cheshireeast.gov.uk Public Healthphbusinessteam@cheshireeast.gov.uk[Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562.  |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section G.****Support vaccination** | * Staff and children have been made aware of vaccination opportunities and supports everyone who is eligible to get a vaccine if they so choose.
 | √ | This is shared through the weekly newsletter.  |
| * The school co-operates with requests from the School Immunisation Service or local Health Partnership to hold sessions in school or near to school or to pass on information to parents/carers.
 | √ | Yes |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section H.****Safeguarding and arrangements for vulnerable and critical worker children** | * **Arrangements** are in place to strongly encourage vulnerable children to attend school. Early Help lead or Social Worker is made aware of any issues with attendance
 | √ | Vulnerable list monitored weekly and any persistent absentees are contacted immediately if not.  |
| * Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded
 | √ | See above. Information passed to social worker as appropriate.  |
| * School has arrangements in place on how it will support:
* those who have **developed anxieties** related to the virus
* those who are **vulnerable and/or disadvantaged**
* those with **protected characteristics** including race and disability
* those about whom there are **safeguarding concerns**
* those who may make **safeguarding disclosures**
 | √ | School has a range of support including family support work, My Happy Mind program, play therapy and dog therapy. School works with outside agencies as relevant.  |
| * Any safeguarding issues that arise will be **addressed using the school’s safeguarding policy**.
 | √ | Yes.  |
| * **Sufficient staff are trained** to support or signpost pupils with **mental health** issues.
 | √ | Yes – mental health first aid.  |
| * **Any Changes to provision** for children with an EHCP which become necessary due to outbreaks or high case numbers will be agreed and recorded.
 | √ | Yes.  |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section I.****Risk Assessment**  | * The school risk assessment includes a section on **coronavirus (COVID-19) risk assessment**, considering the measures in the national and local guidance to inform their decisions and control measures
 | √ | See above.  |