

RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM April 2022

Name of School		Date of assessment	Review date
Ivy Bank Primary School		April 2022 (November 2022 reviewed)	Sept 2022 July 2023
Name and Position of Assessor(s):	Sarah Gill	Assessor(s) Signature:	<i>SGM</i>
Headteacher's Name:	Sarah Gill	Headteacher's signature:	<i>SGM</i>
Chair of Governor's Name:	Pat Broadley	Chair's signature:	<i>P. Broadley</i>

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](#). 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:

Behaviours	Related actions in school checklist	Requirement
1 Ensure good hygiene for everyone	A. Hygiene and Handwashing	Must be in place in all schools, all the time
	B. Respiratory Hygiene	
2 Maintain appropriate cleaning regimes	C. Cleaning	Must be in place in all schools, all the time
3. Keep spaces well ventilated	D. 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	E. 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	F. Managing Symptoms, reporting and responding to an outbreak or episode of concern	
6. Ensure that anyone eligible for vaccination is supported to access a vaccine if they wish to do so	G. Supporting vaccinations	Must be followed in every case where they are relevant.
	H. 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.
	I. 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.

Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section A. Hygiene and Handwashing	<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <ul style="list-style-type: none"> The school has sufficient hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly 	Y	Schedule regular use when outbreak of illness in class
	<ul style="list-style-type: none"> The school has enough tissues and bins available in the school to support pupils and staff to follow the enhance hygiene routine. 	Y	
	<ul style="list-style-type: none"> All adults and children are aware of the required hygiene and handwashing regime, which includes: <ul style="list-style-type: none"> 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 	Y	<p>Display posters to support Taught / reminders given to younger children</p> <p>E-Bug teaching delivered</p>
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	Y	Additional stock located in accessibility toilet store
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	Washing bowls used as additional handwashing facilities in classrooms
	<p>Guidance E-Bug resources include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters</p>	<p>Contact Public Health phbusinesssteam@cheshireeast.gov.uk</p>	

	NHS washing hands video: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section B: Respiratory Hygiene	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> The school will ensure younger children and those with complex needs are helped with this process. 	Y	
	<ul style="list-style-type: none"> 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. 	n/a	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section C Cleaning	<ul style="list-style-type: none"> The school has the capacity to instigate enhanced cleaning schedule if required as a response to an outbreak. 	Y	
	<ul style="list-style-type: none"> The schools cleaning schedule includes thorough cleaning of rooms / shared areas that are used by different groups 	Y	School continuing with additional cleaning
	<ul style="list-style-type: none"> The school's cleaning schedule includes frequently touched surfaces being cleaned. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> Wherever possible, frequently used equipment, such as pencils and pens are not shared, but everyone has their own set. 	Y	Pupils encouraged to bring own from home
	<ul style="list-style-type: none"> Where pupils and teachers take books and other shared resources home, they should wash their hands before and after contact with the resources. 	Y	
	<ul style="list-style-type: none"> The school has assessed the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory 	Y	

	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		
	<ul style="list-style-type: none"> The school has arrangements to dispose of waste in line with government guidance, in relation to a possible case 	Y	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section D. Keeping Spaces well ventilated	<ul style="list-style-type: none"> To increase ventilation while maintaining a comfortable temperature, the school uses the following measures: <ul style="list-style-type: none"> 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) 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> Any mechanical ventilation systems have been adjusted to increase the ventilation rate and ensure that only fresh outside air is circulated. 	Y	Hall
	<ul style="list-style-type: none"> Mechanical ventilation systems are used and maintained in accordance with the manufacturers' recommendations. 	Y	
	<ul style="list-style-type: none"> Use carbon dioxide monitors where available to check that ventilation is adequate within a space 	Y	Roll out schedule of priority Completed – all classrooms have a working CO2 monitor that is checked
	<ul style="list-style-type: none"> Use air cleaning units if available for any space with sustained high levels of carbon dioxide which cannot be remedied by ventilation 	n/a	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
	<ul style="list-style-type: none"> 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. 	Y	Following CE guidance Adults = 5 days Children = 3 days continues

Section E: Responding to symptoms and confirmed cases of respiratory infections, including COVID-19	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those developing symptoms. 	Y	
	<ul style="list-style-type: none"> The school level response should someone fall ill on site is in place 	Y	
	<ul style="list-style-type: none"> 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 	Y	Accessibility toilet
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> The school policy ensures the room will be cleaned after a person with symptoms has left concentrating on contact areas. 	Y	
	<ul style="list-style-type: none"> On developing symptoms, pupils and members of staff will be informed of how to access testing if they choose to do so. 	Y	
	<ul style="list-style-type: none"> 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 	Y	
	<ul style="list-style-type: none"> Ensure that the risk assessment for anyone who is pregnant includes risks related to COVID-19 and appropriate measures are put in place. 	Y	
	<p>Guidance COVID-19; symptoms in adults COVID-19; symptoms in children Changes to advise on testing for COVID-19 in England Cheshire East HR FAQ (Briefing 28/1/22)</p>	<p>Contacts Contact your HR contact or email deanhadden@cheshireeast.gov.uk</p>	

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<p>Section F</p> <p>Responding to outbreaks or episodes of concern</p>	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> The school has procedures to limit mixing which can be activated if required by the LA COVID-19 Education Team/Public Health. 	Y	
	<ul style="list-style-type: none"> The school has a template letter to send to parents and staff if required by the LA COVID-19 Education Team/Public Health. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
	<p>Guidance Cheshire East Toolkit (Briefing 30/3/22) Cheshire East FAQ on managing case (Briefing 1/4/22)</p>	<p>Contact COVID-19 Education Team 01270 371323 COVID19@cheshireeast.gov.uk Public Health phbusinesssteam@cheshireeast.gov.uk Public Health England health protection team Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562.</p>	

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Section G. Support vaccination	<ul style="list-style-type: none"> Staff and children have been made aware of vaccination opportunities and supports everyone who is eligible to get a vaccine if they so choose. 	Y	Staff flu vaccination clinic offered Sept 22 Pupil flu vaccination by school nurse team
	<ul style="list-style-type: none"> 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. 	Y	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section H. Safeguarding and arrangements for vulnerable and critical worker children	<ul style="list-style-type: none"> 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 	Y	
	<ul style="list-style-type: none"> Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded 	Y	
	<ul style="list-style-type: none"> School has arrangements in place on how it will support: <ul style="list-style-type: none"> 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 	Y	
	<ul style="list-style-type: none"> Any safeguarding issues that arise will be addressed using the school's safeguarding policy. 	Y	
	<ul style="list-style-type: none"> Sufficient staff are trained to support or signpost pupils with mental health issues. 	Y	
	<ul style="list-style-type: none"> Any Changes to provision for children with an EHCP which become necessary due to outbreaks or high case numbers will be agreed and recorded. 	Y	

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section I. Risk Assessment	<ul style="list-style-type: none"> 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 	Y	