

RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM JULY 2021

Name of School		Date of assessment	Review date
Hollinhey Primary School		September 2021	October 2021
Name and Position of Assessor(s):	Headteacher	Assessor(s) Signature:	<i>S. Clough</i>
Headteacher's Name:	Sarah Clough	Headteacher's signature:	<i>S. Clough</i>
Chair of Governor's Name:	Rebecca Salt	Chair's signature:	<i>R. Salt</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 coronavirus (COVID-19) risk assessment following the operational guidance issued in July 2021 to take effect in Step 4 of the Roadmap as described in the document [Operational guidance at Step 4](#)

This checklist follows the **4 control measures** set out in the above guidance and shows how these are linked to specific actions and measures which schools should adopt. There are 3 further areas listed in the control measures included for which schools should ensure they have robust planning in place. These are travel and quarantine, safeguarding arrangements and the development and sign off of the school's risk assessment.

The control measures specified in the guidance are:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The checklist is set out in the following sections to address the 4 systems of control:

Required Control Measures	Related actions in school	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. Follow public health advice on testing, self-isolation and managing confirmed cases of 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
	F. Personal Protective Equipment (PPE)	
	G. Managing Symptoms, Testing and Responding to a Local Outbreak	
	H. Face Coverings	
	J. Minimising the risks associated with travel and quarantine	
	K. 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.
	L. Risk Assessment	Schools must undertake a COVID-19 risk assessment, considering the measures in the government's guidance

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 	Yes	James Forbes to continue to monitor soap and hand sanitizer supplies and order more when required.
	<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. 	Yes	<p>A box of tissues and a bin should always be available in every classroom.</p> <p>All staff to make James Forbes aware when they are running low on tissues or bins.</p>
	<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 	Yes	<p>Children will be taught good hand washing techniques. Conga line to be used to minimise time.</p> <p>All children will follow the school routine.</p> <p>On entry After break Before and after lunch After break</p> <p>Plus after the toilet / when hands are dirty.</p> <p>Hand sanitisers are to be placed in every classroom in addition to the sink area where there will be soap and water.</p>
	<ul style="list-style-type: none"> Sanitiser is stored safely 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. 	Yes	Hand sanitisers are to be placed in every classroom in a place which is safe for small children.

	<ul style="list-style-type: none"> • Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	No	James Forbes to source and purchase from Cutlers
	<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. 	Yes	Although this does not currently apply, we will update our risk assessment should it become necessary.
	<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. 	Yes	Handwashing facilities available in all classrooms in addition to the toilets.
<p>Guidance Safe working in education, childcare and children's social care, including the use of PPE E-Bug resources include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters NHS Print friendly A4 poster 6 steps of handwashing' poster NHS washing hands video: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>		<p>Contact Public Health phbusinesssteam@cheshireeast.gov.uk Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk</p>	

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	<p>A box of tissues and a bin should always be available in every classroom.</p> <p>Children will be taught good hand washing and nose blowing techniques.</p>
	<ul style="list-style-type: none"> The school will ensure younger children and those with complex needs are helped with this process. 	Y	<p>Staff support the younger pupils and those with SEN to do this. Appropriate handwashing immediately follows.</p>
	<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. 	Y	<p>Although this does not currently apply, we will update our risk assessment should it become necessary.</p>
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 put in place an enhanced cleaning schedule in line with government guidance. 	Y	<p>Each classroom is to receive an extra clean once a day whilst the children are playing outside with a focus on touch points.</p> <p>Toilets will have an additional clean after lunch.</p> <p>Each classroom will have their own cleaning / PPE tray of equipment which is restocked as needed.</p>

	<ul style="list-style-type: none"> The schools cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups 	Y	<p>It is the responsibility of the member of staff using the photocopier, fridge and kettle to ensure they are cleaned after use as this is shared equipment.</p> <p>Shared rooms such as the ICT suite are timetabled to discourage overlap of classes.</p> <p>Where staff have used a room also used by others eg the reading room they will clean it before leaving.</p>
	<ul style="list-style-type: none"> The school's cleaning schedule includes frequently touched surfaces being cleaned more often than normal 	Y	<p>Shared areas are to receive an extra clean each day with a focus on touch points.</p>
	<ul style="list-style-type: none"> The school's cleaning schedule includes classroom-based resources, such as books and games are cleaned regularly 	Y	<p>Each classroom will have their own cleaning / PPE tray of equipment which is restocked as needed.</p> <p>Any items requiring an additional clean will be left on a class table for the cleaners</p>
	<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. 	Y	<p>Each child will have their own pencil case of frequently used equipment.</p>
	<ul style="list-style-type: none"> Where pupils and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	Y	<p>Staff made aware</p>
	<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	<p>No therapies delivered.</p>

	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	James Forbes to manage all disposal of waste after a possible case.
	Guidance COVID-19: cleaning of non-healthcare settings guidance.		
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	Windows and doors left open whilst maintaining a comfortable temperature.
	<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	Reading room – ensure door always left open.
	<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	Air conditioning in the ICT suite monitored.
	<ul style="list-style-type: none"> Mechanical ventilation systems are used and maintained in accordance with the manufacturers' recommendations. 	Y	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section E: Responding to Someone with Symptoms	<ul style="list-style-type: none"> Staff and children have been advised not to come to school if they have coronavirus symptoms or have tested positive. 	Y	Posters and messaging to remain. Reminders in newsletters.
	<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	All staff aware of the procedure.
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those 	Y	Repeated on return in September

	developing symptoms.		
	<ul style="list-style-type: none"> The school level response should someone fall ill on site is in place (in line with relevant government guidance). 	Y	<p>First aid room to be used as isolation room whilst waiting to be collected.</p> <p>Home testing kits (provided by the Government) will be given to any families where there is a barrier to them accessing a test.</p>
	<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. 	Y	First Aid room – leave door open and ensure window is open.
	<ul style="list-style-type: none"> The school policy is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE. 	Y	<p>PPE in first aid room.</p> <p>A box containing gloves, an apron and face masks should be kept in each classroom (1 per class) and checked and restocked at the end of each day.</p>
	<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 in line with government guidance. 	Y	James Forbes or Shelley Taylor to clean room whilst wearing PPE
	<ul style="list-style-type: none"> On developing symptoms, pupils and members of staff will be asked to request a test. 	Y	If unable to go for a test a school home testing kit will be given out.
	<ul style="list-style-type: none"> Guidance on testing has been given to staff and parents. 	Y	Through school newsletters and when parents call school
	<p>Guidance</p> <p>Coronavirus (COVID-19) symptoms</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Arrange to have a test</p> <p>See ChESS hub for:</p>	<p>Contacts</p> <p>Testing (via CEC)</p> <p>gary.pickford@cheshireeast.gov.uk</p> <p>Testing (self-referral)</p>	

	FAQ for school staff Testing guidance for schools Testing script for schools Testing data form	www.gov.uk/coronavirus Contact your HR contact or email deanhadden@cheshireeast.gov.uk	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section F: Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> The school's policy ensures that PPE is only used in line with government guidance. 	Y	<p>Staff who want to continue wearing masks in communal areas are allowed to do so.</p> <p>PPE is available for staff dealing with children or adults who may be infected.</p>
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section G: Managing Symptoms, Testing and Responding to a Local Outbreak	<ul style="list-style-type: none"> The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. 	N	Changes were made to this on the 19 th July the day before we finished) the updated letter will be sent out in September.
	<ul style="list-style-type: none"> The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms. 	Y	Reminders in September newsletter
	<ul style="list-style-type: none"> The school has a system to keep brief records of pupils and staff contacts so that they can provide these details if required by NHS Test & Trace or the LA COVID19/Public Health team. 	Y	Records to continue to be kept by Sara Egeli
	<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 and agreeing a plan of action. 	Y	Covid 19 number known and available
	<ul style="list-style-type: none"> The school has isolation procedures which can be activated if required by the LA COVID-19 Education Team/Public Health. 	Y	School have had to do this recently. Text to parents for initial collection with follow up letter giving details as soon as possible afterwards. Children to revert to remote

			learning plan.
	<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	Updated letters shared by LA team as and when needed.
	<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	See plan.
	<ul style="list-style-type: none"> A separate risk assessment is provided for the asymptomatic testing of staff and pupils (where available). 	NA	
	Guidance Testing for coronavirus (COVID-19).	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.	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section H. Face Coverings	<ul style="list-style-type: none"> Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. 	Y	Staff aware
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section J. Minimising the risks	<ul style="list-style-type: none"> Staff and children should not come into school and should quarantine if they have recently visited countries where testing and/or quarantine is required unless they are exempt. 	Y	Staff aware. Careful monitoring of holiday requests by office staff and where

associated with travel and quarantine			quarantining is required parents will be informed.
	<ul style="list-style-type: none"> The school has arrangements in place to inform parents/carers of the possible impact of travelling abroad. 	N	Reminder to be sent in September.
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section K. 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	Attendance is rigorously monitored and all vulnerable children are encouraged to attend school in the event of a lockdown
	<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	Registers are taken of children attending school and remote learning. Emails and phone calls are used to follow up absenteeism.
	<ul style="list-style-type: none"> School has arrangements in place on how it will support: <ul style="list-style-type: none"> individual children who find remote learning difficult those who have developed anxieties related to the virus those about whom there are safeguarding concerns those who may make safeguarding disclosures once they are back in school 	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"> Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school. 	Y	Also make use of the MHST
	<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"> Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place. 	Y	Also make use of the MHST Liz Cusick to carry out extra nurture work
<ul style="list-style-type: none"> The impact on pupils with protected characteristics, including race and disability, has been considered. 	Y		

	<ul style="list-style-type: none"> For children with an Education, Health and Care Plan (EHCP), these have been reviewed to ensure that they can attend safely, and any necessary adjustments made. Regular updates to their risk assessments are planned. 	Y	Follow up on support for those children with medical needs too.
	<ul style="list-style-type: none"> Changes to provision for children with an EHCP have been agreed and recorded. 	Y	Where appropriate through a risk assessment if remote learning.
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section L. Risk Assessment	<ul style="list-style-type: none"> The school has undertaken a coronavirus (COVID-19) risk assessment, considering the measures in the government's guidance to inform their decisions and control measures 	Y	See above