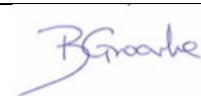


RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM JULY 2021

Name of School		Date of assessment	Review date
St. Vincent De Paul Catholic Primary School Knutsford		30 th August 2021	22 nd October 2021
Name and Position of Assessor(s):	Bernadette Groarke	Assessor(s) Signature:	
Headteacher's Name:	Bernadette Groarke	Headteacher's signature:	
Chair of Governor's Name:	Mike Dobson	Chair's signature:	<i>Mike Dobson</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	Must be followed in every case where they are relevant.
	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 - √	
	<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 - √	
	<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 - √	
	<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. 	Yes - √	
	<ul style="list-style-type: none"> Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	Yes - √	More skin friendly wipes need to be purchased – Sept 21
	<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 - √	
	<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 - √	All sink area need to be kept clear so children can access.

	<p>Guidance Safe working in education, childcare and children’s social care, including the use of PPE</p> <p>E-Bug resources include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters</p> <p>NHS Print friendly A4 poster</p> <p>6 steps of handwashing’ poster</p> <p>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</p> <p>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. 	Yes - √	
	<ul style="list-style-type: none"> The school will ensure younger children and those with complex needs are helped with this process. 	Yes - √	
	<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. 	Yes - √	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
	<ul style="list-style-type: none"> The school has put in place an enhanced cleaning schedule in line with government guidance. 	Yes - √	
	<ul style="list-style-type: none"> The schools cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups 	Yes - √	
	<ul style="list-style-type: none"> The school’s cleaning schedule includes frequently touched surfaces being cleaned more often than normal 	Yes - √	

Section C Cleaning	<ul style="list-style-type: none"> The school's cleaning schedule includes classroom-based resources, such as books and games are cleaned regularly 	Yes - √	Books need to isolate for at least 24 hours before going home again.	
	<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. 	Yes - √	Juniors own pencil cases. Infants share resources on their tables	
	<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. 	Yes - √		
	<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 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 	Yes - √		
	<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 	Yes - √		
	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) 	Yes - √		
	<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. 	Yes - √	Doors to be kept 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. 	Yes - √		

	<ul style="list-style-type: none"> Mechanical ventilation systems are used and maintained in accordance with the manufacturers' recommendations. 	Yes - ✓	
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, have tested positive or if they live with someone who has symptoms or who has tested positive. 	Yes - ✓	Letter sent to all parents and carers– 1 st September 21
	<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. 	Yes - ✓	
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those developing symptoms. 	Yes - ✓	
	<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). 	Yes - ✓	
	<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. 	Yes - ✓	Outside the office area with door 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. 	Yes - ✓	
	<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. 	Yes - ✓	
	<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. 	Yes - ✓	
	<ul style="list-style-type: none"> On developing symptoms, pupils and members of staff will be asked to request a test. 	Yes - ✓	
	<ul style="list-style-type: none"> Guidance on testing has been given to staff and parents. 	Yes - ✓	
	Guidance Coronavirus (COVID-19) symptoms Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection		Contacts Testing (via CEC) gary.pickford@cheshireeast.gov.uk

	Arrange to have a test See ChESS hub for: FAQ for school staff Testing guidance for schools Testing script for schools Testing data form	Testing (self-referral) 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. 	Yes - √	
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. 	Yes - √	
	<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. 	Yes - √	
	<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. 	Yes - √	
	<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. 	Yes - √	
	<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. 	Yes - √	

	<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. 	Yes - ✓	
	<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. 	Yes - ✓	
	<ul style="list-style-type: none"> A separate risk assessment is provided for the asymptomatic testing of staff and pupils (where available). 	No - X	Staff are encouraged to lateral flow twice a week.
	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. This may apply to staff, visitors or pupils age 11yrs and above. 	Yes - ✓	Face coverings by staff when in whole school situations. Face coverings at the beginning and end of day when seeing parents and carers.

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section J. Minimising the risks associated with travel and quarantine	<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. 	Yes - √	
	<ul style="list-style-type: none"> The school has arrangements in place to inform parents/carers of the possible impact of travelling abroad. 	Yes - √	Discourage holidays in term time.
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 	Yes - √	
	<ul style="list-style-type: none"> Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded 	Yes - √	
	<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 	Yes - √	
	<ul style="list-style-type: none"> Any safeguarding issues that arise will be addressed using the school's safeguarding policy. 	Yes - √	
	<ul style="list-style-type: none"> Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school. Sufficient staff are trained to support or signpost pupils with mental health issues. 	Yes - √	

	<ul style="list-style-type: none"> • Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place. 	Yes - ✓	
	<ul style="list-style-type: none"> • The impact on pupils with protected characteristics, including race and disability, has been considered. 	Yes - ✓	
	<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. 	Yes - ✓	
	<ul style="list-style-type: none"> • Changes to provision for children with an EHCP have been agreed and recorded. 	Yes - ✓	
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 	Yes - ✓	