



RISK ASSESSMENT CHECKLIST FOR FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School	Date of assessment	Review date
St. Vincent's Catholic Primary School - Knutsford	10 th July 2020, with staff on 17 th July, with Governors 21 st July updated 28 th August	1 st September 2020
Name and Position of Assessor(s):	Miss Bernadette Groarke	Assessor(s) Signature:
Headteacher's Name:	Miss Bernadette Groarke	Headteacher's signature:
Chair of Governor's Name:	Mr Mike Dobson	Chair's signature:
Additional Email Address for Feedback: Email will be sent the Head/Chair email addresses at the school, but an additional email contact can be added here for feedback over the summer		admin@stvincents.cheshire.sch.uk

Maintained schools are asked to return their completed checklists to the following email address **by the end of term:**

SchoolImprovement@cheshireeast.gov.uk

Risk Assessment Checklist

This risk assessment checklist has been developed to support schools in Cheshire East to identify the key areas to consider in their coronavirus (COVID-19) risk assessment for full opening from September 2020.

This checklist follows the **9 systems of control** set out in the governments guidance for schools, along with a further area in relation to the development and sign off in relation to the school's risk assessment:

- 1) **minimise contact with individuals who are unwell** by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) **clean hands** thoroughly more often than usual
- 3) ensure **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- 4) introduce **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain **social distancing** wherever possible
- 6) where necessary, wear appropriate **personal protective equipment (PPE)**
- 7) engage with the **NHS Test and Trace** process
- 8) **manage confirmed cases** of coronavirus (COVID-19) amongst the school community
- 9) **contain any outbreak** by following local health protection team advice

The checklist is set out in the following sections to address the 9 systems of control:

Section	System of Control	Requirement
A. Responding to Someone with Symptoms	1)	Must be in place in all schools, all the time
B. Hygiene and Handwashing	2) 3)	
C. Cleaning	4)	
D. Social Distancing	5)	Must be properly considered and schools must put in place measures that suit their particular circumstances
E. Personal Protective Equipment (PPE)	6)	Applies in specific circumstances
F. Managing Symptoms, Testing and Responding to a Local Outbreak	7) 8) 9)	Must be followed in every case where they are relevant.
G. Risk Assessment	N/A	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: 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 if they live with someone who has symptoms or who has tested positive. 	Yes - √	
	<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 - √	Discussed with staff on 17 th July 2020
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those developing symptoms. 	Yes - √	Staff on 17 th July, Governors 21 st July
	<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 - √	Entrance foyer
	<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 - √	Staff via staff meetings. Parents via newsletters
<p>Guidance Coronavirus (COVID-19) symptoms Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<p>Contacts Testing (via CEC) gary.pickford@cheshireeast.gov.uk</p>		

	<p>Arrange to have a test</p> <p>See ChESS hub for: FAQ for school staff Testing guidance for schools Testing script for schools Testing data form</p>	<p>Testing (self-referral) www.gov.uk/coronavirus</p> <p>Contact your HR contact or email deanhadden@cheshireeast.gov.uk</p>	
Area of Risk Assessment			
Section B. Hygiene and Handwashing	<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 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 - √	
	<ul style="list-style-type: none"> Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	Yes - √	
	<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’s timetable incorporates more time for more frequent handwashing, in particular, for special schools. 	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, in particular for specialist settings. Regular and thorough hand cleaning is going to be needed for the foreseeable future. 	Yes - √	
	<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 C: Cleaning	<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 enhanced cleaning schedule has been agreed with the cleaning contractor/relevant staff and increased working hours/changes in work patterns agreed. 	Yes - √	School covered from 7.30am until 6pm with cleaners
	<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 - √	
	<ul style="list-style-type: none"> The school’s cleaning schedule includes classroom-based resources, such as books and games, which are shared within the bubble are cleaned regularly 	Yes - √	

	<ul style="list-style-type: none"> The school's cleaning schedule includes more frequent cleaning of outdoor playground equipment. 	Yes - ✓	
	<ul style="list-style-type: none"> The school's cleaning schedule includes resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	Yes - ✓	
	<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 - ✓	Purchased pencil cases to stay in school for all children.
	<ul style="list-style-type: none"> Pupils have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 	Yes - ✓	Letter sent out 28 th August to all stakeholders
	<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 made an assessment of 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. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. 	Yes - ✓	Check SEN children have own resources Spoke to occupational therapy 20/7/20
	<ul style="list-style-type: none"> The school has arrangements to dispose of waste in line with government guidance, in particular 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:	<ul style="list-style-type: none"> To reduce the risk of transmission, the school has agreed consistent groups or 'bubbles' of children and young people that do not mix (these groups 	Yes - ✓	Bubbles in their Year group classes – 30 in a class

Social Distancing	should be as small as possible to deliver a full curriculum depending on the controls in place - for secondary this may be a whole year group, for primary it may be a class and for alternative provision it could be whole school).		
	<ul style="list-style-type: none"> Plans are in place within the school to keep groups or bubbles of children apart, including, if possible, limiting interaction, sharing of rooms and social spaces between groups. 	Yes - ✓	Discussed with staff 17/7/20
	<ul style="list-style-type: none"> The school has identified where there may be mixing into wider groups, eg, for specialist teaching, wraparound care and transport. 	Yes - ✓	Before and after school club – lists been shared
	<ul style="list-style-type: none"> The school has made any small adaptations needed to the classroom to support distancing, where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. 	Yes - ✓	Year 1 – Year 6 to sit in rows – facing the front Reception – EYFS curriculum
	<ul style="list-style-type: none"> Those staff who need to move between classes and year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	Yes - ✓	Discussed with staff 17/7/20 & 1/9/20
	<ul style="list-style-type: none"> Staff have been informed of the measures needed to socially distance within the classroom. 	Yes - ✓	Discussed with staff 17/7/20
	<ul style="list-style-type: none"> The school has explained the measures it is putting in place to reduce risks for those staff with significant risk factors and has accommodated additional measures, where appropriate. 	Yes - ✓	Discussed with staff 17/7/20
	<ul style="list-style-type: none"> The school has considered any measures that are needed to ensure that staff who have been shielding can return to work, ie, to maintain social distancing or working remotely if this is possible in their role. 	Yes - ✓	Discussed with staff 17/7/20
	<ul style="list-style-type: none"> The school considered its equalities duties in relation to health and safety risks. 	Yes - ✓	Discussed with staff 17/7/20
	<ul style="list-style-type: none"> The school has mechanisms in place to support staff wellbeing, particularly those who are anxious about returning to school. 	Yes - ✓	
	<ul style="list-style-type: none"> The school has arrangements in place to ensure that volunteers across groups are kept to a minimum and remain 2 metres from pupils and staff where possible. 	Yes - ✓	
<ul style="list-style-type: none"> The school timetable enables groups to be kept apart and movement around the school site kept to a minimum. 	Yes - ✓	Discussed with staff 17/7/20	

	<ul style="list-style-type: none"> The school has considered the need for any staggered start/end, break times and lunch times (and time for cleaning surfaces in the dining hall between groups). 	Yes - √	Discussed with staff 17/7/20 Sent out to parents 17/7/20
	<ul style="list-style-type: none"> The school has considered access toilets for pupils, in line with the systems of control. 	Yes - √	
	<ul style="list-style-type: none"> The school has communicated with parents around any staggered start/end times to and reminded them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. 	Yes - √	Sent out to parents 17/7/20 – Letter sent to all stakeholders 28/8/20
	<ul style="list-style-type: none"> The school has planned how shared staff spaces are set up and used to help staff to distance from each other. (Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day). 	Yes - √	Sorted out ICT suite for PPA time Trying to sort a seating area outside staff room
	<ul style="list-style-type: none"> The school has a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. 	Yes - √	Government guidelines
	<ul style="list-style-type: none"> The school has made specific steps to help and support those pupils with SEND prepare for the changes to routine involved, for example using social stories. 	Yes - √	
	<ul style="list-style-type: none"> Increased hygiene protocols are in place when working with children and young people with complex needs, or those who need close contact care; the school supports them to maintain distance and not to touch staff and their peers, where possible. 	Yes - √	
	<ul style="list-style-type: none"> The school has worked through the system of controls with any setting where a child routinely attends on a part time basis to address any risks identified. 	N/A	
	<ul style="list-style-type: none"> The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff. 	Yes - √	
	<ul style="list-style-type: none"> The school has reviewed/updated its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. 	Yes - √	

<ul style="list-style-type: none"> • The school has considered how to reduce the risk of certain activities, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. 	Yes - √	Also see Love Music Trust risk assessments for singing and music instruments
<ul style="list-style-type: none"> • The school plans to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely, considering what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. 	Yes - √	
<ul style="list-style-type: none"> • Before resuming any breakfast and after-school provision, the school has considered how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. 	Yes - √	Had meetings with Cath Davies Before and after school club – keeping children in family groups.
<ul style="list-style-type: none"> • The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 	Yes - √	
<ul style="list-style-type: none"> • Local authority officers complete the visitor risk assessment, where appropriate. 	Yes - √	
<ul style="list-style-type: none"> • Expectations have been communicated to contractors and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc. 	Yes - √	
<ul style="list-style-type: none"> • The school plans for visits to happen outside of school hours, where this is possible. 	Yes - √	
<ul style="list-style-type: none"> • The school procedures ensure a record is kept of all visitors. 	Yes - √	All visitors into school sign in using Ipad
<p>Guidance Safe working in education, childcare and children’s social care COVID-19: review of disparities in risks and outcomes report Coronavirus: travel guidance for educational settings Health and safety guidance on educational visits</p>		

Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section E: 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 - √	
	<ul style="list-style-type: none"> Arrangements are in place to ensure that the school has sufficient supplies of PPE. 	Yes - √	
	<ul style="list-style-type: none"> Arrangements are in place to monitor supplies of PPE. 	Yes - √	
	<ul style="list-style-type: none"> Arrangements are in place to order further supplies of PPE, when needed. 	Yes - √	
	<ul style="list-style-type: none"> Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance. 	Yes - √	All staff signed correct use of PPE – 5 th June 2020
	<ul style="list-style-type: none"> PPE will be stored safely when not in use. 	Yes - √	
	<ul style="list-style-type: none"> The school's policies have been updated to reflect the use of PPE. 	Yes - √	
	<p>Guidance Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Quick guide for putting PPE on and off</p>	<p>Contact For further PPE supplies, if needed: EarlyYearsCOVID-19@cheshireeast.gov.uk</p>	
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section F: Managing Symptoms, Testing and	<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 - √	Sent out via newsletter – July 2020 and again 28/8/20
	<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 - √	Sent out via newsletter – July 2020 and again 28/8/20

Responding to a Local Outbreak	<ul style="list-style-type: none"> The school has a system to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. 	Yes - √	Sent out via newsletter – July 2020 and again 28/8/20
	<ul style="list-style-type: none"> Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. 	Yes - √	Arrived in School 27/8/20
	<ul style="list-style-type: none"> The school has procedures in place to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). 	Yes - √	
	<ul style="list-style-type: none"> The school's procedures include contact with the local health protection team when someone has tested positive for coronavirus (COVID-19). 	Yes - √	
	<ul style="list-style-type: none"> The school's procedures include sending home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 	Yes - √	Sent out via newsletter – July 2020
	<ul style="list-style-type: none"> The school has a template letter to send to parents and staff if needed on the advice of the health protection team (this will be provided). 	No - X	Not got yet
	<ul style="list-style-type: none"> Post-testing support arrangements are in place for staff. 	Yes - √	
	<ul style="list-style-type: none"> The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team. 	Yes - √	Discussed lockdown again with staff – 17 th July 2020
Guidance Testing and tracing for coronavirus (COVID-19).		Contact SCIES Team sciesteameast@cheshireeast.gov.uk Public Health phbusinessteam@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 G. 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 - √	Completed risk assessment – April, June and July 2020
	<ul style="list-style-type: none"> The school's risk assessment contains key information on how they will: <ul style="list-style-type: none"> identify what could cause injury or illness in the organisation (hazards) decide how likely it is that someone could be harmed and how seriously (the risk) take action to eliminate the hazard, or if this isn't possible, control the risk 	Yes - √	Completed June and July 2020
	<ul style="list-style-type: none"> The school has recorded the significant findings of the assessment to explain to others what they are required to do and help staff with planning and monitoring by identifying: <ul style="list-style-type: none"> the hazards how people might be harmed by them what they have in place to control risk 	Yes - √	Completed June and July 2020
	<ul style="list-style-type: none"> Staff have been involved in assessing workplace risks and the development and review of workplace health and safety policies and the school has consulted their employees on health and safety in good time. 	Yes - √	INSET 17 th July 2020
	<ul style="list-style-type: none"> Consultation on any changes to risk assessments that will be in place for the start of the autumn term commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute. 	Yes - √	INSET 17 th July 2020
	<ul style="list-style-type: none"> The school has involved pupils (where applicable), young people and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place 	Yes - √	Via newsletters
	<ul style="list-style-type: none"> The school's health and safety representative has been consulted. 	Yes - √	INSET 17 th July 2020

	<ul style="list-style-type: none"> The school has shared the results of their risk assessment with their workforce. 	Yes - ✓	INSET 17 th July 2020
	<ul style="list-style-type: none"> If possible, the school has published their risk assessment on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). NB – ensure no personal information is included if planning to publish. 	Yes - ✓	Will do after agreed by Governors at INSET on 21 st July 2020
	<ul style="list-style-type: none"> The school has arrangements in place to monitor and review the risk controls to ensure the measures are working and take action to address any shortfalls. 	Yes - ✓	
	<ul style="list-style-type: none"> The school has appointed a competent person to ensure they meet their health and safety duties. 	Yes - ✓	INSET 17 th July 2020
	<ul style="list-style-type: none"> The Governing Body has signed off the risk assessment. 	Yes - ✓	Governor INSET – 21 st July 2020
	<p>Guidance HSE guidance on working safely Health and safety: responsibilities and duties for schools</p>	<p>Contact Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk</p>	

Thank you. Maintained schools are asked to return their completed checklists to the following email address **by the end of term**:

SchoolImprovement@cheshireeast.gov.uk