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| **RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM JULY 2021** | | | | | |  |
| **Name of School** | | **Date of assessment** | | **Review date** | |
| Park Lane School | | August 2021 | | October 2021  Reviewed November 2021 in line with revised guidance from DFE following new variant in England. Updates are in blue. | |
| **Name and Position of Assessor(s):** | Lorraine Warmer | | **Assessor(s) Signature:** | |  |
| **Head teacher’s Name:** | Lorraine Warmer | | **Head teacher’s signature:** | |  |  |
| **Chair of Governor’s Name:** | Tandy Palmes | | **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 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**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

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:

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| **Required Control Measures** | **Related actions in school** | **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. Follow public health advice on testing, self-isolation and managing confirmed cases of 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 |
|  | 1. **Personal Protective Equipment (PPE)** |
|  | 1. **Managing Symptoms, Testing and Responding to a Local Outbreak** |
|  | 1. **Face Coverings** |
|  | 1. **Minimizing 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 |

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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 | Yes | All pupils have access to hand washing facilities and additional have been planned into new buildings e.g. KS3 teaching block. |
| * The school has **enough tissues and bins available** in the school to support pupils and staff to follow the enhance hygiene routine. | Yes | Supply of bins and hygiene products has been maintained.  Central stock of products purchased through regular order. |
| * **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 | Yes | Handwashing routines have been built into classroom routines.  Pupils are supported to wash their hands as required. |
| * **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 | Sanitiser is stored centrally. In classrooms it is stored away from pupils. |
| * **Skin friendly skin cleaning wipes** are available as an alternative for children who need them. | Yes | Cleansing sheets are provided. |
| * 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 | See risk assessment. |
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| * The school has considered the **accessibility of hand wash basins**, including in or adjacent to classrooms, so may be able to use these to maximize hand washing, for specialist settings. | Yes | These were in place and in new buildings additional facilities have been planned. |
| **Guidance**  [Safe working in education, childcare and children’s social care, including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)  [E-Bug resources](https://www.e-bug.eu/) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters  [NHS Print friendly A4 poster](https://www.nsft.nhs.uk/Find-help/Documents/Coronavirus%20Print%20Friendly%20A4%20Poster.pdf)  [6 steps of handwashing’ poster](https://www.e-bug.eu/lang_eng/primary_pack/downloads/hh/hhmm2/Hand%20hygiene%20poster.doc)  NHS washing hands video:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | **Contact**  Public Health  [phbusinessteam@cheshireeast.gov.uk](mailto:phbusinessteam@cheshireeast.gov.uk)  Health and Safety  [Matthew.ODonoghue@cheshireeast.gov.uk](mailto:Matthew.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, and kill it’ approach and have ensured that there are enough tissues and bins available to support staff and pupils to follow this routine. | | Yes | | See above |
| * The school will ensure younger children and those with complex needs are helped with this process. | | Yes | | Staff support pupils with respiratory hygiene. |
| * 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 | | See risk assessment. |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete**  **Yes -** √  **No - X** | | **Planned Actions** | |
| **Section C**  **Cleaning** | * The school has put in place an **enhanced cleaning schedule** in line with government guidance. | Yes | | Additional cleaning time built into contract. | |
| * The schools cleaning schedule includes **more frequent cleaning of rooms / shared areas** that are used by different groups | Yes | | Reduction in shared spaces.  Use of class bubbles to manage shared areas with cleaning between uses. | |
| * The school’s cleaning schedule includes **frequently touched surfaces** being cleaned more often than normal | Yes | | Frequently touched surfaces are cleaned more regularly. | |
| * The school’s cleaning schedule includes **classroom-based resources**, such as books and games are cleaned regularly | Yes | | Use of wipe able resources are promoted in classes. | |
|  | * For i**ndividual and very frequently used equipment**, such as pencils and pens, staff and pupils have their own items that are not shared. | Yes | | Pupils have own resources which are not shared e.g. pencil cases.  Younger children do share toys but these are cleaned after use. | |
| * 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 | | Equipment sent home is kept to a minimum e.g. reading book. Pupils have their own book bags and these travel between home and school. Book bags are wipe able. | |
| * The school has assessed **the clean ability 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 | | Majority of physiotherapy equipment is specific to individual pupils. Where there is sharing of equipment e.g. standing frame, this is cleaned between uses  Sensory equipment is brought for individual pupils where appropriate.  Any shared equipment is able to be cleaned e.g. scooter board. | |
| * The school has arrangements to **dispose of waste in line with government guidance,** in relation to a possible case | Yes | | Waste disposal is carried out in line with Government guidance. | |
| **Guidance**  [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). | | | | |
| **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) | **Yes** | Classrooms and other spaces are kept well ventilated.  Air transfer is encouraged when classrooms are empty e.g. during playtimes.  CO2 meters have been delivered and have been distributed to classes. |
| * 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** | No visitors are attending school unless events can be held outside e.g. Leavers celebration.  Staff have been reminded to complete air exchanges in classrooms and areas that are shared e.g IT room. |
| * Any mechanical ventilation systems have been adjusted to increase the ventilation rate and ensure that only fresh outside air is circulated. | **Yes** | Where fitted |
| * Mechanical ventilation systems are used and maintained in accordance with the manufacturers’ recommendations. | **Yes** | As per maintenance contracts. |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete**  **Yes -** √  **No - X** | **Planned Actions** |
| **Section E:**  **Responding to Someone with Symptoms** | * 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 | Clear guidance has been given to pupils, parents and staff regarding not coming into school with COVID symptoms.  Anyone with symptoms that develop in school will be required to go home and get a PCR test or isolate.  CE guidance is that anyone who is a household contact of a positive case should isolate for 5 days and get a negative PCR test before returning to school. This applies to pupils and staff. |
| * 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 | As above. Parents are phoned to collect their children.  Staff are required to go home.  All need a negative PCR test before returning to school or to be off school for 10 days if they are not able to take a test. |
| * **Staff have been trained** on the school policy and procedure around those developing symptoms. | Yes | Staff have had training  School nurse on site to support staff decisions and liaise with parents. |
| * The **school level response should someone fall ill on site** is in place (in line with relevant government guidance). | Yes | Ill person is removed from classroom.  If they are able to get themselves home e.g. member of staff, they leave immediately.  Pupil is isolated outside with member of staff wearing PPE until parent collects their child. |
| * **A well-ventilated room is available** in the school for a child or young person to wait until collected. | Yes | Pupil waits outside where possible  If not possible they wait in hall which can be well ventilated. |
| * 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 | Member of staff supporting pupil will wear PPE. |
| * 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 | School policy is to wash hands and sanitise after contact with someone displaying symptoms. |
| * 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 | Room is cleaned. |
| * On developing symptoms, **pupils and members of staff will be asked to request a test**. | Yes | PCR test is requested. If pupil is unable to do a test they are required to stay off for 10 days. |
| * **Guidance on testing** has been given to staff and parents. |  |  |
| **Guidance**  [Coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)  [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  [Arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)  See ChESS hub for:  FAQ for school staff  Testing guidance for schools  Testing script for schools  Testing data form | **Contacts**  Testing (via CEC) [gary.pickford@cheshireeast.gov.uk](mailto:gary.pickford@cheshireeast.gov.uk)  Testing (self-referral)  [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)  Contact your HR contact or email [deanhadden@cheshireeast.gov.uk](mailto:deanhadden@cheshireeast.gov.uk) | |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete**  **Yes -** √  **No - X** | **Planned Actions** |

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| **Section F:**  **Personal Protective Equipment (PPE)** | * The school’s policy ensures that **PPE is only used in line with government guidance.** | **Yes** | PPE is used in line with Government guidance and school policy e.g. when carrying out personal care for pupils.  Staff are required to wear masks in communal areas such as corridors. |

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

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| **Section G:**  **Managing Symptoms, Testing and Responding to a Local Outbreak** | * 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** | All are reminded of procedures by head teacher.  Locally produced information and information from PHE is shared with school community. |
| * The school has **communicated** to staff members and parent/carers the **need to book a test if they are displaying symptoms.** | **Yes** | Testing information is shared with school community |
| * 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** | Contact details are held so details can be provided as required. |
| * 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** | Contact with LA COVID-19 Education Team would be as required.  School completes an online form notifying CE COVID19 Education Team of any new cases. |
| * The school has isolation procedures which can be activated if required by **the LA COVID-19 Education Team/Public Health**. | **Yes** | Classes have remained in bubbles to facilitate isolation and reduce impact on school population. |
| * The school has a **template letter to send to parents and staff** if required by **the LA COVID-19 Education Team/Public Health**. | **Yes** | As required. |
| * 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** | OMP in place |
| * A separate risk assessment is provided for the asymptomatic testing of staff and pupils (where available). | **Yes** | As required. |
| **Guidance**  [Testing for coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/). | **Contact**  COVID-19 Education Team  01270 371323  [COVID19@cheshireeast.gov.uk](mailto:COVID19@cheshireeast.gov.uk)  Public Health  [phbusinessteam@cheshireeast.gov.uk](mailto:phbusinessteam@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** | |
| **Section H.**  **Face Coverings** | * 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. | | **Yes** | | **School is following advice on use of face coverings in communal areas due to vulnerability of pupils.** |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete**  **Yes -** √  **No - X** | | **Planned Actions** | |

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| **Section J.**  **Minimizing the risks associated with travel and quarantine** | * 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** | As required by Government guidance. |
| * The school has arrangements in place to inform parents/carers of the possible impact of travelling abroad. | **Yes** | As required. |

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

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| **Section K.**  **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 | Yes | School has been open to all pupils due to them being in the Vulnerable category. |
| * Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded | Yes | Regular contact with social workers and parents/carers.  Contact with Care agencies e.g. Complex Care Team.  Remote leaning opportunities in place |
| * School has arrangements in place on how it will support: * 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 | All in place and will continue to be used. |
| * Any safeguarding issues that arise will be **addressed using the school’s safeguarding policy**. | Yes | Policy is in place and current. |
| * Plans are in place to manage any possible **increase in safeguarding concerns** as pupils return to school. | Yes | Staff to follow school procedures. |
| * **Sufficient staff are trained** to support or signpost pupils with **mental health** issues. | Yes | Staff know pupils well.  Direct access to LDCAMHS. |
| * **Support for vulnerable and/or disadvantaged children returning** to school has been identified and is in place. | Yes | Through ILP |
| * The **impact on pupils with protected characteristics**, including race and disability, has been considered. | Yes |  |
| * For **children with an Education, Health and Care Plan (EHCP),** these have beenreviewed to ensure that they can attend safely, and any necessary adjustments made. Regular **updates to their risk assessments are planned.** | Yes | All pupils. |
| * **Changes to provision** for children with an EHCP have been agreed and recorded. | Yes | If required. |

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

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| **Section L.**  **Risk Assessment** | * 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 | See Risk Assessment document. |