Schools COVID-19 Risk Assessment Checklist

(Infection Protection & Control – based on Government Guidance for Schools)

Lancashire County Council

How to use the Risk Assessment Checklist

The checklist below brings together COVID-19 guidance from Government and LCC health and safety team to assist Schools when considering all aspects of school life and the practical measures that can be taken to mitigate the risk of infection from COVID-19.

In preparation for re-opening or opening to a wider cohort of pupils in line with Government guidance, schools should work through this checklist and guidance, identifying areas that need to be addressed and taking action as necessary.

Actions taken and the control measures put in place must then be documented on the schools risk assessment and which must be in place prior to schools opening to wider groups of pupils.

The health, safety & quality team has produced a general risk assessment that schools can use as a template. The general risk assessment must be amended to reflect the local controls that the school has put in place. The risk assessment must be reviewed periodically to ensure that the controls remain suitable and sufficient as the situation progresses and to take into account any changes to government guidance.

The checklist and risk assessment process must be carried out in consultation with staff and the completed risk assessment shared with anyone affected by the outcomes. The risk assessment should be published on the School's web site.

Coronavirus (Covid-19): guidance for schools and other education settings

General Principle – Government Guidance for Schools

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, the Government are taking this into account. Schools should therefore work through the principles of measures set out below:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Topic	Cleaning

Objective: To keep the School clean and prevent transmission by touching contaminated surfaces.
Government guidance recommends frequent cleaning of work areas and equipment between uses, using your usual cleaning products.

The World Health Organisation recommends high-touch surfaces be identified for priority disinfection including door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.

Government Guidance – COVID-19: cleaning in non-healthcare settings

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Decide what an enhanced cleaning schedule looks like taking into account the high-touch areas and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	Yes ☒ No ☐ Partial ☐	Enhanced cleaning schedule introduced. See Enhanced Cleaning Schedule Classrooms and Deep Clean Schedule. All policies communicated to school staff and Cleaning Agency staff.
Decide who will be responsible for what elements of cleaning. E.g will frequent wiping down of surfaces & objects be carried out by teaching staff and/or by cleaning staff.	Yes ☒ No ☐ Partial ☐	Extra cleaning introduced for lunchtimes in classrooms and toilet areas.

Guidance to consider	Action taken to mitigate the risk of infection?		Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider documenting the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff & parents.	Yes No Partial	☒ ☐ ☐	
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes No Partial	☒ ☐ ☐	
Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.	Yes No Partial	☒ ☐ ☐	
If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand.	Yes No Partial	☒ ☐ ☐	
Consider limiting or restricting use of high-touch items and equipment, for example, printers.	Yes No Partial	☒ ☐ ☐	Hand sanitiser available for use near to multi use printers. Printing kept to a minimum by all class printing sent to central email address and one member of staff checks/delivers the printing to staff pigeon holes so reducing contact.
Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group.	Yes No Partial	☒ ☐ ☐	
If not possible to designates toilets to each group a frequent cleaning regime must be implemented with frequent wiping down of high touch surfaces such as taps, toilet flush, dryers and door handles.	Yes No Partial	☒ ☐ ☐	All children/staff allocated a numbered toilet to equal out use of facilities.
Consider how sanitisers will be dispensed. Decanted spray bottles must be clearly labelled to identify the contents and must be kept out of the reach of children at all times.	Yes No Partial	☒ ☐ ☐	See Cleaning Schedule. Sanitiser for staff use only as contains high alcohol content. All sanitiser/cleaning products kept out of the reach of children at all times.
Play equipment must be cleaned between different groups of children using it.	Yes No Partial	☒ ☐ ☐	Separate PE equipment for each pod.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Electronic entry systems and keypads must be regularly sanitised particularly first thing in the morning and where possible after each use.	Yes ☒ No ☐ Partial ☐	Visitors kept to an absolute minimum. Entry systems wiped down by office staff between visitors.
Ensure that COSHH risk assessment are in place for cleaning products and that all staff are instructed in the safe use of chemicals and PPE requirements. (LCC COSHH Guidance)	Yes ☒ No ☐ Partial ☐	COSHH guidance for all products used is filed in the COSHH file in the locked cleaning cupboard.
Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.	Yes ☒ No ☐ Partial ☐	See Enhanced Cleaning Schedule circulated to all staff for such a situation, following government guidance at all times.
Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.	Yes ☒ No ☐ Partial ☐	Each classroom has a supply with extras kept in the Staffroom/School Office.
Ensure there are adequate disposal arrangements in place for cleaning materials used in areas where there has been a suspected case of COVID-19.	Yes ☒ No ☐ Partial ☐	Yellow medical bin available in staffroom
Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed in the general waste.	Yes ☒ No ☐ Partial ☐	To be placed at the back door in designated area for removal by Site Supervisor after 72 hours.

Topic	Hygiene

Objective: To help everyone keep good hygiene throughout the day

Decide the approach to enhance hygiene (for example, toilet use, hand washing) and policy related to usually shared items (for example, books, toys, practical equipment). (Key Action from Government Framework)

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Review information posters on site and ensure there are sufficient posters in place appropriately sited to promote hygiene messages on handwashing and 'catch it, bin it, kill it', including in reception areas to remind visitors and contractors. Coronavirus (COVID-19): guidance for educational settings (poster)	Yes ☒ No ☐ Partial ☐	New signs ordered. Posters in every washroom.
Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.	Yes ☒ No ☐ Partial ☐	Extra supplies housed in the School Office
Put in place a system for more frequent and routine handwashing. - Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly.	Yes ☒ No ☐ Partial ☐	Handwashing on entry to school building by all including visitors
Consider the need to provide more waste facilities and in particular the need to increase the frequency of empting hand towel bins in the toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).	Yes ☒ No ☐ Partial ☐	Extra bins provided. All washrooms checked regularly
Consider the most appropriate locations to place hand sanitiser where hand washing is not practical, for example in reception and near high touch areas such as the printer.	Yes ☒ No ☐ Partial ☐	Adequate handwashing facilities in school. Sanitiser is available in classrooms for staff if needed.

Topic	Class Cohort - mixing

Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required
		Where No or Partial, note action required
For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).	Yes ☒ No ☐ Partial ☐	7 pods in operation from 29.6.20 See Main Risk Assessment for details
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes ☒ No ☐ Partial ☐	
Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible and spaced to ensure the required 2 metre distancing.	Yes ☒ No ☐ Partial ☐	
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	Yes ☒ No ☐ Partial ☐	
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, that these stay the same during the day and on subsequent days.	Yes ☒ No ☐ Partial ☐	
Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If possible different toilets should be designated to different groups. However where this is not possible a frequent cleaning regime must be implemented (see cleaning).	Yes ☒ No ☐ Partial ☐	Numbered toilets allocated to all children/staff
Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.	Yes ☒ No ☐ Partial ☐	Only 2 children allowed in washrooms at any one time
Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their Chair of Governors and the local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school	Yes ☒ No ☐ Partial ☐	
If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows: • early years settings - 3 and 4 year olds followed by younger age groups • infant schools - nursery (where applicable) and reception • primary schools - nursery (where applicable), reception and year 1	Yes ☒ No ☐ Partial ☐	

Topic	Circulation around school

Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people

Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages will be implemented and displayed around school. (Key Action from Government Framework)

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider if it is possible to access rooms directly from outside where possible without the need to go through other parts of the School.	Yes ☐ No ☒ Partial ☐	Building does not allow this. Separate entrances, staggered arrival/departures implemented instead. Staggered playtimes/lunchtimes so no mixing of pods on corridors.
Consider if it is possible to have one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	Yes ☒ No ☐ Partial ☐	One way system which children already use is in place. Arrows on floor to guide children as all doors propped open.
Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Yes ☒ No ☐ Partial ☐	
It is recognised that some children will need additional support to follow these e.g. routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	Yes ☒ No ☐ Partial ☐	Movement on corridor monitored/supervised by staff.
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes ☒ No ☐ Partial ☐	

Topic	Lunchtime
Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Lunch breaks should be staggered.	Yes ☒ No ☐ Partial ☐	Rota in place
If a shared area such as dining hall is to be used for lunches then it must only be used at half capacity.	Yes ☒ No ☐ Partial ☐	Children eat lunches in pods, they access the dining room a pod at a time to collect their lunch and take back to classroom
Children must enter and leave the dining area in the groups they are already in.	Yes ☒ No ☐ Partial ☐	
If such measures are not possible, children should asked to bring their lunches into their classrooms.	Yes ☒ No ☐ Partial ☐	Lunches eaten in classrooms
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes ☒ No ☐ Partial ☐	

Topic	Classroom Environment

Objective: To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Yes ☒ No ☐ Partial ☐	
Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.	Yes ☒ No ☐ Partial ☐	
Fire Risks The School must take into account fire risks when considering storage options for furniture & resources. Items should not be stored in higher risk areas such as the boiler room.	Yes ☒ No ☐ Partial ☐	==See updated Fire Risk Assessment==
Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points. **Fire Safety for schools during Covid-19**	Yes ☒ No ☐ Partial ☐	
Manual handling When moving furniture & resources ensure that you have considered the risks associated with manual handling, assessing the task, the capabilities of individual carrying out the task, the load & the environment before moving, lifting or carrying items. Heavy and/or bulky items should not be stored at height. **LCC Manual Handling Guidance**	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Ventilation **Establish systems to enable the school to be well ventilated with fresh outdoor air, for example the opening of doors and windows. Switch air handling units with recirculation to 100% outdoor air.**	Yes ☒ No ☐ Partial ☐	Windows are left open to aid ventilation in all areas

Topic	Outdoor Provision
Objective: To limit the transmission of the virus by being in the open air in wide open space.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible.	Yes ☒ No ☐ Partial ☐	The outdoor play equipment can be used and staff must ensure social distancing whilst children are using it. The children must wash their hands on entry to the building after all breaks/lunchtimes when equipment may be used. The play area is out of bounds to children before/after school as parents are not allowed entry to the site unsupervised by school staff.
However, outdoor equipment **should not** be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Yes ☒ No ☐ Partial ☐	
Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes ☒ No ☐ Partial ☐	
Children from other groups should not mix or get too close to each other.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Children from other groups must not play games or sports with each other.	Yes ☒ No ☐ Partial ☐	Staggered break/lunchtimes

Topic	Shared Resources

Objective: To prevent transmission of the virus by touching contaminated surfaces.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The School should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.	Yes ☒ No ☐ Partial ☐	No resources from home allowed in school except lunchbox and waterbottle
Take steps to prevent the sharing of stationery (pens & pencils) and other equipment where possible. Children must be actively encouraged not to put items in their mouths such as the end of a pen etc.	Yes ☒ No ☐ Partial ☐	All children have their own stationery in their own tray in the classroom
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes ☒ No ☐ Partial ☐	Extra cleaning if required by school staff

Topic	Drop off/Pick up
Objective: To minimise adult to adult contact during pick up and drop off	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Arrangements should be made to minimise adult to adult contact during drop off and pick up For example; • Allocating a drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact, for example, which entrance to use. • Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.	Yes ☒ No ☐ Partial ☐	Pods are allocated drop off point and separate timings. No adults allowed on the school site. Must email or telephone to make an appointment if needed. See Main Risk Assessment and Letter to Parents.

Topic	Pupil Transport
Objective: To prevent transmission by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If the school arranges transport for pupils, consider arranging staggered arrival and departure times to reduce the numbers of children entering or leaving the building at the same time.	Yes ☐ No ☒ Partial ☐	Not applicable

Guidance to consider	Action taken to mitigate the risk of infection?		Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Seek assurances that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.	Yes ☐ No ☒ Partial ☐		<mark>Not applicable</mark>
Seek assurances that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers.	Yes ☐ No ☒ Partial ☐		<mark>Not applicable</mark>
Consider additional control measures such as PPE to reduce the risk of transmission if social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.	Yes ☐ No ☒ Partial ☐		<mark>Not applicable</mark>

Topic	Staff travelling to work

Objective: To prevent transmission of the virus by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person.

Guidance to consider	Action taken to mitigate the risk of infection?		Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Wherever possible staff should walk or cycle to work or use private transport to maintain isolation from the public when commuting.	Yes ☒ No ☐ Partial ☐		
If public transport **cannot** be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks.	Yes ☒ No ☐ Partial ☐		

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control.	Yes ☒ No ☐ Partial ☐	

Topic	Staff areas
Objective: To maintain social distancing between individuals when they are at their workstations.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Staff room Where possible break times should be staggered to limit the number of staff in the staffroom at one time.	Yes ☒ No ☐ Partial ☐	
Consider alternative spaces that could be used for breaks, such as an unused classroom or safe outside areas to enable staff to limit contact with others.	Yes ☒ No ☐ Partial ☐	Dining hall can be used for staff breaks/lunchtime as alternative From 6/7/2020 – Year 6 classroom and Staffroom available for staff lunches not hall.
Staff should be encouraged to stay on site during the working day to limit contact with others outside of the workplace. When this is not possible social distancing rules must be observed.	Yes ☒ No ☐ Partial ☐	
Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to-face interactions.	Yes ☐ No ☐ Partial ☐	School kitchen open to all children and staff

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required
		Where No or Partial, note action required
Personal items and clothing should be stored in personal storage spaces, for example, lockers.	Yes ☒ No ☐ Partial ☐	
School Office Review layouts and processes to allow people to work further apart from each other including consideration of installation of Perspex screens in open reception areas.	Yes ☒ No ☐ Partial ☐	
If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes ☐ No ☒ Partial ☐	<mark>Not required as current workstations are more than 2 metres apart</mark>
Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face to face.	Yes ☐ No ☒ Partial ☐	<mark>Not applicable</mark>
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes ☐ No ☒ Partial ☐	<mark>Not applicable</mark>
Manage occupancy levels to enable social distancing.	Yes ☒ No ☐ Partial ☐	
Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment.	Yes ☒ No ☐ Partial ☐	

Topic	Meetings
Objective: To reduce transmission due to face to face meetings and maintain social distancing	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Remote working tools should be used when possible to avoid face to face meetings.	Yes ☒ No ☐ Partial ☐	
Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout.	Yes ☒ No ☐ Partial ☐	
Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.	Yes ☒ No ☐ Partial ☐	
When possible to do so hold meetings outdoors or in a well-ventilated room.	Yes ☒ No ☐ Partial ☐	
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes ☐ No ☒ Partial ☐	<mark>Chairs placed 2m apart and reminders on entry to meeting.</mark>

Topic	Emergency Response

Objective: To prioritise safety during incidents

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Emergency Arrangements Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☒ No ☐ Partial ☐	
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes ☒ No ☐ Partial ☐	Fire Procedures revised and all staff made aware. Regular fire drills held
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☒ No ☐ Partial ☐	
Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities.	Yes ☒ No ☐ Partial ☐	Lockdown procedure revisited by staff
If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so. Fire Safety for schools during Covid-19	Yes ☒ No ☐ Partial ☐	
First Aid People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands for at least 20 seconds.	Yes ☒ No ☐ Partial ☐	
First Aiders must follow the government guidance for First Responders which includes guidance on PPE, providing assistance to unwell individuals etc.	Yes ☒ No ☐ Partial ☐	
Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.	Yes ☒ No ☐ Partial ☐	
Schools should review their First Aid Needs Assessment prior to 1 June taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 2 metre distance cannot be maintained.	Yes ☒ No ☐ Partial ☐	New First Aid Needs Assessment written 26/5/20

Topic	Managing individual displaying symptoms
Objective: To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms Coronavirus (COVID-19): guidance for educational settings	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Minimise contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or who have someone in their household displaying symptoms, who does, do not attend childcare settings, schools or colleges.	Yes ☒ No ☐ Partial ☐	See Main Risk Assessment for procedure to follow
If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	Yes ☒ No ☐ Partial ☐	Use of Covid PPE kit stored in classroom and staffroom
If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.	Yes ☒ No ☐ Partial ☐	Use Covid PPE kit
If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn.	Yes ☒ No ☐ Partial ☐	Use Covid PPE kit
Education settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.	Yes ☒ No ☐ Partial ☐	

Topic	Contractors and visitors

Objective: To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Contractors Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies or hygiene suppliers.	Yes ☒ No ☐ Partial ☐	See Contractors Policy in Main Entrance File
Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.	Yes ☒ No ☐ Partial ☐	
The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.	Yes ☒ No ☐ Partial ☐	
Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services after school hours.	Yes ☒ No ☐ Partial ☐	
Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Yes ☒ No ☐ Partial ☐	
Review the contractor site rules to include hygiene and social distancing requirements.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider how essential contractor information can be conveyed such as the asbestos survey whilst adhering to strict hygiene rules. For example, laminate key information and instructions to enable it to be wiped down following use.	Yes ☒ No ☐ Partial ☐	
Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes ☒ No ☐ Partial ☐	
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes ☒ No ☐ Partial ☐	
Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes ☒ No ☐ Partial ☐	
Deliveries Devise cleaning procedures for goods and merchandise entering the site.	Yes ☒ No ☐ Partial ☐	<mark>See Main Risk Assessment</mark>
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes ☒ No ☐ Partial ☐	
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes ☒ No ☐ Partial ☐	
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes ☒ No ☐ Partial ☐	

Topic	Communication

Objective: To ensure people understand COVID 19 related safety procedures.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider what guidance and training is required for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. This includes information and instruction on the use and disposal of PPE. Posters and Videos are available showing how to don and doff PPE	Yes ☒ No ☐ Partial ☐	Posters and instructions around PPE conveyed to all staff See Staffroom First Aid Area for more information
Establish reception staff responsibilities relating to COVID-19 and the communication of procedures. Provide any necessary training for reception staff on revised visitor site rules & procedures.	Yes ☒ No ☐ Partial ☐	
Review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes ☒ No ☐ Partial ☐	
Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.	Yes ☒ No ☐ Partial ☐	
Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Engage with staff through existing communication routes to explain and agree any changes in working arrangements.	Yes ☒ No ☐ Partial ☐	
Develop communication routes and training materials for staff prior children returning in June.	Yes ☒ No ☐ Partial ☐	
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes ☒ No ☐ Partial ☐	

Topic	Additional considerations for Early Years Settings

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Early years settings should consider how they can keep small groups of children together throughout the day.	Yes ☒ No ☐ Partial ☐	
Where at all possible groups of children should not mix.	Yes ☒ No ☐ Partial ☐	
Where the physical layout of a setting does not allow children to be kept in small groups, and/or to avoid mixing of children between groups, we expect Early Years Settings to exercise judgement in ensuring the highest standards of safety are maintained.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?		Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups.	Yes ☒ No ☐ Partial ☐		
Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away.	Yes ☒ No ☐ Partial ☐		
Multiple groups of children cannot use play equipment simultaneously.	Yes ☒ No ☐ Partial ☐		