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| **RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM April 2022** |  |
| **Name of School** | **Date of assessment** | **Review date** |
| Rural Church School Academy Trust – Warmingham CE Primary | 19.4.22 | 31/8/22 (or sooner if required) |
| **Name and Position of Assessor(s):** | Nic Badger Executive Headteacher | **Assessor(s) Signature:** |  |
| **Headteacher’s Name:** | Kate Appleby | **Headteacher’s signature:** |  |  |
| **Chair of Governor’s Name:** | Malcolm Gates | **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 risk assessment following the withdrawal of the operational guidance and contingency framework and in line with the steps described in the document [Living with COVID-19](https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19). Whilst there is no longer a requirement for schools to explicitly consider COVID-19 in their risk assessment, the Health and Safety advisors within Cheshire East Council recommend that there is a separate section on COVID-19 of measures that should be maintained for the summer term 2022.

This checklist follows the **safer behaviours** set out in the above guidance and shows how these are linked to specific actions and measures which schools should adopt. Schools should also have measures in place to address issues related to business continuity and safeguarding as well as the development and sign off the school’s risk assessment.

The control measures specified in the guidance are:

1. Maintain appropriate hygiene and cleaning practices
2. Keep occupied spaces well ventilated and maximise use of outdoor space,
3. Have clear messages for anyone with symptoms or a positive test
4. Engage with local Public Health services to manage outbreaks.
5. Ensure that everyone who wishes to be vaccinated is supported to do so

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

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| **Behaviours**  | **Related actions in school checklist** | **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. Responding to symptoms and confirmed cases of respiratory infections, including 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. |
| **5. Follow public health advice managing outbreaks and episodes of concern** | 1. **Managing Symptoms, reporting and responding to an outbreak or episode of concern**
 |
| 1. **Ensure that anyone eligible for vaccination is supported to access a vaccine if they wish to do so**
 | 1. **Supporting vaccinations**
 | Must be followed in every case where they are relevant. |
|  | 1. **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.  |
|  | 1. **Risk Assessment**
 | Schools must have in place a risk assessment which includes infectious diseases. Cheshire East Health and Safety advice is that COVID-19 is explicitly included. |

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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
 | Y | Weekly checks by site manager that there is sufficient supplies of both hand sanitizer and liquid soap in each classroom and daily checks in all staff toilets – responsibility of site manager informed by class staff if supplies run out unexpectedly. Site manager to be responsible for ordering additional stocks and managing usage. |
| * The school has **enough tissues and bins available** in the school to support pupils and staff to follow the enhance hygiene routine.
 | Y | Site manager responsible for ordering in additional supplies and checking classrooms remain stocked up. All bins to be emptied and cleaned daily.  |
| * **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
 | Y | Daily handwashing regime to continue as prior to removal of all restrictions in March 2022. After each play/break time and before and after lunch.Reminder posters in each toilet and regular reminders issued by class teams.Key hygiene messages revisited in first week back in summer term. |
| * **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.
 | Y | All stocks stored in cleaning cupboard. In classrooms administration of sanitizer overseen by staff. |
| * **Skin friendly skin cleaning wipes** are available as an alternative for children who need them.
 | Y | Alternatives arranged with parents. |
| * 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.
 | Y | Highlighted within SEN plans and discuss with parents who we ask to support us with this issue. |
| * 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.
 | Y | Utilisation of classroom sinks to increase access for all classes. |
| **Guidance**[E-Bug resources](https://www.e-bug.eu/) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing postersNHS washing hands video:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | **Contact**Public Healthphbusinessteam@cheshireeast.gov.ukHealth and SafetyMatthew.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.
 | **Y** | This is to be revisited regularly in each class. |
| * The school will ensure younger children and those with complex needs are helped with this process.
 | **Y** | Monitored and modelled by all staff as required. |
| * 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.
 | **N/A** |  |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |
| **Section C****Cleaning** | * The school has the capacity to instigate **enhanced cleaning schedule** if required as a response to an outbreak.
 | **Y** | Schedule in place from previous routine still available and all staff familiar with additional cleaning requirements if needed. Site manager to oversee this. All staff made aware. |
| * The schools cleaning schedule includes **thorough cleaning of rooms / shared areas** that are used by different groups
 | **Y** | Enhanced cleaning of all other shared areas. Site Manager to liaise with Crystal Clean if school reaches outbreak management point so that enhanced cleaning schedule can be activated without delay. |
| * The school’s cleaning schedule includes **frequently touched surfaces** being cleaned.
 | **Y** | Particular reference to desks, IT equipment/keyboards and door handles. |
| * The school’s cleaning schedule includes **classroom-based resources**, such as books and games are cleaned regularly. Where possible these are washed with soap and water before being disinfected.
 | **Y** | Classes encouraged to weekly wipe down shared items and either wipe down or quarantine books upon return for at least 24 hours. |
| * Where pupils and teachers **take books and other shared resources home**, they should wash their hands before and after contact with the resources.
 | **Y** | Maintain previous regime in classes that ran throughout previous summer term 2021. |
| * 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
 | **N/A** |  |
| * The school has arrangements to **dispose of waste in line with government guidance,** in relation to a possible case
 | **Y** | Any items disposed of in medical waste bins double bagged and removed from building immediately. |
| **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)
 | **Y** | Use of CO2 monitors to ensure areas are well ventilated and utilise these in different locations to ensure all teaching areas and places of mass congregation are consistently giving reading of a value under 800ppm.Utilising data to ensure alterations are made to lower any readings that are consistently above 800ppm through increased ventilation, reductions in numbers in that area or reorganisation to allow for improved through flow of air. |
| * Poorly ventilated spaces have been identified in the risk assessment and steps have been taken to improve fresh air flow in these areas, giving consideration when holding events where visitors such as parents are on site, for example school plays.
 | **Y** | Hosting parents on site will be carefully planned and enhanced measures be put in place (additional ventilation, request for visitors to wear masks, spacing visitors out. Such measures would be informed by local COVID rates at the time of the planned events. Safety to those who work and learn on our site will always be the first priority. |
| * Any mechanical ventilation systems have been adjusted to increase the ventilation rate and ensure that only fresh outside air is circulated.
 | **Y** | Fans positioned if required near open doors and windows to ensure fresh-air recirculation. |
| * Mechanical ventilation systems are used and maintained in accordance with the manufacturers’ recommendations.
 | **Y** | All fans PAT tested. |
|  | * Use carbon dioxide monitors where available to check that ventilation is adequate within a space
 | **Y** | Use of CO2 monitors to ensure areas are well ventilated and utilise these in different locations to ensure all teaching areas and places of mass congregation are consistently giving reading of a value under 800ppm. |
|  | * Use air cleaning units if available for any space with sustained high levels of carbon dioxide which cannot be remedied by ventilation
 | **N/A** |  |

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| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |
| **Section E:****Responding to symptoms and confirmed cases of respiratory infections, including COVID-19** | * Staff and children have been advised **not to come to school if they have symptoms of respiratory infection or if they have tested positive for COVID-19.**
* **3 days for children and 5 days for adults**
* [**https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/)
 | Y | Regular reminders shared with parents via Newtletter and if required text to parents and email updates to 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.**
 | Y | This continues the system previously utilised in Spring Term. |
| * **Staff have been trained** on the school policy and procedure around those developing symptoms.
 | Y | Reminder undertaken in week 1 after Easter break and regular reminders as required. |
| * The **school level response should someone fall ill on site** is in place
 | Y | Clear protocol for staff to leave site quickly if they display COVID symptoms – this is only done in agreement with the Principal. Symptoms of coronavirus (COVID-19) in adults can include:* a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
* a loss or change to your sense of smell or taste
* shortness of breath
* feeling tired or exhausted
* an aching body
* a headache
* a sore throat
* a blocked or runny nose
* loss of appetite
* diarrhoea
* feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu. |
| * **A well-ventilated room is available** in the school for a child or young person to wait until collected. The school should have PPE available for staff who are supporting the symptomatic person should they require it
 | Y | Staffroom identified as safe place for pupils to wait with windows left wide open..  |
| * The school policy is clear that any staff or pupil should **wash their hands thoroughly** for 20 seconds with soap and running water or use hand sanitiser **after any contact with someone who is unwell.**
 | Y | All staff must take responsibility to undertake this and remind each other if a case is suspected. |
| * The school policy ensures the room will be **cleaned after a person with symptoms has left** concentrating on contact areas.
 | Y | Member of staff who sees child out of the building is responsible for the cleaning of the area or organise another member of the team to undertake the task.  |
| * On developing symptoms, **pupils and members of staff will be informed of how to access testing if they choose to do so.**
 | Y | Parents and staff will be signposted to access LFT tests if required. |
| * PPE should be available if there is a risk of splashing or contamination with blood or bodily fluids during an activity, then disposable gloves and plastic aprons should be worn. Wear disposable eye protection (or if reusable decontaminate prior to next use) if there is a risk of splashing to the face
 | Y | Full PPE available for staff if required. PPE stored in Medical boxes in classrooms and centrally in site manager’s office. |
| * Ensure that the **risk assessment for anyone who is pregnant** includes risks related to COVID-19 and appropriate measures are put in place.
 | If required | If required this will be undertaken and pregnancy RA following Cheshire East model form will be undertaken. |
| **Guidance**[COVID-19; symptoms in adults](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/)[COVID-19; symptoms in children](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/)[Changes to advise on testing for COVID-19 in England](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/)Cheshire East HR FAQ (Briefing 28/1/22)  | **Contacts**Contact your HR contact or email deanhadden@cheshireeast.gov.uk |
| **Area of Risk Assessment** | **Control Measures** | **Action Complete** **Yes -** √**No - X** | **Planned Actions** |

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| **Section F****Responding to outbreaks or episodes of concern** | * The school’s procedures include **contact with the LA COVID-19 Education Team** when they are aware of multiple cases or episode of concern and agreeing a plan of action which may include testing for target groups, use of face coverings or limiting mixing.
 | **Y** | In line with local authority request, the school will continue to report all positive cases to ensure that the mapping of positive cases continues. School will adapt to changes of requirements at a local or national level as the summer term develops. |
| * The school has procedures to limit mixing which can be activated if required by **the LA COVID-19 Education Team/Public Health**.
 | **Y** | ‘Bubble’ system clearly established and can be immediately reactivated if needed. |
| * The school has a **template letter to send to parents and staff** if required by **the LA COVID-19 Education Team/Public Health**.
 | **Y** | Saved on T2Parents and accessible by admin and Principal. |
| * The school has an **outbreak management plan** outlining how it would operate if there were an outbreak in the school or local area based on the advice from the COVID-19 Education Team/Public Health.
 | **Y** | Well established plan available if required. |
| * The school will **risk assess any special activities or events** e.g., concerts, parents’ evenings, residential visits to consider any additional risks and control measures.
 | **Y** | Each event risk assessed and separate circumstances considered including local COVID rate level at the time of event, expected numbers, rates in community, level of mixing, location of event. Staff/Pupil ratios. |
| * The school will maintain face to face learning wherever possible. Where business continuity is threatened it will consider other options e.g., supply and additional hours for part time staff before temporarily moving to remote learning for specific groups. Where remote learning is unavoidable, the school will prioritise vulnerable pupils and exam groups.
 | **Y** | Remote Learning Plan will be activated. GB fully involved in any key decisions and LA consulted. |
| **Guidance**Cheshire East Toolkit (Briefing 30/3/22)Cheshire East FAQ on managing case (Briefing 1/4/22) | **Contact** COVID-19 Education Team 01270 371323COVID19@cheshireeast.gov.uk Public Healthphbusinessteam@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** |

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| **Section G.****Support vaccination** | * Staff and children have been made aware of vaccination opportunities and supports everyone who is eligible to get a vaccine if they so choose.
 | **Y** | School shares all updates on vaccinations offered in area with parents as distributed via LA. |
| * The school co-operates with requests from the School Immunisation Service or local Health Partnership to hold sessions in school or near to school or to pass on information to parents/carers.
 | **Y** | As above. |

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

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| **Section H.****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
 | Y | DSL will liaise with SW and FSWs of any vulnerable pupils who are not attending school regularly. |
| * Robust arrangements are in place to ensure those children who are not attending school in person are safeguarded
 | Y | Phone calls or door knocks undertaken if any vulnerable pupils do not attend school and staff are not ‘satisfied’ that period of absence is either of the right length, commensurate to reported illness or have any other concerns. Absence is always examined. Principal works with office staff to ensure a regular update is given as to absences. |
| * School has arrangements in place on how it will support:
* those who have **developed anxieties** related to the virus
* those who are **vulnerable and/or disadvantaged**
* those with **protected characteristics** including race and disability
* those about whom there are **safeguarding concerns**
* those who may make **safeguarding disclosures**
 | Y | DSL and deputies follow safeguarding procedures in the event of a disclosure.All staff are youth mental health first aid trained.Pastoral Manager and SEND can support with further resources around anxiety. |
| * Any safeguarding issues that arise will be **addressed using the school’s safeguarding policy**.
 | Y | DSL and deputies responsible for any required actions. |
| * **Sufficient staff are trained** to support or signpost pupils with **mental health** issues.
 | Y | All staff are youth mental health first aid trained.Principal and Pastoral manager are adult mental health first aid trained. |
| * **Any Changes to provision** for children with an EHCP which become necessary due to outbreaks or high case numbers will be agreed and recorded.
 | Y | SENCO to take lead in liaison with DSL. |

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

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| **Section I.****Risk Assessment**  | * The school risk assessment includes a section on **coronavirus (COVID-19) risk assessment**, considering the measures in the national and local guidance to inform their decisions and control measures
 | Y | Risk Assessment is working /Live document which is regularly reviewed and changes to reflect COVID rates within community, local authority, North West and nationally. |