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| **RISK ASSESSMENT CHECKLIST FOR FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020** | | | | | |  |
| **Name of School** | | **Date of assessment** | | **Review date** | |
| Havannah Primary School | | September 2020  Updated October 2020 | | Ongoing | |
| **Name and Position of Assessor(s):** | Mrs Stefanie Williams  Headteacher | | **Assessor(s) Signature:** | |  |
| **Headteacher’s Name:** | Mrs Stefanie Williams | | **Headteacher’s signature:** | |  |  |
| **Chair of Governor’s Name:** | Alex Thompson | | **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 | | | [head@havannah.cheshire.sch.uk](mailto:head@havannah.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](mailto: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:

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| **Section** | **System of Control** | **Requirement** |
| 1. **Responding to Someone with Symptoms** |  | Must be in place in all schools, all the time |
| 1. **Hygiene and Handwashing** | 1. 3) |
| 1. **Cleaning** | 4) |
| 1. **Social Distancing** | 5) | Must be properly considered and schools must put in place measures that suit their particular circumstances |
| 1. **Personal Protective Equipment (PPE)** | 6) | Applies in specific circumstances |
| 1. **Managing Symptoms, Testing and Responding to a Local Outbreak** | 7) 8) 9) | Must be followed in every case where they are relevant. |
| 1. **Risk Assessment** | N/A | 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:**  **Responding to Someone with Symptoms** | * 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 | Guidance and letter sent home to parents  Flow chart sent home to parents  Table sent home to parents ‘What to do when’  Daily illness check and lists sent to headteacher  Office to contact parents via text in this instance to remind parents of the process  Update on the weekly newsletter |
| * 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 | All staff updated on process to follow if symptoms develop. Shared at staff meeting and up in the office.  Further guidance sent out to parents 11.10.20 |
| * **Staff have been trained** on the school policy and procedure around those developing symptoms. | Yes | Shared by HT in staff meeting |
| * The **school level response should someone fall ill on site** is in place (in line with relevant government guidance). | Yes |  |
| * **A well-ventilated room is available** in the school for a child or young person to wait until collected. | Yes | The ‘Meeting Room’ is available for pupils waited to be collected. Staff to wear PPE. |
| * 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 |  |
| * 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 | The ‘Meeting Room’ is available for pupils waited to be collected after which staff will wash their hands. |
| * 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 | The ‘Meeting Room’ is available for pupils waited to be collected andf the room be cleaned after the child has left |
| * On developing symptoms, **pupils and members of staff will be asked to request a test**. | Yes | Guidance sent out to parents via a table.  Daily attendance checks by the school office and texts to those parents reporting symptoms related to corona virus. |
| * **Guidance on testing** has been given to staff and parents. | Yes | Guidance sent out to parents via a table.  CECP guidance sent home  Individual messages text sent to remind parents about getting a test dependent upon symptoms  Daily attendance update to SLT from the office and all illnesses monitored very closely. |
| **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** |  |  |  |

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| **Section B.**  **Hygiene and Handwashing** | * The school has **sufficient hand washing or hand sanitiser ‘stations’ available** so that all pupils and staff can clean their hands regularly | Yes | All communal areas  Entrance to the school  All classrooms have their own sanitizing stations for all pupils. |
| * The school has **enough tissues and bins available** in the school to support pupils and staff to follow the enhance hygiene routine. | Yes | New bins purchased with lids for each classroom |
| * **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 | Staff to keep 2m apart where possible  No more than 6 people in the staff room at any time  All staff meeting to be done by zoom  No diary meetings until further notice |
| * **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 | All sanitizing to be supervised by a member of staff. |
| * **Skin friendly skin cleaning wipes** are available as an alternative for children who need them. | Yes | All classrooms have wipes in addition to gel sanitizer. |
| * 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 addendum to behaviour policy amended October 2020. |
| * The school’s **timetable incorporates more time for more frequent handwashing**, in particular, for special schools. | Yes | Timetabled throughout the day and routines established in each bubble. |
| * 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 | Breaks etc staggered to avoid congestion in these areas and allowing for regular cleaning in-between.  Toliets to be used by one child at a time |
| **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** |
|  | * The school has put in place an **enhanced cleaning schedule** in line with government guidance. | Yes | Additional cleaning hours and schedule with toilet areas and classroom areas cleaned more frequently. |
| Section C:  Cleaning | * The enhanced cleaning schedule has been **agreed with the cleaning contractor/relevant staff** and increased working hours/changes in work patterns agreed. | Yes | Sorted with SBM |
|  | * The schools cleaning schedule includes **more frequent cleaning of rooms / shared areas** that are used by different groups | Yes | See amended cleaning schedule kept in caretakers room |
|  | * The school’s cleaning schedule includes **frequently touched surfaces** being cleaned more often than normal | **Yes** | See amended cleaning schedule kept in caretakers room |
|  | * The school’s cleaning schedule includes **classroom-based resources**, such as books and games, which are shared within the bubble are cleaned regularly | **Yes** | See amended cleaning schedule kept in caretakers room |
|  | * The school’s cleaning schedule includes more **frequent cleaning of outdoor playground equipment.** | **Yes** | See amended cleaning schedule kept in caretakers room  Each bubble has there own equipment box  PE equipment cleaned after each session |
|  | * 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 | See amended cleaning schedule kept in caretakers room |
|  | * For **individual and very frequently used equipment**, such as pencils and pens, staff and pupils have their own items that are not shared. | Yes | All pupils have been provided with their own pencil cases and equipment to avoid sharing |
|  | * **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 home to parents |
|  | * 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 |  |
|  | * 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. | NA |  |
|  | * 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](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:**  **Social Distancing** | * 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 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). | Yes | Bubbles established  Early years/Reception  Year 1/2  Year 3/4  Year 5/6  Bubbles revised October 2020  Into single Tear groups of no more than 30.  Staggered areas and playtimes in place. Staff to remain in one bubble where possible to minimise risk  Bubble assemblies once per week 15 minutes focusing on Recovery wellbeing and safeguarding.  Assemblies to continue but via zoom  Children to each lunch in own classroom |
| * 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 | See above notes |
| * The school has **identified where there may be mixing into wider groups**, eg, for specialist teaching, wraparound care and transport. | Yes | Havannah Hangout before and afterschool club. Children to be kept in zones during these times and numbers limited. |
| * 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 | Side by side seating  Facing forwards  Unwanted furniture removed  Soft furnishings removed  Lessons to take place outdoors where possible.  Children to give out own books etc where possible  Teaching staff to keep 2m from pupils and other staff where possible |
| * 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 | Staff meetings  Posters around school |
| * **Staff have been informed of the measures needed** to socially distance within the classroom. | Yes | Social distancing reinforced and masks/visors worn where needed |
| * 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 | 1 member of the office staff working from home due to vulnerability.  Now off sick |
| * 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 | No staff shielding at present |
| * The school **considered its equalities duties** in relation to health and safety risks. | Yes |  |
| * The school has **mechanisms in place to support staff wellbeing**, particularly those who are anxious about returning to school. | Yes | Staff meetings  Surveys  Amended staffing arrangements  Planned wellbeing sessions  Counselling referrals x 2 staff  SW/SSB to present action plan to govs and staff around health and wellbeing for staff. Funding to be earmarked within budget DB |
| * 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 | No volunteers in school at present.  All visitors including parents to wear face coverings |
| * The **school timetable enables groups to be kept apart** and movement around the school site kept to a minimum. | Yes | Staggered start and finish times and breaks etc |
| * 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 | KS1 bubbles 10:30-10:45  KS2 bubbles 10:45-11:00  LUNCHTIMES  KS1 Bubbles 11:45-12:30  KS2 bubbles 12:30-1:15  Playground will be subdivided further to accommodate new bubbles |
| * The school has considered **access toilets for pupils**, in line with the systems of control. | Yes |  |
| * 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 | Back to school leaflet for Havannah with full guidance sent out to all parents  New guidance sent to parents 11.10.20 |
| * 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 | Staff breaktimes staggered and no large scale meetings.  Any meetings are socially distanced in a big open space or outdoors if possible |
| * 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 | Face coverings provided if staff wish to wear them. Face coverings are not mandatory inschool. |
| * 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 | 1:1 risk assessments in place  SFP’s in place identified additional needs |
| * **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 | Sanitizer used at all times and handwashing frequently and in-between sessions.  Children come in PE kit and forest schools kit to minimise contact.  First aid rota amended to ensure one person does the role consistently.  Fogging machine purchased and used for enhanced cleaning daily |
| * 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. | Yes | Pre-school |
| * 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 | Sports coaches and Music teachers  Individual RA complete |
| * 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 | Addendum completed to current policy for COVID19  Addendum updated 12.10.20 sent to COG |
| * 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 | No assemblies of singing.  Instrument lesson adapted to smaller groups, social distancing and facing the same direction. |
| * 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. | NA | As a school we rea not planning any educational visits for the Autumn Term.  To be reviewed Spring 2020 |
| * 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 | Small consistent groups used and social distancing between bubbles where possible.  Further subdivided as of 12.10.20 |
| * 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 |  |
| * **Local authority officers complete the visitor risk assessment**, where appropriate. | NA |  |
| * **Expectations have been communicated to contractors** and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc. | Yes | SBM to manage each contractor |
| * The school plans for **visits to happen outside of school hours**, where this is possible. | Yes | New parents etc  Parents evening changed from face to face to zoom |
| * The school procedures ensure a **record is kept of all visitors**. | Yes | Track and trace barcode used for all school visitors. All visitors to wear a mask on the school premises as of 12.10.20 |
| **Guidance**  [Safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)  [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)  [Coronavirus: travel guidance for educational settings](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)  [Health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) | | |

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

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| **Section E:**  **Personal Protective Equipment (PPE)** | * The school’s policy ensures that **PPE is only used in line with government guidance.** | **Yes** | Updated measures from Cheshire East on wearing of PPE   * Peripatetic teachers, teaching assistants, midday assistants etc should keep more than 2 metres from pupils. Close contact should only be with those pupils they are directly supporting. * Ask parent/carers to wear face coverings when dropping off or collecting their child from school. * Make it compulsory that any visitors to the school to wear face coverings at all times, unless they are exempt. |
| * Arrangements are in place to ensure that the **school has sufficient supplies of** **PPE.** | **Yes** | Weekly procurement by SBM |
| * Arrangements are in place to **monitor supplies of PPE**. | **Yes** | Monitored weekly by SLT and SBM |
| * Arrangements are in place to **order further supplies** of PPE, when needed. | **Yes** | Weekly procurement by SBM |
| * **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** | Watched video staff meeting |
| * **PPE will be stored safely** when not in use. | **Yes** | Caretakers office and HT office |
| * **The school’s policies have been updated** to reflect the use of PPE. | **Yes** | Updated as of 12.10.20 in line with new guidance.  Updated measures from Cheshire East on wearing of PPE   * Peripatetic teachers, teaching assistants, midday assistants etc should keep more than 2 metres from pupils. Close contact should only be with those pupils they are directly supporting. * Ask parent/carers to wear face coverings when dropping off or collecting their child from school. * Make it compulsory that any visitors to the school to wear face coverings at all times, unless they are exempt. |
| **Guidance**  [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (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)  [Quick guide for putting PPE on and off](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) | **Contact**  For further PPE supplies, if needed: [EarlyYearsCOVID-19@cheshireeast.gov.uk](mailto:EarlyYearsCOVID-19@cheshireeast.gov.uk) | |

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

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| **Section F:**  **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** | Via information leaflets etc and guidance sent home  Reminded on 11.10.20 via email. Chart resent to make processes clear with rgards to symptoms. |
| * The school has **communicated** to staff members and parent/carers the **need to book a test if they are displaying symptoms.** | **Yes** | Individual text messaging  All absence recorded and reported to SLT daily with reasons for illness. |
| * 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** | Monitored daily by SLT and school office. Dsily lists of staff and pupils with symptoms kept. |
| * 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. | **NA** |  |
| * **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** | School SLT have contact numbers for LA and PHE to report any positive cases |
| * The school’s procedures include **contact with the local health protection team** when someone has tested positive for coronavirus (COVID-19). | **Yes** | SLT to contact ASAP |
| * 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** | Close contact guidance given by SLT |
| * 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). | **Yes** |  |
| * **Post-testing support** arrangements are in place for staff. | **Yes** |  |
| * 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** |  |
| **Guidance**  [Testing and tracing for coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/). | **Contact**  SCIES Team [sciesteameast@cheshireeast.gov.uk](mailto:sciesteameast@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** |

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| **Section G.**  **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 |  |
| * The school’s **risk assessment contains key information** on how they will: * 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 |  |
| * 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: * the hazards * how people might be harmed by them * what they have in place to control risk | Yes |  |
| * **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 |  |
| * 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 |  |
| * 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 |  |
| * The school’s **health and safety representative** has been consulted. | No |  |
| * The school has **shared the results of their risk assessment** with their workforce. | Yes | Shared with all staff and governors |
| * 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. | No | SW to arrange ASAP onto school website. |
| * 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 |  |
| * The school has appointed a **competent person to ensure they meet their health and safety duties.** | Yes | Mrs S Williams Headteacher  Mrs John Sherwood H + S governor. |
| * The Governing Body has **signed off the risk assessment.** | Yes | Shared to all governors via governor hub  Updated RA sent to GOV on 12.10.20 |
| **Guidance**  [HSE guidance on working safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)  [Health and safety: responsibilities and duties for schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools) | **Contact**  Health and Safety  [Matthew.ODonoghue@cheshireeast.gov.uk](mailto:Matthew.ODonoghue@cheshireeast.gov.uk) | |

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](mailto:SchoolImprovement@cheshireeast.gov.uk)