


RISK ASSESSMENT CHECKLIST FOR SCHOOLS FROM JULY 2021

Name of School		Date of assessment	Review date
Pear Tree Primary School		July 2021	October 22 nd 2021
Name and Position of Assessor(s):	Boo Edleston Headteacher	Assessor(s) Signature:	
Headteacher's Name:	Boo Edleston	Headteacher's signature:	
Chair of Governor's Name:	Simon Holden	Chair's signature:	

Risk Assessment Checklist

This risk assessment checklist has been revised to support schools in Cheshire East to update the key areas to consider in their coronavirus (COVID-19) risk assessment following the operational guidance issued in July 2021 to take effect in Step 4 of the Roadmap as described in the document [Operational guidance at Step 4](#)

This checklist follows the **4 control measures** set out in the above guidance and shows how these are linked to specific actions and measures which schools should adopt. There are 3 further areas listed in the control measures included for which schools should ensure they have robust planning in place. These are travel and quarantine, safeguarding arrangements and the development and sign off of the school's risk assessment.

The control measures specified in the guidance are:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The checklist is set out in the following sections to address the 4 systems of control:

Required Control Measures	Related actions in school	Requirement
1 Ensure good hygiene for everyone	A. Hygiene and Handwashing	Must be in place in all schools, all the time. Regular reminders and staff to oversee handwashing regularly throughout the school day.
	B. Respiratory Hygiene	
2 Maintain appropriate cleaning regimes	C. Cleaning	Must be in place in all schools, all the time. Separate cleaning regime attached.
3. Keep spaces well ventilated	D. Keep Spaces Well-ventilated	Must be in place in all schools, all the time. Daily requirement to open classroom and shared area windows daily.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	E. Responding to Someone with Symptoms	Any suspected cases removed from school as quickly as possible. Air lock designated 'holding place'. Office to contact parents. Full PPE donned if case is deemed to be high risk/involving bodily fluids/excessive coughing. Gloves and mask to be worn for all suspected cases being managed. Case removed and additional cleaning of classroom to take place with seat and table areas additionally cleaned and all other pupils sent to wash hands. All cases to continue to be reported to LA/PHWE to aid mapping of cases. Local numbers considered on weekly basis and Head informed by Local Authority weekly emergency recovery group notes to ensure actions remain
	F. Personal Protective Equipment (PPE)	
	G. Managing Symptoms, Testing and Responding to a Local Outbreak	
	H. Face Coverings	

		<p>proportionate and reflective of local position not just national. Face coverings to be advised in September 2021 in all communal areas. To be reviewed in last week of September.</p>
	<p>J. Minimizing the risks associated with travel and quarantine</p>	<p>Must be followed in every case where they are relevant. AL planned trips must be agreed with senior management team and if required consultation through EVOLVE with local authority representatives. In September no trips will take place. In October local trip (under 10 miles from the school) will take place. National and local picture considered when deciding on all excursions in autumn term. Minimal contact with other bubbles in first two months and no mixing with pupils from other schools during September. This will be reviewed at half term.</p>
	<p>K. Safeguarding and arrangements for vulnerable and critical worker children</p>	<p>Office to report an absences to head on daily basis and staff and head as DSL to then decide on follow-up actions. Parents to be contacted via telephone and absence checked if report has been via telephone message or email. If further action required staff must discuss this with BE (DSL) or RH/DS (Deputy safeguarding leads).</p>
	<p>L. Risk Assessment</p>	<p>COVID-19 risk assessment, considering the measures in the government's guidance written and Health and Safety governor check and</p>

		agreed it prior to final GB approval in consultation with staff, led by SMT.
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Area of Risk Assessment	Control Measures	Action Complete Yes - Y No - X	Planned Actions
<p>Section A.</p> <p>Hygiene and Handwashing</p>	<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <ul style="list-style-type: none"> The school has sufficient hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly 	Y	<p>Weekly checks by site manager that there is sufficient supplies of both hand santiser 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.</p>
	<ul style="list-style-type: none"> The school has enough tissues and bins available in the school to support pupils and staff to follow the enhance hygiene routine. 	Y	<p>Site manager responsible for ordering in additional supplies and checking classrooms remain stocked up. All bins to be emptied and cleaned daily.</p>
	<ul style="list-style-type: none"> All adults and children are aware of the required hygiene and handwashing regime, which includes: <ul style="list-style-type: none"> Frequently washing their hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating embedding the 'catch it, bin it, kill it' approach encouraging pupils to clean their hands thoroughly after using the toilet 	Y	<p>Daily handwashing regime to continue until at least October half term. 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 autumn term.</p>
	<ul style="list-style-type: none"> Sanitiser is stored safely away from small children. Staff are aware of the need to supervise the use of hand sanitiser, where needed, including small children and pupils with complex needs. 	Y	<p>All stocks stored in caretaker's cupboard. In classrooms administration of santiser overseen by staff.</p>
	<ul style="list-style-type: none"> Skin friendly skin cleaning wipes are available as an alternative for children who need them. 	Y	<p>Alternatives arranged with parents.</p>
	<ul style="list-style-type: none"> The school's risk assessment sets out how the school will support children who struggle to maintain as good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	Y	<p>Highlighted within SEN plans and discuss with parents who we ask to support us with this issue.</p>

	<ul style="list-style-type: none"> The school has considered the accessibility of hand wash 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.
	<p>Guidance Safe working in education, childcare and children’s social care, including the use of PPE</p> <p>E-Bug resources include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters</p> <p>NHS Print friendly A4 poster</p> <p>6 steps of handwashing’ poster</p> <p>NHS washing hands video: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Contact Public Health phbusinesssteam@cheshireeast.gov.uk</p> <p>Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk</p>	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section B: Respiratory Hygiene	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> The school will ensure younger children and those with complex needs are helped with this process. 	Y	
	<ul style="list-style-type: none"> 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. 	Y	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
	<ul style="list-style-type: none"> The school has put in place an enhanced cleaning schedule in line with government guidance. 	Y	Schedule attached and to be read in conjunction with this document. All staff made aware.

Section C Cleaning	<ul style="list-style-type: none"> The schools cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups 	Y	Enhanced cleaning of Hall and other shared areas. See attached cleaning schedule.
	<ul style="list-style-type: none"> The school's cleaning schedule includes frequently touched surfaces being cleaned more often than normal 	Y	Particular reference to desks and door handles.
	<ul style="list-style-type: none"> The school's cleaning schedule includes classroom-based resources, such as books and games are cleaned regularly 	Y	Classes encouraged to weekly wipe down shared items and either wipe down or quarantine books upon return.
	<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. 	Y	Each child to be given their own pencil cases so sharing of resources reduced
	<ul style="list-style-type: none"> Where pupils and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	Y	Maintain previous regime in classes that ran throughout previous summer term 2021.
	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> 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.
	Guidance COVID-19: cleaning of non-healthcare settings guidance.		
Area of Risk Assessment	Control Measures	Action Complete Yes - √ No - X	Planned Actions
Section D. Keeping Spaces well ventilated	<ul style="list-style-type: none"> To increase ventilation while maintaining a comfortable temperature, the school uses the following measures: <ul style="list-style-type: none"> 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	

	<ul style="list-style-type: none"> 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 not take place until October 2021 at the earliest and all decisions to extend the number of adults in the building will be informed by local and national infection rates. Safety to those who work and learn on our site will always be the first priority.
	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Mechanical ventilation systems are used and maintained in accordance with the manufacturers' recommendations. 	Y	All fans PAT tested.
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section E: Responding to Someone with Symptoms	<ul style="list-style-type: none"> Staff and children have been advised not to come to school if they have coronavirus symptoms, have tested positive or if they live with someone who has symptoms or who has tested positive. 	Y	Regular reminders shared with parents via Newsletter and if required text to parents and email updates to staff.
	<ul style="list-style-type: none"> The school policy and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms. 	Y	This continues the system previously utilised in Summer Term.
	<ul style="list-style-type: none"> Staff have been trained on the school policy and procedure around those developing symptoms. 	Y	Reminder undertaken on INSET day July 2021 and reminder on September 1st/2nd.
	<ul style="list-style-type: none"> The school level response should someone fall ill on site is in place (in line with relevant government guidance). 	Y	
	<ul style="list-style-type: none"> A well-ventilated room is available in the school for a child or young person to wait until collected. 	Y	Air lock area identified as safe place for pupils to wait with main gate locked and front door to building left open. Sliding doors into office to be closed and member of staff monitoring pupil until parents arrive to remain in office or other side of glass doors.

	<ul style="list-style-type: none"> The school is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE. 	Y	
	<ul style="list-style-type: none"> The school policy is clear that any staff or pupil should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	Y	
	<ul style="list-style-type: none"> The school policy ensures the room will be cleaned after a person with symptoms has left concentrating on contact areas in line with government guidance. 	Y	Once pupil has left classroom, other pupils removed and staff undertake generalised clean of classroom. Contact areas to be sprayed with DC10 and wiped down. Room thoroughly ventilated before other pupils return.
	<ul style="list-style-type: none"> On developing symptoms, pupils and members of staff will be asked to request a test. 	Y	Pupils and staff advised to take PCR if any symptoms evident. Regular reminders sent out via teachers to parents and Newsletter.
	<ul style="list-style-type: none"> Guidance on testing has been given to staff and parents. 		
	<p>Guidance</p> <p>Coronavirus (COVID-19) symptoms</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Arrange to have a test</p> <p>See ChESS hub for: FAQ for school staff Testing guidance for schools Testing script for schools Testing data form</p>	<p>Contacts</p> <p>Testing (via CEC) gary.pickford@cheshireeast.gov.uk</p> <p>Testing (self-referral) www.gov.uk/coronavirus</p> <p>Contact your HR contact or email deanhadden@cheshireeast.gov.uk</p>	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section F: Personal Protective	<ul style="list-style-type: none"> The school's policy ensures that PPE is only used in line with government guidance. 	Y	

Equipment (PPE)			
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section G: Managing Symptoms, Testing and Responding to a Local Outbreak	<ul style="list-style-type: none"> The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. 	Y	From July 19 th Step 4 NHS Test and Trace rules change. 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 autumn term develops.
	<ul style="list-style-type: none"> The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms. 	Y	Regula reminders shared via: email/teachers to parents and fortnightly Newtletters.
	<ul style="list-style-type: none"> The school has a system to keep brief records of pupils and staff contacts so that they can provide these details if required by NHS Test & Trace or the LA COVID19/Public Health team. 	Y	Headteacher (or in her absence the deputy Headteacher) collates this information and has it available if required. Staff required to produce seating plan and work with senior management team to quickly establish close contacts.
	<ul style="list-style-type: none"> The school's procedures include contact with the LA COVID-19 Education Team when they are aware of multiple cases and agreeing a plan of action. 	Y	
	<ul style="list-style-type: none"> The school has isolation procedures which can be activated if required by the LA COVID-19 Education Team/Public Health. 	Y	
	<ul style="list-style-type: none"> The school has a template letter to send to parents and staff if required by the LA COVID-19 Education Team/Public Health. 	Y	LA distributed model letter July 2021.
	<ul style="list-style-type: none"> 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	Written July 2021.revisited August 2021.

	<ul style="list-style-type: none"> A separate risk assessment is provided for the asymptomatic testing of staff and pupils (where available). 	N/A	Parents and pupils advised to access LFT and staff test twice weekly from September 1 st to end of September when system is to be nationally reviewed.
	<p>Guidance Testing for coronavirus (COVID-19).</p>	<p>Contact COVID-19 Education Team 01270 371323 COVID19@cheshireeast.gov.uk Public Health phbusinesssteam@cheshireeast.gov.uk Public Health England health protection team Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562.</p>	
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section H. Face Coverings	<ul style="list-style-type: none"> Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. 	Y	Until September 30yh staff to maintain wearing face coverings in communal areas of the school and at gate duties.
Area of Risk Assessment	Control Measures	Action Complete Yes - Y No - X	Planned Actions
Section J. Minimizing the risks associated with travel and quarantine	<ul style="list-style-type: none"> Staff and children should not come into school and should quarantine if they have recently visited countries where testing and/or quarantine is required unless they are exempt. 	Y	
	<ul style="list-style-type: none"> The school has arrangements in place to inform parents/carers of the possible impact of travelling abroad. 	Y	

Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section K. Safeguarding and arrangements for vulnerable and critical worker children	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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. Headteacher works with office to ensure a regular update is given as to absences.
	<ul style="list-style-type: none"> • School has arrangements in place on how it will support: <ul style="list-style-type: none"> - individual children who find remote learning difficult - those who have developed anxieties related to the virus - those about whom there are safeguarding concerns - those who may make safeguarding disclosures once they are back in school 	Y	Additional laptops available if required. ELSA trained staff also available to directly support pupil's mental health in addition staff trained in mental health first aid. DSL and deputies follow safeguarding procedures in the event of a disclosure.
	<ul style="list-style-type: none"> • Any safeguarding issues that arise will be addressed using the school's safeguarding policy. 	Y	Annually reviewed policy in place.
	<ul style="list-style-type: none"> • Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school. 	Y	Additional deputy DSL trained during 2020/21 and ensured continuity when key staff retired.
	<ul style="list-style-type: none"> • Sufficient staff are trained to support or signpost pupils with mental health issues. 	Y	
	<ul style="list-style-type: none"> • Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place. 	Y	
<ul style="list-style-type: none"> • The impact on pupils with protected characteristics, including race and disability, has been considered. 	Y		

	<ul style="list-style-type: none"> For children with an Education, Health and Care Plan (EHCP), these have been reviewed to ensure that they can attend safely, and any necessary adjustments made. Regular updates to their risk assessments are planned. 	Y	
	<ul style="list-style-type: none"> Changes to provision for children with an EHCP have been agreed and recorded. 	Y	Recorded on CPOMs.
Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Section L. Risk Assessment	<ul style="list-style-type: none"> The school has undertaken a coronavirus (COVID-19) risk assessment, considering the measures in the government's guidance to inform their decisions and control measures 	Y	Undertaken and shared with H and S governor. Then agreed by full GB.