

## Schools COVID-19 Risk Assessment Checklist

### Eccleston Primary School

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



#### 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
<p><b>Objective:</b> 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.</p> <p>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.</p> <p><a href="#">Government Guidance – COVID-19: cleaning in non-healthcare settings</a></p>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	Conversation between Site Supervisor and HT
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider limiting or restricting use of high-touch items and equipment, for example, printers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If not possible to designate 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Play equipment must be cleaned between different groups of children using it.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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. ( <a href="#">LCC COSHH Guidance</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed in the general waste.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Hygiene</b>
<p><b>Objective:</b> To help everyone keep good hygiene throughout the day</p> <p>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)</p>	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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. <a href="#">Coronavirus (COVID-19): guidance for educational settings (poster)</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider the need to provide more waste facilities and in particular the need to increase the frequency of emptying hand towel bins in the toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Class Cohort - mixing</b>
<b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	N/a as whole school reopened
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	N/a as whole school reopened
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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: <ul style="list-style-type: none"> <li>• early years settings - 3 and 4 year olds followed by younger age groups</li> <li>• infant schools - nursery (where applicable) and reception</li> <li>• primary schools - nursery (where applicable), reception and year 1</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Circulation around school</b>
<p><b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people</p> <p>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)</p>	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	



<b>Topic</b>	<b>Lunchtime</b>
<b>Objective:</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If a shared area such as dining hall is to be used for lunches then it must only be used at half capacity.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Children must enter and leave the dining area in the groups they are already in.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If such measures are not possible, children should asked to bring their lunches into their classrooms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Classroom Environment</b>
<b>Objective:</b> To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles.	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Fire Risks</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points. <a href="#">Fire Safety for schools during Covid-19</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Manual handling</b> 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. <a href="#">LCC Manual Handling Guidance</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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
<b>Ventilation</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Outdoor Provision
<b>Objective:</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
However, outdoor equipment <b>should not</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Children from other groups should not mix or get too close to each other.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Shared Resources
<b>Objective:</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Drop off/Pick up</b>
<b>Objective:</b> 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; <ul style="list-style-type: none"> <li>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.</li> <li>Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Pupil Transport</b>
<b>Objective:</b> 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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	N/a

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	N/a
Seek assurances that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Staff travelling to work
<b>Objective:</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If public transport <b>cannot</b> be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Staff areas
<b>Objective:</b> 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
<b>Staff room</b> Where possible break times should be staggered to limit the number of staff in the staffroom at one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>School Office</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Manage occupancy levels to enable social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	



<b>Topic</b>	<b>Meetings</b>
<b>Objective:</b> To reduce transmission due to face to face meetings and maintain social distancing	

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

<b>Topic</b>	<b>Emergency Response</b>
<b>Objective:</b> To prioritise safety during incidents	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
<b>Emergency Arrangements</b> Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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
<p>In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so. <a href="#">Fire Safety for schools during Covid-19</a></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p><b>First Aid</b> 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.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>First Aiders must follow the government guidance for <a href="#">First Responders</a> which includes guidance on PPE, providing assistance to unwell individuals etc.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Schools should review their <a href="#">First Aid Needs Assessment</a> 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.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	

<b>Topic</b>	<b>Managing individual displaying symptoms</b>
<p><b>Objective:</b> To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms</p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p>	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Contractors and visitors</b>
<b>Objective:</b> To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School.	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
<b>Contractors</b> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review the contractor site rules to include hygiene and social distancing requirements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Deliveries</b> Devise cleaning procedures for goods and merchandise entering the site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Communication</b>
<b>Objective:</b> To ensure people understand COVID 19 related safety procedures.	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> 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 <a href="#">how to don and doff PPE</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Develop communication routes and training materials for staff prior children returning in June.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Where at all possible groups of children should not mix.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	



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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Multiple groups of children cannot use play equipment simultaneously.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	