

School Risk Assessment Checklist

To be used to inform a school based risk assessment

Schools may wish to consider the following issues and suggest as a result any support which may be helpful from the LA.

Red: *High risk* (significant impact on the school's ability to function safely/make required or appropriate provision)

Amber: *Medium risk* (some challenges but able to sufficiently reduce risks to safely/take action)

Green: *Low risk* (Systems/processes are in place or can readily be implemented to significantly reduce any risk)

Prior to opening				
Staff considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Staff who are clinically extremely vulnerable have been advised to rigorously follow shielding measures and to stay at home.	G	Extremely vulnerable members of staff have been advised to follow shielding measures and to stay at home. Copies of letters from NHS have been placed on file.	HT will communicate with every member of staff individually either face to face or remotely to advise them to continue to follow shielding measures.	N/A
Staff absence procedures include: a member of staff should not attend work if they or someone living in the same household has any Coronavirus symptoms.	G	Current process in place. Form to be completed for Self Isolation.	Current Process to be continued. Form to be completed for Self Isolation	
The school has sufficient staff with a paediatric first aid certificate to attend the setting.	G	Currently there are a minimum of 4 members of staff who have either Paediatric FA or Emergency FA training that will be on site daily	N/A	
Contingency plans are in place should a member of staff be taken ill e.g. staff cover.	G	Two members of staff are in place for each group of children (15 max) enabling cover if one goes sick. SLT will be on site at all times providing additional cover if required	Staffing levels to be monitored and a contingency plan is in place if staff numbers do not meet required levels	
The school has assessed the impact of the crisis on individual staff and can support them signpost them to support e.g	G	This is constantly reviewed by SLT. Where necessary staff will be signposted to services.	Staff will continue to be signposted to support, both within and outside of the organisation	

bereavement, anxiety.				
The school has the processes and means to support staff well-being and manage anxieties on reopening.	A	Staff needs have been accommodated within the current staffing structure and are reviewed weekly so that well-being of staff is a priority	SLT will communicate reopening plans with staff to assess their views and feelings so that the planned structure can maximise well being and minimise anxieties	
Consideration given as to when the school will allow external visitors and who will be permitted in the early stages.	A	Currently external visitors are managed by front reception and existing screening structures are used appropriately	Clear communication to parents and external visitors on who will be permitted on site. Reception and site team to be briefed on this. There is a screen in Reception protecting office staff.	

Pupil/ Parent Considerations

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
PPE needs have been assessed according to the guidance, plans made and stocks ordered where this is required.	A	The school has created visors for staff to wear in line with DfE guidance. Stocks of gloves and aprons have been delivered.	Visors or other PPE will be worn when administering first ai, if children are showing symptoms of Coronavirus and/ or if staff request to use one.	
Drop off/ pick up protocols, minimising adult contact, have been written, including: drop off/ pick up procedure and times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only.	A	Drop-off will take place outside the school gates as 'kiss and drop' with SLT supervising. No adults will enter the site. Clear guidance has been sent to all parents/ carers Distancing signs will be displayed throughout the school site. Staggered pick up procedure is in place	Protocol has been clearly communicated to parents	
Decisions have been made about allowing wrap around care.	G	Children will be placed in 'bubbles' based on groupings during the school day.	Wrap around care manager aware of new conditions.	

Physical/ Environmental/ Logistical Considerations (some overlap with Health and Safety)

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Safe entrances/ exits for staff and children are determined e.g. staggered times/ one or multiple entrance or exit points.	A	Arrangements are in place for children currently attending. A new plan for the use of additional	Plan has been communicated to all staff and parents	

		entrances on reopening is in place		
Entry and exit arrangements have been communicated and will be supervised.	A	Parents are aware of arrangements for drop off and pick up.	New plan to be put in place as from start of new academic year. Arrangements reviewed regularly.	
Furniture is appropriately set-up and named to enable children to be socially distanced as much as possible. Tables in classrooms are arranged facing forwards.	R	The current provision allows for social distancing	This will be reviewed when required.	
Arrangements are in place to reduce movement around the building.	R	Phases are using specified routes around the school to access outdoors and the dinner hall.	Movement between areas is to be restricted.	
Further alterations made to timetables that minimise mixing and contact e.g. assembly arrangements, breaktimes.	A	Timetables currently minimise mixing, no assemblies, no parent events etc... Break times are staggered	Timetables will be developed which reflect minimal mixing and contact	
Reduced capacity is stipulated for shared spaces (including the staff room). Groups will not mix in these areas and adequate cleaning in between groups' using them is ensured.	A	At the moment the staff room is used in line with social distancing. It is cleaned regularly.	On reopening, strict numbers in the staff room at any one time will be adhered to. A review of adequate cleaning is to take place	
Arrangements are in place help limit the number of children using the toilets at any one time.	R	Pupils are supervised accessing toilet blocks.	Toilets will be allocated to each Phase where possible. Restrictions will be put in place ensuring only one or two children use them at any one time. This will also be restricted by class.	
Resources designated for use have been determined, will be consistently by a group, with appropriate cleaning at the end of the day	A	Physical resources are cleaned at the end of each day	Resources used will be either washed by the teaching staff in their classrooms or by the cleaning teams	
All soft furnishings, soft toys and toys or equipment that cannot be easily cleaned have been removed.	G	Relevant particularly in Early Years.	Soft furnishings etc will be removed.	
Shared resources taken home and the exchange of these between children will be limited/ removed. E.g. reading books.	G	A strict timetable will be adhered to for taking reading books home allowing 72 hours before they are used again.	Shared resources will no longer be taken home. Library books will not be allocated for the time being.	
Outdoor spaces will be maximised, as	G	Good use of outdoor space is	The school will maximise the use of	

recommended. These areas have been risk-assessed and planned to enable groups to be separated and safe practices adhered to.		currently being made	outdoor spaces wherever possible. These will be risk assessed	
The use of outdoor equipment will be allocated to a group and not used by any other group. Equipment will be cleaned at the end of the day. Trim trails etc.. will not be used. EY climbing equipment will be cleaned after each group had accessed it.	A	Minimal outdoor equipment is currently being used	The use of outdoor equipment will be kept to a minimal. Where it is used, it will be cleaned afterwards	
Dining arrangements ensure children remain in their groups, groups are separated and appropriate hygiene arrangements e.g. staggered timings/ hand cleaning/ cleaning between sittings etc.	A	Dining arrangements currently allow for distancing and cleaning, with children eating outside where possible	Lunches will be staggered and children will sit in year group 'bubbles'.	
Transport				
The school is encouraging walking/ cycling.	G	Children are currently walking to school or transported by parents	We will be encouraging children to walk or cycle school wherever possible. Given the rural location some children will need to be dropped by parents or reliant on public transport	
The providers' arrangements have been checked re; cleaning arrangements and the expectations not to attend work if the member of staff or anyone in their household is exhibiting Coronavirus symptoms.	A	Very few children use public transport	The public transport currently used by our children is not arranged by the School	
Cleaning and hygiene				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.	G	There are adequate cleaning stations currently within the restricted area used for supervision and admin area	A restricted number of spaces will be identified for use which will facilitate sufficient hand cleaning stations	
There are sufficient staff available, ensuring cleaning between sessions/ change overs of pupil groups/ deep cleans as required.	G	Both teaching staff and the cleaning staff will carry out cleaning tasks.	There will be adequate staff within the restricted areas used for supervision and admin to ensure effective cleaning of resources,	

			equipment and the environment	
Additional cleaning requirements have been assessed and additional hours allocated accordingly.	G	There are adequate cleaning staff currently within the restricted area used for supervision and admin	Capacity required will be reviewed regularly	
Cleaning protocols and expectations are revised (e.g. revised frequency and to include frequently touched surfaces, furniture, equipment and resources).	G	There are adequate cleaning protocols currently within the restricted area used for supervision and admin	Protocols will be reviewed once the areas are identified and numbers are known	
Avoid the use of cloths for washing or drying e.g. use paper towels.	G	Currently paper towels and disposable cloths are used	There will be continued use of paper towels and disposable cloths	
Stocks of cleaning and hygiene materials and PPE (where required) have been ordered (including additional stocks of tissues and paper towels if needed).	G	Orders have been placed and delivered	Monitoring of stocks will be ongoing ensuring orders are placed and deliveries arrive in good time	
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.	G	The Cleaning Supervisor and Finance Manager have identified the thresholds or re-ordering stocks of hygiene materials	This will be regularly reviewed	
Cleaning Supervisor and Finance Manager is responsible for monitoring and reporting stock levels of cleaning and hygiene materials.	G	The Cleaning Supervisor and Finance Manager have responsibility for monitoring and reporting stock levels of cleaning and hygiene materials	Both will continue to monitor stocks on reopening, ensuring deliveries are timely	
Health and Safety Considerations (Some overlap with physical/ environmental/ logistical considerations)				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff e.g. evacuation procedures, named people within policies.	G	There is no need to implement new fire evacuation procedure for the reopening of school. Staff and children will be able to vacate the building ensuring social distancing is maintained	Remind staff of usual evacuation procedures	
There are written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed.	G	Currently there is a process of reporting any suspected COVID 19 cases to SLT, this would be documented	The process of reporting any suspected COVID 19 cases to SLT and completion of necessary forms will continue to be reviewed if	

			needed	
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.	G	Plans are in line with DfE guidance	This will be reviewed as required	
PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this.	A	PPE will be used in line with DfE guidance	This will be reviewed in line with guidance	
Health & Safety compliance checks have been undertaken.	A	A recent H&S has been completed by the H&S Governor. This risk assessment forms any part of new compliance checks	H&S will be under constant review once the school reopens	
Usual planned maintenance and H&S checks have been prioritised and scheduled accordingly e.g. PAT tests, boiler servicing.	G	All checks are up to date	Site Manager to ensure that all up-coming checks are booked in to align with normal timescales	
Communications				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Communicate to staff re; plans and this risk assessment e.g. keeping groups within the one room as far as possible, not mixing groups, cleaning protocols, limiting numbers of children using toilets at one time, use of resources/ equipment etc.	G	The current protocols for supervision in school has been communicated to every member of staff and has been adhered to	Protocols for supervision in school will be communicated to every member of staff and monitored by SLT for compliance and to ensure expected standards are met	
Remind staff, parents and children of the hand cleaning advice and to clean hands frequently throughout the day.	G	Staff and children currently in the school are aware of and adhere to hand washing advice	Put up notices and published materials around the school to remind staff and children of the need to clean hands regularly. This is to be supported by verbal reminders	
The risk assessment, plans and protocols have been discussed with staff and any training needs identified.	G	The current protocols have been shared and agreed	Once complete, this risk assessment, plans and new protocols will be shared with staff. Training needs will be identified	
Ensure all staff are aware of the guidance and the school's procedures re; 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'?	G	Documentation to be circulated to all staff	Documentation to be circulated to all staff Staff aware to speak to Office Business Manager	
The school has instructed parents not to enter the setting, or to send their child into	A	Parents of children currently attending are aware to collect	This message will be communicated to all parents	

the setting, if they or a member of their household is displaying Coronavirus symptoms.		children from the front entrance, maintaining a safe distance. Parents know not to send children to school if they or family members are displaying symptoms		
Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.	A	Current protocols for attending the site have been shared with parents of children in current supervision	New protocols have been communicated to parents	
Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms.	A	This message has been communicated to parents & Staff	New protocols to be communicated with parents and staff	
Parents and staff made aware of the best way to communicate with teachers/ staff.	A	Parents are communicated via email, text or phone.	New protocols to be communicated with parents and staff - Phone, text, email or at least 2m distance away from school gate for those children in school -	
Communications with parents of vulnerable children needing PPE about the arrangements in place.		Parents/ carers of SEN/D children who may, due to their additional needs, require staff to wear PPE, have been informed.	SENDCo has spoken to identified parents/ carers	

When open

Staff considerations

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Ensure the same teacher/ other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	R	Staff teams planned to remain with designated year groups with minimal contact with others during the school day.	SLT to monitor effectiveness of staff working arrangements. TA to provide some release time for full time teachers where possible	
Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.	A	Policies updated with Annex to reflect current guidance; - Child Protection policy updated - First Aid arrangements updated - Staff COVID19 behaviour principles	Updated policies to be circulated to staff and Governors	

Staff are aware of PPE guidance and any need for PPE.	A	Staff aware of current guidance	Any up dated DfE PPE guidance to be shared with staff	
Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, children or families.	G	Staff will continue to access services and support available for themselves, children and families should it be required	Staff will continue to access services and support available for themselves, children and families should it be required	
Recruitment processes have been determined, continuing to enable safer recruitment.	G	Currently there is no recruitment required	Any recruitment will observe social distancing and safer recruitment practices.	
Staff induction processes are updated re; new policy/ procedures alongside required checks.	G	Staff induction has been considered. New protocols will be circulated so that staff can familiarise themselves with them prior to the start of the new academic year	Transition plans need to be agreed in order that staff can familiarise themselves with children needs and prepare for the next academic year. Member of staff responsible for Induction has been informed.	
Children				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Children know where the hand cleaning stations are and to use them frequently.	A	Stocks have been delivered	Hand cleaning stations to be set up in each classroom with clear signs/instructions to ensure social distancing. Staff to ensure children access cleaning stations/handwashing facilities regularly and at specific points in the day	
Where possible keep children 1m apart. Brief transitory contact is low risk e.g. passing in corridors.	R	Pupil numbers being gathered in order that plans can be made. One-way system discussed SLT have devised provisional class timetables to restrict contact	Finalise timetables and share with staff. Ensure signage around school is clear. Ensure all children in school understand rules and the purpose of them	
Groups of children are based in the same classroom each day and this is cleaned thoroughly before and after any other groups use it.	A	SLT have devised plans for rooms to be used along with cleaning schedule	Ensure all staff are aware of rooms allocated to each group and follow agreed regular cleaning schedule and protocol	
As far as possible, children sit in the same	A	SLT have discussed allocation of	Desks to be labelled with children	

place, at the same tables/ desks.		rooms and arrangement of furniture and resources Each child has a name card and dedicated seat in the classroom.	names	
Children know the protocols for using toilet areas.	R	SLT have discussed plans for children use of toilets	All staff and children to be made aware of protocols; Maximum of 2 children from the same group of children using toilet facilities at a time. Children to be encouraged to space out at the sinks.	
Educate children in cleaning hands, 'catch-it, bin-it', and safe distancing.	A	PSHE lessons will be taught to address hygiene and safe distancing	Teachers to plan lessons/opportunities to teach hygiene and safe distancing etc	
Help is available for those children who cannot clean their hands independently.	R	Early years staff and staff supporting SEN/D children will escort and assist them with hand washing	Staff are informed of children in these categories	
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, braille etc.	A	Staff supporting SEN/D children will remind children.	Staff will create social stories to address this need.	
Staff seek to prevent the sharing of stationary and other equipment where possible.	A	Children are allocated their own stationary. This is washed at the end of each day	Adequate resources are available Protocol communicated to staff.	
Shared materials and surfaces are cleaned more frequently.	G	Teaching staff and cleaning staff are aware of the additional cleaning required	Adequate cleaning materials are available in each classroom	
Appropriate support for children who may have difficulty settling back into school.	G	Staff will be vigilant in identifying children who are distressed returning to school	Staff will keep in close contact with parents/ carers in these situations.	
Trained staff, communication processes and resources to provide bereavement support. The availability of which is communicated to parents.		Two members of staff have completed bereavement training and can support children.	Staff are made aware if the school is informed of a bereavement	
SEND Reviews/ actions outstanding for children with SEND have been rescheduled	G	Wherever necessary reviews are being rescheduled	Wherever necessary reviews are rescheduled	

appropriately.				
Safeguarding				
Safer recruitment processes being adhered to.	G	Any recruitment will continue to take place which observes social distancing and safer recruitment practices.	Policy and procedure will be followed.	
Governance/ Leadership (Refer to previous sections and decide which aspects Governors should be aware of/ involved in making decisions about e.g. feasibility of staffing)				
Governors' understanding of the ways that the crisis has impacted on staff/ children/ the school and their ability to support the school during a transition to normality.	G	The HT has provided regular updates to the Governing Body.	This will continue from 1.6.20	
Governors are involved in the discussion and planning for reopening.	G	Regular correspondence and meetings are taking place.	Next FGB meeting is 16.6.20	
Aspects of governance/ meetings/ reporting that can be put aside to fully enable and support leaders to manage the immediate situation have been identified.		In place		
Financial/ business/ resourcing				
Catering contracts and facilities as children begin to return.			In place	
Any financial loss to the school/ ability to claim back losses from the government is known.		Finance Manager is looking in to claiming losses.		
Sufficient cleaning materials.		Cleaning supervisor & Finance Manager have ordered and it has been delivered	Cleaning supervisor and Finance Manager are monitoring	
PPE available if appropriate.		PPE has been ordered	Staff are aware PPE is available	