

Schools COVID-19 Risk Assessment Checklist

(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 school's 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>Objective: 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>Government Guidance – COVID-19: cleaning in non-healthcare settings</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"/>	Each class to have own cleaning materials. Staff to clean surfaces and handles after each session and computer surface between uses. Cleaner & Site Supervisor to clean toilets on 5 occasions during the day. Cleaner to is also Cook to have different sets of uniform, colour coded for each task. Staff on duty in each room to wipe surfaces, handles and computer keyboards.
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 checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Cleaners to clean thoroughly, surfaces, handles, chairs, windows, computer keyboards, white boards, sinks and toilets daily.
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"/>	Staff to sign cleaning schedule. Children are based in one room, thoroughly cleaned each day.
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"/>	Any equipment to be shared between classes must be meticulously cleaned or used on rotation with 48 hours (72 hours for plastics) in between uses.
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"/>	Hand sanitiser and wipes next to each printer/ copier
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"/>	Antibacterial cleaning products available to clean surface after use. All classes remaining separate.
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"/>	Classes to use usual toilet block. Cleaner & Site Supervisor to clean toilets on 5 occasions during the day. Cleaner to is also Cook to have different sets of uniform, colour coded for each task.
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"/>	Cleaning products in labelled bucket out of reach of children. Sanitiser in dispenser in each room, located to enable supervision.
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"/>	Each class to have own set of play equipment.

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"/>	Office staff to 'buzz' staff through where possible and clean pad where this was not appropriate.
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. (LCC COSHH Guidance)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Staff training on PPE on 28 th May, refreshed on 1 st September
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"/>	Purchased through usual supplier with additional items provided by LA. Distributed between classrooms.
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"/>	Clinical waste bin
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"/>	

Topic	Hygiene
<p>Objective: 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>	

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
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. Coronavirus (COVID-19): guidance for educational settings (poster)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<p>Posters updated and refreshed.</p> <p>Hands to be washed 3 times per day and sanitised in between. on entering building and then each time they leave or enter their room plus before and after eating. Facilities available in each room and in toilets. Mobile station also available in Y1.</p> <p>Lidded bin provided for each room in use and at two main entrances.</p> <p>Hand sanitiser is at entrance, photocopying room, computing suite, each classroom in school and hall. COSHH sheet in file (Site Supervisor room) Also next to printers/ copiers.</p>
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"/>	

Topic	Class Cohort - mixing
Objective: 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
Consistent groups reduce the risk of transmission. Distinct 'bubbles' makes it easier to identify those who may need to self-isolate.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Children will be in their class groups but will not mix with other classes. One PPA teacher will move between groups but will adhere to distancing guidelines.
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"/>	Each class has a teacher and TA allocated to them.
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"/>	Arrival, departure, lunch and break times are staggered. Groups do not mix at any point in the day. Where two groups share the yard they each have a designated space with a 2m 'no man's land' clearly marked in between.
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"/>	Each class has a teacher and TA allocated to them. One staff member will move between groups to cover PPA time. Distancing measures will be in place.
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"/>	Children are based in one room, thoroughly cleaned each day. Classrooms will be the class bases, other than playground time. Shared areas not used.
Different groups do not need to be allocated their own toilet block. Toilets will need to be cleaned regularly.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Classes to use usual toilet block. Cleaner & Site Supervisor to clean toilets on 5 occasions during the day. Cleaner to is also

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
	Partial <input type="checkbox"/>	Cook to have different sets of uniform, colour coded for each task.
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"/>	More flexibility in when we allow children to use the toilets to prevent crowding at breaks and lunchtimes. Staff to be aware of how many are going at any one time.

Topic	Circulation around school
<p>Objective: 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>	

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 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"/>	Rec enter through back door. Y1, Y2, Y3 use their external classroom door. Y4, Y5, Y6 use side door at staggered times.
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"/>	One-way system for entering and leaving hall at lunch. Staggered arrival, departure, lunch and break times reduces use of shared spaces.
Arrival, departure, breaks and lunch should be staggered.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	For details of the staggered arrangements please see appendix.
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"/>	Visually impaired children will have an adult walk them through any new routes prior to term starting. (01.09.2020) Social story ready for any who struggle
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"/>	Even this will be minimal, the only real possibility is during an emergency evacuation e.g. fire.

Topic	Lunchtime
Objective: 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"/>	Rota in place. Play areas same as for break times. Each class has 30minutes to eat and 30 minutes to play.
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"/>	Rec: eat in hall Y1, Y2, Y3: eat in classrooms Y4, Y5, Y6: hot meals eat in hall, packed lunches in classrooms.
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"/>	Staggered times ensures this. When sharing dining hall with another group. The groups are 2m apart. No tables, chairs or equipment is shared between bubbles.
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"/>	Rec: eat in hall Y1, Y2, Y3: eat in classrooms Y4, Y5, Y6: hot meals eat in hall, packed lunches in classrooms. Each class will have a designated welfare assistant who will supervise that one group inside. They may assist with other groups <i>outside</i> and may then assist with cleaning. Hall; supervised by Pastoral staff and SLT.

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

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
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"/>	Stored in other rooms. All items in room can be easily cleaned. Items with small parts can be sterilised overnight.
School should make small adaptations to the classroom to support distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Tables in Y2-Y6 arranged so children are sitting in rows facing the same directions. Y1: tables arranged so they face the same direction but continuous provision also provided Rec: continuous provision will allowance for distancing.
Fire Risks 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. Fire Safety for schools during Covid-19	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Items stored in other rooms, not blocking fire exits and not in higher risk areas such as boiler room.
Manual handling 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. LCC Manual Handling Guidance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	See Manual Handling risk assessment.

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>Ventilation 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.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Doors and windows to be opened when rooms are in use. Doors to be kept open using door stops that can be put into place using the foot and kicked out of the way to close – reducing touching. Fire extinguishers are not to be used as door stops. Doors and windows to be closed when use of room has ended. Use of air conditioner in Y5 to be avoided and if used it must be set to ‘fresh air’ not to circulate. Hand dryers have been switched off. Paper towels will be used. Fans must not be used</p>

Topic	Outdoor Provision
<p>Objective: To limit the transmission of the virus by being in the open air in wide open space.</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
<p>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.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>To be negotiated with opposite group. Fixed play equipment not to be used. Each group has its own box of easily cleaned play equipment.</p>
<p>However, outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></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
children using it, and that multiple groups do not use it simultaneously.	Partial <input type="checkbox"/>	Rec & Y1: share small yard Y2 & Y3 shared use of big yard (2m boundary in place) Y4 & Y5: shared use of big yard (2m boundary in place) Y6: sole use of big yard. Organisation prevents this and staff will be vigilant No such activities to be organised.
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"/>	
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
Objective: 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"/>	Coat, lunchbox, bag and, for Y6, mobile phone is all that can move between home and school. Mobile phone will be placed in a named plastic bag and stored with teacher. Child will place and remove own phone from plastic bag. PE kits NOT to be brought but worn to school on the appropriate day.

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
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"/>	Each child has own designated set of equipment available for their sole use. This especially applies to books and computer equipment. This will apply to reading books which will be sent home but rotated to allow allocated time to decontaminate between uses.
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"/>	
Resources that are shared between bubbles should be meticulously cleaned or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Drop off/Pick up
Objective: 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;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	No parents to enter school site. Drop off at gate and met by staff. Rec: 8:55 back gate Y1: 8:55: church gate Y2: 8:45: church gate

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
<ul style="list-style-type: none"> 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. Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. 		Y3: 8:45: middle gate Y4: 8:50: middle gate Y5: 8:55: vehicle gate Y6: 8:45: vehicle gate Staff member will meet them and ensure distancing on walk into school. If a parent needs to speak to someone in school they must ring first. Leaflet shared with parents.

Topic	Staff travelling to work
Objective: 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"/>	Staff made aware of advice. PPE will be provided Hand soap and sanitiser is readily available.
If public transport cannot 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"/>	
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"/>	

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
	Partial <input type="checkbox"/>	

Topic	Staff areas
Objective: 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
Staff room 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"/>	Staff room seating to facilitate distancing and staggered breaks and lunch reduce demand. 'Overflow' of Computing Suite is available.
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"/>	In good weather staff may choose to eat outside on our field. This is permissible providing non-staff are not present and they remain 2m apart. They may also go for a walk but must remain 2m from other adults.
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"/>	Staff room fridge available and food stored wrapped or in boxes. Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. An exception to this is Keegan's who will bring food ordered to
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"/>	railings and maintain distancing. Staff room seating has been rearranged to promote distancing. Staff to keep personal belongings in their rooms or lockers.
Use of face coverings by adults	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Adults to wear face coverings (mask or visor) in communal areas. They may remove them in their class 'bubble', outside or when eating. They must not be worn for teaching. Kitchen staffs serving children must wear a visor enabling their face to be seen.
School Office 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"/>	Office staff on a rota to ensure only one member of staff in office at a time.
If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Not required as only one person in office at a time.
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 type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Not required as only one person in office at a time.
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Not required as only one person in office at a time.
Manage occupancy levels to enable social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Only one person in office at a time.

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
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"/>	HT, DHT and AHT desks to remain designated spaces.

Topic	Meetings
Objective: To reduce transmission due to face to face meetings and maintain social distancing	

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
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"/>	Remote tools used as preference when attending external meetings. Face- to face meetings with parents to take place by appointment in Computing Suite 2m apart, parent to enter directly into computing suite. Face to face meetings with children to take place side by side, facing same direction, at least 1m apart. Hand sanitiser at entry point.
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"/>	

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
	Partial <input type="checkbox"/>	Any staff meetings held in school will be in a space big enough to accommodate social distancing.
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"/>	

Topic	Emergency Response
Objective: To prioritise safety during incidents	

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
Emergency Arrangements Review the school's 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"/>	Original evacuation procedures remain in place. Line up on playground maintaining distances. Staff to check toilets when leaving. Any child with a PEEP, staff to be aware Site Supervisor to unlock fire exits & gates as is usual practice. No change needed to this policy.
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"/>	

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
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"/>	
In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so. Fire Safety for schools during Covid-19	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
First Aid 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Staff training 28 th May refreshed on 1 st September
First Aiders must follow the government guidance for First Responders which includes guidance on PPE, providing assistance to unwell individuals etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Staff training 28 th May refreshed on 1 st September
Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Used current supply chain with additional items from LA.
Schools should review their First Aid Needs Assessment prior to extended opening taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 2 metre distance cannot be maintained.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Number of qualified first aiders and number of children in school have been checked.

Topic	Managing individual displaying symptoms
<p>Objective: To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms</p> <p>Coronavirus (COVID-19): guidance for educational settings</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
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"/>	Clearly communicated to parents.
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"/>	Child will be cared for in Computing Suite which allows for a closed door and ventilation. Child will leave through external Computing Suite door. If they require the toilet, they are brought round the outside of building to disabled toilet. They will then wait outside Ht office.
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"/>	PPE is available

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 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"/>	Goggles/ visors are also available Usual supply chain is being used.
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"/>	

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

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
Contractors 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"/>	School directly employs cleaning and catering staff, all involved in training. GoToMeeting, Skype and Zoom used where necessary. Anyone requiring entry to premises must ring first.
Encourage visits via remote connection/working where this is an option.	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"/>	

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
	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"/>	Site Supervisor willing to open at weekends to accommodate any servicing.
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"/>	Signs in entrance hall and hand washing/ sanitising available.
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"/>	Available in main office for any contractor.
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"/>	Asbestos information has been laminated.
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"/>	Sanitiser at entry points.
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"/>	Use routes through school avoiding areas used by children.
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"/>	Contractor to use own pen or office staff to sign them in.
Deliveries Devise cleaning procedures for goods and merchandise entering the site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Cleaned on arrival where possible

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
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"/>	Hand washing/ sanitiser readily available. Deliveries always happen well away from children and to the front office. Kitchen deliveries taken straight to kitchen. Kitchen deliveries timed to avoid coinciding with arrival of Rec children.
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"/>	

Topic	Communication
Objective: To ensure people understand COVID 19 related safety procedures.	

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 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	28 th May refreshed on 1 st September. Staff unable to attend cannot work in school until training complete. Video from Scottish NHS used re PPE.

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
Posters and Videos are available showing how to don and doff PPE		
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"/>	VB to meet with office staff separately to go through changes to routines for visitors, contractors etc. Staff training 28 th May refreshed on 1 st September Daily sheet Training on 28 th May, refreshed on 1 st September and by text, email and daily sheet. Displayed on wall of Ht office.
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"/>	
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 procedure for closure of school at short notice.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Additional considerations for Early Years Settings
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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"/>	Set area of classroom & construction/ art area. Use of screen to section off from other groups.
Where at all possible groups of children should not mix.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Areas within room where 2 children at a time can play, signs used and increased staff to monitor.
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"/>	Every effort made to maintain some distance between them. These children will not mix with any other group in school.
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"/>	All unnecessary items removed and any toys present can be easily cleaned or sterilised each night.
Multiple groups of children cannot use play equipment simultaneously.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Clear limits set on each area and increased staffing to monitor.

Appendix

Class	Start time	Finish Time	Gate
Rec	8:55	3:15	Back gate & back door
Year 1	8:55	3:15	Gate next to church & outside classroom door
Year 2	8:45	3:05	Gate next to church & outside classroom door
Year 3	8:45	3:10	Middle gate & outside classroom door
Year 4	8:50	3:15	Middle gate & side door
Year 5	8:55	3:20	Vehicle gate & side door
Year 6	8:45	3:10	Vehicle gate & side door

Morning Break Class	10:00-10:15	10:15-10:30	10:30-10:45
Reception	BREAK: Little Yard	Staff break	Staff break
Year 1	Staff break	BREAK: Little Yard	Staff break
Year 2	BREAK: Big Yard (left half)	Staff break	Staff break
Year 3	BREAK: Big Yard (right half)	Staff break	Staff break
Year 4	Staff break	BREAK: Big Yard (right half)	Staff break
Year 5	Staff break	BREAK: Big Yard (left half)	Staff break
Year 6	Staff break	Staff break	BREAK: Big Yard (sole use)

Afternoon Break Class	2:00- 2:10	2:10-2:20	2:20-2:30
Reception	BREAK: Little Yard	Staff break	Staff break
Year 1	Staff break	BREAK: Little Yard	Staff break
Year 2	BREAK: Big Yard (left half)	Staff break	Staff break
Year 3	BREAK: Big Yard (right half)	Staff break	Staff break

Year 4	Staff break	BREAK: Big Yard (right half)	Staff break
Year 5	Staff break	BREAK: Big Yard (left half)	Staff break
Year 6	Staff break	Staff break	BREAK: Big Yard (sole use)

Lunch Time Class	Eating	Location	Staff	Playing	Location	Staff
Reception	11:30-12pm	Hall	Kath Parker & Carol Baines	12pm-12:30pm	Little Yard	Kath Parker & Carol Baines
Year 1	12pm-12:30pm	Classroom – hot meals collected from hatch by children.	Liz Wilson	11:30-12pm	Little Yard	Liz Wilson & Michelle Percy
Year 2	12pm-12:30	Classroom – hot meals collected from hatch by children.	Becky Taylor	12:20-1pm	Half of Big Yard	Michelle Percy
Year 3	12:30-1pm	Classroom – hot meals collected from hatch by children.	Lesley Alt	12pm-12:30	Half of Big Yard	Lesley Alt
Year 4	12:30-1pm	Packed lunches in classroom Hot meals in hall.	Audrey Woodhouse	12pm-12:30pm	Half of Big Yard	Audrey Woodhouse
Year 5	12pm-12:30	Packed lunches in classroom	Heather Crookall	12:30-1pm	Half of Big Yard	Heather Crookall

		Hot meals in hall.				
Year 6	12:30-1pm	Packed lunches in classroom Hot meals in hall.	Carol Baines	1pm-1:30	Sole use of Big yard	Carol Baines & Audrey Woodhouse.

Please note that where the big yard is shared there are 2 staff members on duty.

Hall: Lauren Stockton SLT

Kitchen: Lisa Wright

First Aid: Judith Chamberlain located in entrance hall for central access.