

Academies – Risk Assessment Checklist Tool

The latest Government guidance relating to opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This tool can be used to support self-assessment within your setting and regular review of your risk assessment in light of the above guidance.

Please note, this template is correct as of 02 October 2020. Schools should continue to review and update Risk Assessment documents as often as necessary, specifically when updated Government / Department for Education / Worcestershire guidance is issued.

Ref.	Check point – Question: Are you sure that ... (ask yourself - how do I know?)	Are you complying? Y/N/Unsure – check against the guidance.	Note any action needed (including what, who, by when)
1.	Area of Prevention: A requirement that people who are ill stay at home		
1.1	The following know they are not to attend school if they or any member of their household has symptoms or has been identified as a positive case. a) Staff b) Parents c) Pupils d) Suppliers e) Visitors f) Contractors	Y	All staff are aware of the reporting procedures and the need to not attend school if they or a member of their household is symptomatic. The Admin Team monitor the situation with pupils, parents, suppliers, visitors and contractors.
1.2	The following know and adhere to self-isolation (10 days for the case and 14 days for their household) a) Staff b) Parents c) Pupils	Y	All staff, pupils and parents are aware of the need to self-isolate and the different times required if they are covid positive or live in a household with someone who is.
1.3	All staff know that if anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be a) sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection , b) book a test	Y	Staff have already gone through this system and know to contact SLT or Admin if they need any further clarification.

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1.4	If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.	Y	Covid office is prepared and when the weather is appropriate, we will sit the child outside of reception. Pupils are supervised.
1.5	PPE is not required in most cases apart from: a) child or young person becomes ill with coronavirus (COVID-19) symptoms and a distance of 2 metres cannot be maintained b) child or young person already has routine intimate care needs that involve the use of PPE - same PPE should be used.	Y	First Aiders are the only people that will deal with such cases and are aware of the use of PPE and where it is stored.
1.6	You know the arrangements for cleaning all areas used by a person with suspected COVID-19 symptoms.	Y	We now have 2 fulltime cleaners on site and they know the cleaning requirements and can be directed to clean areas immediately.
2.	Area of Prevention: Robust hand and respiratory hygiene		
2.1	Pupils and staff clean their hands regularly, including when; a) they arrive at school b) when they return from breaks c) when they change rooms and d) before and after eating	Y	Pupils and staff cleanse hands at the beginning, during and end of each session. There is also hand sanitizer available in key areas to be used in between these key times.
2.2	The school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Y	Every classroom and office have hand sanitiser and there are enough hand washing facilities.
2.3	Young children and pupils with complex needs are helped to clean their hands properly	Y	TAs know to support those with complex needs. Foundation group staff are also aware of this.
2.4	The school culture is building hand washing and respiratory hygiene practices into and behaviour expectations are supported.	Y	Behaviour policy now includes an addendum for good respiratory hygiene and staff are regularly reminded. Any issues with poor hygiene, such as not throwing tissues away etc, is reported to SLT who then remind staff as well as speak to individual staff.
2.5	The school is helping ensure younger children and those with complex needs understand the need to follow good hand and respiratory hygiene practices.	Y	TAs know to support those with complex needs. Foundation group staff are also aware of this.
2.6	The school has enough tissues and bins available	Y	Every classroom and office have tissues and bins.

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2.7	Pupils with complex needs, for example, those who spit uncontrollably or use saliva as a sensory stimulant.... a) are supported b) as are the staff working with them	N/A	We do not have any pupils who use saliva as a sensory stimulant.
2.8	There is a process for removing face coverings when pupils who use face coverings arrive at school and when face coverings are worn at school in certain circumstances	Y	Pupils and parents are reminded to provide clear plastic bags to hold face masks in when not in use. This is enforced at the school gate. We have few pupils that chose to wear face masks in school.
2.9	There is a process for removing face coverings when staff who use face coverings arrive at school and when face coverings are worn at school in certain circumstances	Y	Staff are reminded to provide clear plastic bags to hold face masks in when not in use. This is enforced at the school gate. We have few staff that chose to wear face masks in school.
2.10	There are facilities for a) washing hands on arrival at school b) cleaning hands before and after touching face coverings – including to remove or put them on c) the safe storage of them in individual, sealable plastic bags between use. d) disposal of temporary face coverings in a ‘black bag’ lidded waste bin (not recycling bin)	Y	There are facilities available and bins are provided.
2.11	There is a small contingency supply of face coverings	Y	We have both disposable and washable and these are available from the main office.
2.12	Classrooms and other key areas such as halls and staffrooms have been reviewed to maximise fresh air circulation wherever possible	Y	Staff are reminded of the need for good ventilation and this is reinforced.
3.	Area of Prevention: Enhanced cleaning arrangements		
3.1	The cleaning schedule ensures cleaning is generally enhanced and includes: a) more frequent cleaning of rooms and shared areas that are used by different groups b) frequently touched surfaces being cleaned more often than normal	Y	Full time cleaners are on site that use virakill that is guaranteed to protect a surface from COVID for a period of 8 days. They use this product several times a week to ensure maximum coverage.
3.2	Toilets are cleaned regularly	Y	Toilets are cleaned hourly and after each break/lunch time.

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4.	Area of Prevention: Active engagement with NHS Test and Trace		
4.1	The NHS Test and Trace process is understood by: a) staff b) parents	Y	Documentation has been shared with parents and staff. We have our own NHS QR code in Reception.
4.2	Communication with staff has included: a) How to book a test b) Not attending school with symptoms c) Self-isolation - with symptoms and as a close contact d) Share contact details if they test positive	Y	Staff have been told to book via the Worcestershire system or via the NHS system.
4.3	You know the action to take if you receive notification of a confirmed COVID-19 case in your school	Y	SLT are aware of the procedure
4.4	Staff are aware of the process if there is an outbreak within the school	Y	Staff are aware of the procedure and that the action taken by PHE can be different depending on the school and cases.
4.5	There are processes for communicating with parents in the event of an outbreak	Y	Via Email and Social Media
4.6	Where possible a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is available	Y	Timetable is available on SIMS. We operate year group bubbles. Pupils stay in the same classroom for each lesson.
4.7	You know not to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after self-isolation.	Y	Parents are not asked to provide medical evidence but many parents do without asking
5.	Area of Prevention: Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable		
5.1	You are maintaining consistent distinct groups or 'bubbles' that do not mix	Y	We operate staggered starts and finishes; lunch breaks and pupils are in the same classroom every lesson.
5.2	Older children are encouraged to keep their distance within their groups	Y	Pupils are encouraged to practice social distancing
5.3	Steps have been taken, as much as possible to; a) limit interaction, b) limit sharing of rooms c) and limit interaction in social spaces	Y	Split breaks and lunches No year group bubbles sharing rooms Staggered starts Assigned toilets

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5.4	Staff keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Y	Pupils and staff are regularly reminded to adhere to social distancing.
5.5	Staff in secondary (and middle from Y7 upwards) teach from the front of the class	Y	Rooms are furnished to account for social distancing.
5.6	Pupils are supported to maintain distance and not touch staff and their peers where possible	Y	Pupils and staff are regularly reminded to adhere to social distancing.
5.7	Adaptations to the classroom are made to support distancing where possible, including: a) seating pupils side by side b) facing forwards c) moving unnecessary furniture out of classrooms to make more space	Y	Rooms are furnished to account for the guidance.
5.8	Large gatherings such as assemblies or collective worship with more than one group are avoided	Y	Collective Worship takes place virtually
5.9	Group are kept apart and movement around the school site is kept to a minimum	Y	Pupils are in the same classroom. Groups do not move around school freely.
5.10	You are avoiding wherever possible creating busy corridors, entrances and exits	Y	Pupils enter and exit by appropriate entrances close to their rooms. One-way system has been adapted.
5.11	You are creating one way systems and using appropriate signage to implement this where needed	Y	One-way system always been in place but this has been adapted.
5.12	You have issued guidance to staff and pupils regarding the wearing of the face coverings	Y	Staff and pupils have been told that they can wear face coverings if they wish. We have stock of face masks and also have visors if staff wish to use them.
5.13	You have considered use of staggered break times and lunch times	Y	Staggered breaks and lunches are in operation.
5.14	Time for cleaning surfaces in the dining hall between groups is enabled	Y	3 cleaners clean the dinner hall between groups.
5.15	Use of staff rooms is minimised and where they are used timings should be staggered	Y	Staggered lunches for staff reduces staff room use. Staff room has had computers and chairs removed. Staggered school day for staff in operation from WC 12 th October.
5.16	You have considered staggered start and finish times	Y	In place
5.17	You have communicated with parents ... a) process that has been agreed for drop off and collection	Y	Communicated to parents via email and social media.

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	b) gathering at the school gates is not allowed c) coming onto the site without an appointment is not allowed		
5.18	Supply teachers, peripatetic teachers and other temporary staff minimise contact and maintain as much distance as possible from other staff	Y	
5.19	Site guidance on physical distancing and hygiene is explained to visitors on or before arrival	Y	Reception state this at sign in
5.20	Visits happen outside of school hours if they can	Y	Where possible
5.21	A record is kept of all visitors	Y	Reception sign in visitors so they do not have to access the ipad for signing in.
5.22	For dual registered pupils, a system of controls has been agreed collaboratively	N/A	No dual registered pupils on roll currently
5.23	Staff and pupils have their own items (pens, pencils etc) that are not shared	Y	Pupils bring in own equipment.
5.24	Classroom based resources, such as books and games, which are shared within the bubble are cleaned regularly, along with all frequently touched surfaces	Y	Cleaned regularly
5.25	Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Y	Process in place
5.26	Outdoor playground equipment is cleaned more frequently	N/A	No outdoor equipment
5.27	Pupils are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones	Y	Essential items only
5.28	Unnecessary sharing of resources (staff and pupils) is avoided	Y	Protocol in place
6.	Area of Prevention: Communication with your staff and supporting their well being		
6.1	You have in place team meetings/webinars and reminders directing all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that it has been read	Y	Risk Assessment shared with all staff via MyConcern. Links to guidance shared with staff.

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6.2	You are regularly communicating to staff – group and/or individually – regarding their physical and mental well being, including directing them to available resources for individual support	Y	Paid for Covid Anxiety webinar for staff. 1-2-1 check ins with staff.
7. Area of Prevention: Supporting Clinically Vulnerable, Clinically Extremely Vulnerable and BAME staff			
7.1	<p>Clinically Vulnerable:</p> <p>If individuals cannot work from home, they have been offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance, you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p> <p>The guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p>	Y	Individual RA in place to highlight how staff can keep themselves safe.
7.2	<p>Clinically Extremely Vulnerable:</p> <p>From 1 August 2020 advice for clinically extremely vulnerable people moved into line with advice to those who are clinically vulnerable (see above). In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless they are in a support bubble) and robustly practicing good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p>	Y	Individual RA in place to highlight how staff can keep themselves safe.

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	Have you carefully assessed and discussed with them whether the agreed approach involves an acceptable level of risk and undertaken and recorded a risk assessment with them?		
7.3	<p>Black, Asian and Minority Ethnic (BAME) :</p> <p>In light of the on-going work arising from research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance have you carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them</p>	Y	Individual RA in place to highlight how staff can keep themselves safe.
8.	Area of Prevention: Health & Safety Protocols		
8.1	Protocols for using facilities are displayed	Y	Posters and signage displayed
8.2	All relevant policies and plans are regularly updated with regard to COVID-19 measures and shared appropriately, e.g. fire evacuation, first aid	Y	Fire drill taken place. First aid guidance shared with first aiders Safeguarding and behaviour policies updated
8.3	Risk assessments are regularly reviewed and updated in light of changing guidance and circumstances, updated documents are appropriately signed off within the school and shared as appropriate	Y	Risk assessment updated weekly and link is available for staff to read.