

# COVID 19 Return to School Risk Assessment Proforma



<b>School:</b>	<b>Hale CE VC Primary</b>
<b>Assessor:</b>	<b>Marianne Mowatt</b>
<b>Date:</b>	<b>20<sup>th</sup> May 2020</b>
<b>Review Date:</b>	<b>Ongoing</b>

**Internal:**

Entering and leaving school/rooms/areas	Yes / No / N/A	If No, describe issue
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to 2m social distancing? Are they informed only 1 adult should attend per child?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Letter sent to parents detailing expectations. Follow up home school agreement sent out.
Has a deep clean taken place or been considered on site before reopening?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>School has been open throughout lockdown and cleaning staff done a deep clean on unused classrooms</b>
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times?		
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?  Have specified entrances/exits been allocated to specific groups?  Are floor markings visible to reduce any possible queuing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to be send to parents giving start/finish times, entrances and exits.Chalk marking on playground to indicate social distancing. There are 3 separate entrances in to school and each classroom has an external door with sufficient space outside for parents to maintain social distancing .</b>
Are multiple entrances/exits in use and marked to allow effective social distancing of 2m including relevant signage?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>All classrooms can be accessed directly from the outside. Parents will be told which entrance to use.</b>
Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Support staff will be deployed for this purpose</b>

Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>When possible movement will be outside. At peak times or if it's raining, movement will be timetabled.</b>
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Office staff are protected by glass</b>
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for 2m social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Chairs in the foyer have been removed to HT's office. There is a waiting area before the foyer. Visitors will be asked to wait there or outside if necessary.</b>
For signing in/out at receptions have touch screens/digital systems been taken out of use and replaced with alternative procedures whilst still adhering to GDPR?  If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Any essential visitors will be signed in and out by office staff. Similarly, signing in and out for school staff will be completed by office staff</b>
Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing of 2m? Consider appointment system or telephone appointments.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Parents will be advised that there will be no face to face contact. Telephone appointments will be used instead.</b>
Are foyer areas marked with 2m distancing and displaying relevant signage/posters?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Entrance area to have signage to indicate only 1 person is allowed in the foyer</b>
Is there provision of hand sanitiser at entrances/exits for Parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Hand sanitiser has been ordered. It will be available at the entrance and in the infant and junior practical areas.</b>
Are procedures in place to allow emergency contractors to access the site safely?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Contractors will attend outside of school hours if possible. In case of emergency they will be directed by a member of staff (at a safe distance) and pupils will be kept away from them.</b>
Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Chalk markings on the playground. Parents are to be told where to wait and what time in a detailed letter. Staff will be on hand to monitor it is being adhered to.</b>
Are staff advised to delay departure from school to avoid congestion with parents/pupils?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Hygiene/Social Distancing</b>		
<p>Has clear communication/information been cascaded to pupils on the importance/reasons for 2m social distancing? Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children has this been actioned by age-appropriate methods such as stories and games?</p> <p>Has guidance been cascaded to pupils and parents on the importance of 2m social distancing when using public and school transport?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>These messages were cascaded to pupils before the lock down and during the provision of childcare for key workers' children This practice will continue through direct teaching and signs</b></p>
<p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Children wash hands on arrival, before snack or lunch, when they come back from lunch and before they go home as well as every time they go to the toilet.</b></p>
<p>Has a review of classroom risk assessments taken place? i.e. consider desk spacing, is hand sanitiser required etc?</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><b>This needs to be completed by staff over the next couple of weeks.</b></p>
<p>Have numbers of desks been reduced and placed 2m apart within classrooms with consideration on no more than 15 pupils per room/area? Have spare chairs been removed?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><b>This needs to be completed by staff over the next couple of weeks.</b></p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions, physical education classes. Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>The central corridors are not suitable for use as they would limit movement at a safe social distance. The hall needs to be available for PE and for lunch.</b></p>
<p>Have staff rooms been reviewed? Has furniture been rearranged to ensure 2m social distancing? Have staff been briefed in the new use rules of this area?</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><b>This needs to be completed by staff over the next couple of weeks.</b></p>

Are pupils encouraged to wear clean uniform each day? Is this communicated to parents? In early years settings is clean clothing each day requested?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>The letter to parents will communicate the expectation that the children will need to wear clean clothes each day.</b>
Have staff been instructed, where possible to adhere to 2m social distancing? Are they encouraged not to touch hair, faces, regular handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>Check with Kath Moss - purchase pedal bins</b>
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Support staff in place for this purpose</b>
Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Support staff in place for this purpose.</b>
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check with Kath Moss
Is there a facility to have a standby/all day cleaner?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Check with Kath Moss</b>
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Check with Kath Moss- Can this be done by school staff after training?</b>

<p>If I.T. suites are in use are appropriate cleaning measures in place? If not, take out of use.</p> <p>Are tablets, iPads cleaned before and after use? If not take out of use.</p>		
Have non washable toys/items been removed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>To be completed by staff w/c 1<sup>st</sup> June.</b>
Will children be instructed not to bring items back and to from home to school i.e. toys etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents and home school agreement</b>
Have children been allocated their own personal desk?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents and home school agreement</b>
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents and home school agreement</b>
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue? Encourage handwashing.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents, home school agreement and regular reminders</b>
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Classroom doors and windows to be kept open</b>
Are lunch times staggered?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have classrooms been considered for use as dining areas to limit movement around school?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>This is not likely to be necessary at this point but remains an option for when numbers increase.</b>
Do you ensure 2m distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Cones to be placed in the hall to assist social distancing and lunchtime to be staggered to prevent need for queuing.</b>
<p>Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing? Is walking in single file encouraged?</p> <p>Consider one way systems, walking on the left where possible?</p> <p>Can corridors be divided? (not always feasible)</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Unlikely that corridors can be divided but we can use the outside whenever possible and use staggered movement at others.</b>

Can lesson changes over times be staggered?		
Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are extra cleaning procedures in place for dining hall furniture before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Kitchen staff available to supervise extra cleaning.</b>
Are dining room chairs spaced appropriately, 2m apart, has bench like seating been marked at 2m gaps?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Fixed seating so children instructed to leave 3 seats between them</b>
Are pupils instructed not to share food i.e. children bringing in their own?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?  Have heavy use 'hot spots' been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Support staff and MDAs in place to clean in hall during and after lunch.</b>
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See HBC Meals service briefing. Aprons and gloves have been ordered and will be available to staff.</b>
Has consideration been given to a limited menu or introducing packed lunch availability only in consultation with school meals providers?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See HBC Meals service briefing</b>
Are break times staggered to allow less children on playgrounds/areas?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are different class group's kept apart and encouraged no to mix?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Will movement in general be reduced around the school/early year's settings for staff and pupils?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?  Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents and home school agreement</b>
Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>One classroom will remain unused</b>
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective 2m social distancing cannot be adhered to i.e. face mask, eye protection, gloves, aprons?  Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?  Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?  Are staff aware of how to safely dispose of PPE?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>PPE has been ordered and the guidance issued to staff. Training materials on the correct use of PPE to be disseminated to staff. PPE to be disposed of in double bagged waste.</b>
Are arrangements in place to have the separation areas thoroughly cleaned after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>HBC cleaning services</b>
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

cleaned appropriately?		
<p>Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p> <p>Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter to parents and home school agreement</b>
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Purchased - awaiting delivery</b>
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does the school hold sufficient stocks of handwashing materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are pupils encouraged to wash hands before and after breaks/lunches?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



Are toilets cleaned regularly?		
Are bins emptied regularly?		
Are pupil handwashing areas supervised? Is hand sanitiser required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have shared water fountains been taken out of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

<b>Fire/ Emergency Incidents</b>	<b>Yes / No / N/A</b>	<b>If No, describe issue</b>
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice adhering to 2m social distancing?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Are incident controllers/fire marshals aware of new procedures?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to 2m social distancing?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Do the reviewed plans reflect and allow for effective social distancing?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have extra muster points been allocated to allow for 2m social distancing?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	

<p>Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Any other hazards?</p>		

General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>See Action plan</b>
Have environmental risk assessments been reviewed?  Have you considered; <ol style="list-style-type: none"> <li>1. Access/egress?</li> <li>2. Movement around school/early years setting?</li> <li>3. Break times/lunch times/lesson changes?</li> <li>4. Toileting?</li> <li>5. Location of hand sanitisers?</li> <li>6. Signage?</li> <li>7. First Aid rooms?</li> <li>8. Sensory rooms?</li> <li>9. Intimate care rooms?</li> <li>10. Kitchens</li> <li>11. Dining rooms</li> <li>12. Halls/gyms</li> <li>13. Science and DT area?</li> </ol>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See Action plan</b>
Has a site survey been conducted to ensure all correct signage/posters and 2m markings are in place including school gates/entrances?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>See Action Plan</b>
Have vulnerable staff been identified who may need to stay working at home i.e. shielded individuals? If they can't stay at home are they offered tasks in a safe shielded area within the site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If a member of staff or pupil is living with a shielded individual they	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

should continue to work/study at home – is there provision in place?		
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>
Are pupils who fall into the shielded individual group continuing to be supported with learning at home?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Staff emails and Whatsapp messages</b>
Has your staff handbook/induction process been reviewed to reflect the current situation?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for 2m social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Cheshire consultancy have been updated with our expectations</b>
Are there sufficient first aiders on site?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
In the event of first aid being required and social distancing not possible is there correct PPE provision?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>PPE will be available to all staff</b>
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>PPE will be available to all staff</b>

<p>Has all outdoor play equipment been closed off to prevent use? If in use are stringent rules and before/after cleaning measures in place?</p>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>To be out of bounds</b></p>
<p>Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><b>See HBC school meals service briefing</b></p>
<p>Does your school have a school minibus?  If so have you restricted certain seats from use to enable 2m social distancing?</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<p>Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?</p>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<p>For staff continuing to shield or work from home due to vulnerabilities is regular contact made?  Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff who may need further support?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?  Are relevant communication strategies in place to keep governors informed?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Governors kept informed by email. Regular phone calls with Chair of Governors.</b></p>

Any other hazards?		

**Please transfer any negative answers onto the below Proforma to create your action plan**

## Premises Risk Assessment Proforma

**School: Hale CE Primary**

**Assessment Date: 20<sup>th</sup> May 2020**

**Assessor: Marianne Mowatt**

**Review Date: Ongoing - See separate document for action plan**

<b>HAZARDS</b>	<b>NO. AT RISK</b>	<b>EXISTING CONTROLS</b>	<b>RISK LEVEL</b>	<b>ACTION REQUIRED</b>	<b>DATE DUE</b>	<b>SIGNED OFF/DATE</b>

### Version control and Change History

<b>Version Control</b>	<b>Date Released</b>	<b>Date Effective</b>	<b>Amendment</b>	<b>Officer</b>
1	May 2020	May 2020	Document created	LPR