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 schools risk assessment and which must be in place prior to schools opening to wider groups of pupils.

The health, safety & quality team has produced a general risk assessment that schools can use as a template. The general risk assessment must be amended to reflect the local controls that the school has put in place. The risk assessment must be reviewed periodically to ensure that the controls remain suitable and sufficient as the situation progresses and to take into account any changes to government guidance.

The checklist and risk assessment process must be carried out in consultation with staff and the completed risk assessment shared with anyone affected by the outcomes. The risk assessment should be published on the School's web site.

Coronavirus (Covid-19): guidance for schools and other education settings

General Principle – Government Guidance for Schools

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, the Government are taking this into account. Schools should therefore work through the principles of measures set out below:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Topic	**Cleaning**

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.

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.

Government Guidance – COVID-19: cleaning in non-healthcare settings

Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
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 ☒ No ☐ Partial ☐	Cleaning schedule is in place and has been amended throughout the lockdown process. An enhanced cleaning schedule is in place for full opening. Premises Manager has cleaning schedule in place.
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 ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	School's premises manager to produce a published cleaning schedule for full opening including
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes ☒ No ☐ Partial ☐	Agreement with cleaning contractor is in place and appropriate cleaning products have been resourced and are available.
Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.	Yes ☒ No ☐ Partial ☐	
If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand.	Yes ☒ No ☐ Partial ☐	
Consider limiting or restricting use of high-touch items and equipment, for example, printers.	Yes ☐ No ☒ Partial ☐	Enhanced Cleaning Schedule and sanitising regime mitigates risk
Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group.	Yes ☒ No ☐ Partial ☐	
If not possible to designates 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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	Sanitisers are already situated throughout the school. Personal hand sanitiser will be allocated to staff members and will be placed in each classroom and shared space
Play equipment must be cleaned between different groups of children using it.	Yes ☐ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	Staff have swipe cards so no need to touch screens. Cleaning of screen added to cleaning schedule.
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 ☒ No ☐ Partial ☐	COSSH in place
Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.	Yes ☐ No ☐ Partial ☒	Posters/guidance produced. Site and Cleaning team fully aware of Government Guidance.
Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.	Yes ☒ No ☐ Partial ☐	PPE in place Guidance from Government Guidance – COVID-19: cleaning in non-healthcare settings will be followed.
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 ☒ No ☐ Partial ☐	
Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed in the general waste.	Yes ☒ No ☐ Partial ☐	All resources are in place and full guidance will be adhered to.

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

Topic	Hygiene

Objective: To help everyone keep good hygiene throughout the day

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)

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 ☐ No ☐ Partial ☒	Posters printed and laminated. Will be in place prior to school opening to ensure they are appropriately sited in line with timetabled areas. 'Catch it, kill it bin it' needs to be completed
Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.	Yes ☒ No ☐ Partial ☐	Custom and practice in school.
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 ☒ No ☐ Partial ☐	All facilities including sanitiser available. Existing stocks of hand sanitiser support hygiene measure.
Consider the need to provide more waste facilities and in particular the need to increase the frequency of emptying hand towel bins in the	Yes ☒ No ☐ Partial ☐	

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
toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).		Will be part of the cleaning schedule, guidance will be offered for staff and students
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 ☒ No ☐ Partial ☐	In place

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
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes ☒ No ☐ Partial ☐	
Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible and spaced to ensure the required 2 metre distancing.	Yes ☒ No ☐ Partial ☐	
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 year groups and mixing is minimised during the day, or on subsequent days.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If possible, different toilets should be designated to different groups. However, where this is not possible a frequent cleaning regime must be implemented (see cleaning).	Yes ☒ No ☐ Partial ☐	
Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.	Yes ☒ No ☐ Partial ☐	

Topic	Circulation around school

Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people

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)

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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	Existing one-way system in place.
Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Yes ☒ No ☐ Partial ☐	Already in existing protocols to not required.
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 ☒ No ☐ Partial ☐	SEND support in place
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor or in an external space, is low risk.	Yes ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	Lunchtime supervision rota will be in place and details in protocols. Lunch 'grab bags' is the preferred lunch time arrangement for staff and students. Catering team informed.
If a shared area such as dining hall is to be used for lunches then it must only be used at half capacity.	Yes ☒ No ☐ Partial ☐	
Children must enter and leave the dining area in the year group bubbles they are already in.	Yes ☒ No ☐ Partial ☐	
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	N/A
Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.	Yes ☐ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	Follow existing fire evacuation procedure whilst maintaining social distancing.
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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	

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
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.	Yes ☒ No ☐ Partial ☐	Doors and windows to be open

Topic	Outdoor Provision
Objective: To limit the transmission of the virus by being in the open air in wide open space.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible.	Yes ☒ No ☐ Partial ☐	Discussed the use of outdoor space – school will use this for break and lunch.
However, outdoor equipment **should not** be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Yes ☒ No ☐ Partial ☐	
Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes ☒ No ☐ Partial ☐	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Children from other year groups should not break social distancing guidelines.	Yes ☒ No ☐ Partial ☐	
Children from other year groups must not play games or sports with each other.	Yes ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes ☒ No ☐ Partial ☐	

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; • 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.	Yes ☐ No ☒ Partial ☐	

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 ☒ No ☐	

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 ☐	
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 ☒ No ☐ Partial ☐	
On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control.	Yes ☒ No ☐ Partial ☐	Hand sanitisers at the entrance of the school to be used on arrival to mitigate.

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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	
	Yes ☒ No ☐	

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 ☐	
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 ☒ No ☐ Partial ☐	
Personal items and clothing should be stored in personal storage spaces, for example, lockers.	Yes ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	n
If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes ☒ No ☒ Partial ☐	Not required
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 ☒ No ☐ Partial ☐	
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes ☒ No ☐ Partial ☐	
Manage occupancy levels to enable social distancing.	Yes ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☒	
Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout.	Yes ☒ No ☐ Partial ☒	
Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.	Yes ☒ No ☐ Partial ☐	
When possible to do so hold meetings outdoors or in a well-ventilated room.	Yes ☒ No ☐	

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 ☐	
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes ☐ No ☒ Partial ☐	

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 schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☒ No ☐ Partial ☐	Muster point already in place, current arrangements suffice. All current procedures apply and details in protocols.
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes ☐ No ☒ Partial ☐	No changes required
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☐ No ☒ Partial ☐	No changes required

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 ☐ No ☒ Partial ☐	
If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown.	Yes ☒ No ☐ Partial ☐	Site processes will continue as normal.
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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	
First Aiders must follow the government guidance for First Responders which includes guidance on PPE, providing assistance to unwell individuals etc.	Yes ☒ No ☐ Partial ☐	Trained first aider on site each day (see timetable/rota). PPE in place
Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.	Yes ☒ No ☐ Partial ☐	Assessment reviewed and in place. Coverage goes beyond requirements

Topic	Managing individual displaying symptoms
Objective: To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms Coronavirus (COVID-19): guidance for educational settings	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	
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 ☒ No ☐ Partial ☐	

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
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 ☒ No ☐ Partial ☐	

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 ☒ No ☐ Partial ☐	Yes, in place custom and practice
Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.	Yes ☒ No ☐ Partial ☐	
The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.	Yes ☒ No ☐ Partial ☐	
Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce	Yes ☒ No ☐	

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
interaction and overlap between people, for example, carrying out services after school hours.	Partial ☐	
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 ☒ No ☐ Partial ☐	
Review the contractor site rules to include hygiene and social distancing requirements.	Yes ☒ No ☐ Partial ☐	Full verbal briefing offered
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 ☒ No ☐ Partial ☐	Strict hygiene rules will be adhered to.
Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes ☒ No ☐ Partial ☐	
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes ☐ No ☒ Partial ☐	Main access area is easier and safer to control
Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes ☒ No ☐ Partial ☐	Already in protocols. More regular cleaning of reception and touch screens
Deliveries Devise cleaning procedures for goods and merchandise entering the site.	Yes ☒ No ☐ Partial ☐	No evidence of the virus lingering on paper and card. However, steel and plastic 72 hours.
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes ☒ No ☐	

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 ☐	All deliveries processed in usual way via reception. Plastic and steel will be wiped down with sanitizer.
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes ☒ No ☐ Partial ☐	
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes ☒ No ☐ Partial ☐	

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. Posters and Videos are available showing how to don and doff PPE	Yes ☒ No ☐ Partial ☐	Detailed protocols in place, regular Risk Assessment
Establish reception staff responsibilities relating to COVID-19 and the communication of procedures.	Yes ☒ No ☐	N/A Reception staff not required, only site staff needed

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
Provide any necessary training for reception staff on revised visitor site rules & procedures.	Partial ☐	
Review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes ☒ No ☐ Partial ☐	
Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.	Yes ☒ No ☐ Partial ☐	Complete
Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.	Yes ☒ No ☐ Partial ☐	Weekly risk assessment and protocols to be published
Engage with staff through existing communication routes to explain and agree any changes in working arrangements.	Yes ☒ No ☐ Partial ☐	
Develop communication routes and training materials for staff prior children returning in June.	Yes ☒ No ☐ Partial ☐	
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes ☒ No ☐ Partial ☐	Existing communication channels in place. Telephone message only to be amended prior to return to school.

Topic	Additional considerations for Early Years Settings

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Early years settings should consider how they can keep small groups of children together throughout the day.	Yes ☐ No ☐ Partial ☐	N/A
Where at all possible groups of children should not mix.	Yes ☐ No ☐ Partial ☐	
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 ☐ No ☐ Partial ☐	
In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups.	Yes ☐ No ☐ Partial ☐	
Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away.	Yes ☐ No ☐ Partial ☐	
Multiple groups of children cannot use play equipment simultaneously.	Yes ☐ No ☐ Partial ☐	