



Risk Assessment Checklist for schools wider opening during Covid Pandemic.

This checklist should be completed after completion of the Northumberland County Council risk assessment. The risk assessment should be reviewed weekly and amended and added to as the school increases.

Pre Opening Building Checks	Y	N/A
If the building has been closed since March 23rd please confirm that the following checks have been undertaken.		
Flushing the water system in accordance with the school's legionella risk assessment and policy.		NA
Checking there are no leaks in the water system and that there is provision of hot water.		NA
Ensuring the safety and quality of the water by: <i>Disinfecting the water system by raising the temperature of the heating system or in schools which have cooling towers/ AC systems, microbiologically testing the water and receiving a positive clearance.</i>		NA
Testing the fire alarms/ smoke alarms/ panic and accessible toilet-alarms.		NA
Checking: Fire door mechanisms Gas supply Kitchen equipment Venitalation system Key holder information Fixed wiring Emergency lighting Inspection of lifts Inspection of asbestos sites Inspections for rodents/ and or infestations Cleaning of the premises Service of reprographic and other equipment		NA
Schools which have been partially open for pupils and staff		
A full deep clean is not necessary unless it has been required by PHE but all surfaces and touch areas should be cleaned thoroughly .	Y	
Assessment of Site Users	Y	N/A

<i>Please confirm that (staff)</i>		
An audit of staff availability for work has been undertaken and arrangements have been made for clinically vulnerable staff to work at home (please refer to reopening guidance from Dfe (10.2))	Y	
If any staff considered clinically vulnerable are attending (as there is no alternative for them to work at home) then a full risk assessment has been carried out for that individual and the school can maintain social distance from them at all times.	Y	
Any staff who live with a clinically extremely vulnerable person has been identified and will remain at home.	Y	
Discussed the implications of any staffing shortages with the CEO & LGB		NA
<i>Please confirm that (pupils)</i>		
Clinically extremely vulnerable pupils have been identified and will continue to remain at home.	Y	
Any pupil who lives with a clinically extremely vulnerable person has been identified and will remain at home.	Y	
Any clinically vulnerable pupils have been risk assessed prior to any return to school.	Y	
A system to maintain contact with these pupils is in place and work is available	Y	
<i>Please confirm that (others)</i>		
Contractors have been informed of the hygiene and social distancing measures if they need to attend site, with notification at access points	Y	
Every effort has been made to limit visitors to the site	Y	
Notices are displayed explaining hygiene measures	Y	
<p>Briefly explain how conduct for attending the site during reopening are being explained to site users:</p> <p>Clear signage throughout the school All visitors will be met by the School manager or Site manager at reception and briefed before entering school.</p>		
Preventing Transmission	Y	N/A
<i>Please confirm that</i>		
Learning areas have been identified throughout the school and the appropriate capacity of each learning area assessed for pupil no's	Y	

based on 2m gap between pupils		
Access points to school have additional hand washing advice and facilities/hand sanitiser available?	Y	
Learning areas have supplies of soap, hand sanitiser, tissues, lidded bins, wipes and spray.	Y	
Staff have been identified to work with a group in each area	Y	
Groups should be able to be 2m apart where possible and no group is larger than 15 children.	Y	
Learning groups inc breaktimes will not mix with each other and that each learning space has sufficient resources to ensure they are independent of other school areas, e.g stationery, books, etc	Y	
Equipment for use (such as toys / lego etc) has been organised rotationally and can be cleaned each night		NA
Desks for pupil use are spaces as far apart as possible	Y	
Pupils are assigned to a particular desk or that surfaces can be cleaned between use	Y	
Regular hand cleaning can be undertaken by each group and this will be routinely taught to pupils suggested minimum of five times daily	Y	
Soft toys and furnishings that cannot be cleaned have been removed	Y	
Arrangements have been made for each learning group to eat lunch and take a break	Y	
Ensure that learning areas can be well ventilated either by propping doors open or keeping windows open.	Y	
No off-site visits are planned or permitted.	Y	
Outdoor Play	Y	N/A
<i>Please confirm that</i>		
Breaktimes can be staggered and groups will have designated yard space to play in where they will not have contact with each other.	Y	
Outdoor fixed play equipment is designated to one group or cleaned between group use or if this is not possible then decommissioned	Y	
Communal Areas	Y	N/A
<i>Please confirm that</i>		

The need to move around the building has been reduced by arrangements for registers/ assemblies/ contacting the office/ headteacher have been considered.	Y	
Lunchtime arrangements have been considered to avoid groups mixing and where spaces are to be shared groups will not come into contact with each other and areas will be cleaned between use	Y	
Corridor movement has been minimised and a one way system or a split corridor has been implemented.	Y	
Toilets have been assigned to each group and arrangements are in place to avoid congestion in toilets and supervision of hand washing.	Y	
Arrangements have been made to ensure staff maintain social distance from each other in offices and staff rooms.	Y	
Spray and wipes are available in staff toilets and around photocopiers as well as computers/ keyboards.	Y	
Drop off/ Collection		
<p>Please outline arrangement for parents and pupils at collection and drop off times: (one way system, use of car parks for pedestrian access, which doors should be used by which children, etc)</p> <ul style="list-style-type: none"> ● Staggered start/end times ● Each group allocated a different entrance/exit to school buildings ● Parents/Carers will not enter the school site to drop off or collect children, unless it is absolutely necessary. ● Parents/Carers will be briefed to adhere to social distancing if waiting outside of the school grounds. ● Pupils walking home unaccompanied will be taught about the importance of social distancing. 		
Social distancing expectations have been communicated to parents/ carers	Y	
Intimate/ Personal Care		
<i>Please confirm that</i>		
Consideration has been given to children who regularly require intimate care (such as changing) and appropriate staff have been assigned to work with this child.	Y	
Arrangements for intimate care including wearing PPE as outlined by Dfe guidance are in place.	Y	

An individual RA has been conducted for each child who requires intimate personal care.		NA
Consideration has been given to managing routine toilet accidents	Y	
Staff are aware and have access to gloves and aprons to wear whilst changing children. Where possible children should change as independently as possible.	Y	
Staff have been given guidance into how to wear and remove PPE	Y	
Cleaning	Y	N/A
<i>Please confirm that</i>		
Arrangements have been made for increased cleaning of premises around areas of high touch such as door handles etc	Y	
Arrangements have been made for the emptying of bins throughout the day	Y	
Arrangements have been made for the cleaning of play equipment such as lego, duplo blocks etc		NA
There are adequate supplies of cleaning products Disposable gloves Plastic aprons Masks for cleaning	Y	
Used cleaning materials will be double bagged and left for 72 hrs before disposal	Y	
Where using fogging machine, staff are aware of risk, chemicals are used as per instruction and know one to enter/exit rooms whilst in progress		NA
Management of pupils/ staff displaying symptoms	Y	N/A
<i>Please confirm that</i>		
Staff are aware of the symptoms of covid 19 and how they will deal with an unwell child/ staff member/ self	Y	
The Headteacher and CEO will be notified if any cases are suspected & PHE as appropriate?	Y	
Confirmed cases will be reported through ANVIL and to the trust CEO	Y	
Posters are displayed about the symptoms	Y	
Systems are in place to look after a child displaying symptoms	Y	
An isolation area has been identified with adequate ventilation and distance	Y	

Any staff who have to care for a child and cannot socially distance from them have PPE as specified in the PHE guidance	Y	
First Aid		
<i>Please confirm that</i>		
Arrangements are in place to administer first aid and there are sufficient suitably qualified first aiders on site	Y	
First aid boxes and basic first aid is accessible to each learning group	Y	
PPE is available should it be required for the administration of first aid	Y	
An agreed system for administering first aid is in place (ie parents are called or can administer themselves or use of PPE as per guidance)	Y	
Safeguarding		
<i>Please confirm that</i>		
There is a DSL and SENCO onsite or accessible to staff	Y	
A COVID 19 safe fire evacuation plan is agreed and in action, with one fire practice in place	Y	
All staff are aware of safeguarding procedures and of any issues for children in their group given that they may not normally teach them	Y	
Support is in place for DSLs who may have to deal with higher levels of disclosure	Y	
Staff use CPOMS to record incidents	Y	
Behaviour policy updated?	Y	
Staff Wellbeing		
<i>Please confirm that</i>		
Staff have had access to the risk assessment and have had the chance to consult and ask questions about what arrangements are in place during the reopening of schools	Y	
Staff know who to ask if they are concerned or worried about anything (named staff well being lead in place in addition to SLT?)	Y	
Staff are aware of the expectations for the curriculum delivery	Y	
Staff are aware that if they are teaching at school they are not expected to continue with remote learning	Y	
Staff can be referred to occupational health for additional support if this is required	Y	
System to facilitate PPA time is agreed and in place	Y	

Checklist completed by : R Oades

Headteacher signature: R A Oades

Date: 28 05 20