**Tool 7: Risk Assessment Following an Emergency Event Checklist**

As part of your risk assessment approach to managing your site, particularly following an emergency event or widespread infectious illnesses, you will need to determine if you have sufficient staffing to ensure key functions can continue to operate.

If ‘no’, you will need to take action, which at a very worst-case scenario may require closing onsite and moving to learning from home.

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| Critical functions | ü / û | Notes / Actions needed |
| Non-teaching staff to manage operations onsite – eg, reception, payroll, facilities management, finances |  |  |
| First-aid staff |  |  |
| Emergency management capability onsite |  |  |
| Cleaning staff to meet minimum health and safety requirements |  |  |
| IT capability to support onsite / offsite learning |  |  |
| Qualified teachers to support the numbers of learners onsite |  |  |
| Able to support children with additional learning needs onsite |  |  |
| Specialist facilities management staff eg - drinking water supply, specialist pool maintenance |  |  |
| [add other critical functions identified in your school and business continuity plan] |  |  |
| [add other critical functions identified in your school and business continuity plan] |  |  |
| [add other critical functions identified in your school and business continuity plan] |  |  |