CAEDMON PRIMARY SCHOOL
RISK ASSESSMENT
As required by the Health and Safety at Work Regulations 1999

Overview

This document is a template that can be used to help Premise Managers develop a site-specific risk assessment in relation to COVID-19. Below is a list of potential hazards within our premises and depots that relate to Covid19 along with recommended control measures to help assist in the development of a site-specific risk assessment. These are not explicit requirements that need to be implemented across each premise but should be used as guidance and good practice. The site-specific risk assessment should be completed for each premise or depot and should include the specific control measures to ensure the health, safety and welfare of our employees and others for your premises or depot.

It is expected that Premises managers customise this document to fit their own building or depot, removing any sections that are not relevent (such as use of lifts if the building does not have a lift) as well as adding any individual risks identified which are specific to the building.

Where applicable, links to any relevent guidance documents have been included in the further controls section of this document to enable building managers to view guidance and develop specific measures dependant on the building layout and operation. It must be appreciated that whilst these links were correct at the time of the development of this document, managers must ensure that the guidance used is the most up to date information.

Once this assessment is complete, All employees, contractors and visitors working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of this risk assessment and any modifications required in buildings by contacting Property Services and /or the Health and Safety Team.

Type of Work: Full Reopening Covid19 Premises Specific Risk Assessment **Building: Caedmon Primary School**

Date: 14th July 2020 **Assessment carried out by: Nicola Stabler**

Who is at Risk? Employees, Contractors and Visitors

HAZARD		**RISK**					**CONTROL MEASURES**	
Identified Hazards	**Hazard Effect**	**Probability. L. M. H.**	**X**	**Severity L. M. H.**	**=**	**Risk Rating L. M. H.**	**Actions Taken to Reduce Risk**	**Residual Risk L. M. H.**
Staff /pupils infected with Covid19 virus attending the site	Spread of illness throughout workforce	M	X	H	=	H	• Staff are instructed to inform manager immediately by telephone if they or their family have any symptoms of coronavirus. These symptoms include high temperature and/or new and continuous cough. • Any staff displaying these symptoms are not to attend the premises and are to and follow published guidance on self-isolation procedure listed in further controls • Staff and pupils should order a home test, or attend a test site as soon as possible. • Parents must inform school if their child has any symptoms. A test must be carried out. • If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection',	As low as reasonably Practicable

							• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected immediately, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets. • If a child is awaiting collection, they should 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. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.	

Arrangements for workers who fall within groups considered to be higher risk	Increased risk to staff from transmission of virus	M	X	H	=	H	• Most staff will be able to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. • Staff will be deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.	
Lack of social distancing arrangements when entering and exiting building	Increased risk to personnel from transmission of virus	M	X	H	=	H	• Staff advised to adhere to social distancing rules when entering / exiting the building	
Lack of social distancing arrangements in corridors	Increased risk to personnel from transmission of virus	M	X	H	=	H	• One-way system is not suitable in our building. All staff to be aware of traffic in corridors before walking through. • Stick to the left-hand side. • Vision screens in door kept clear at all times • Floor markings to be displayed. • Doors should not be wedged open where they are fire doors or security doors. Those doors that are not there from a fire or security aspect can be wedged	

							open. However, these doors should be clearly identified to help staff identify which doors can and cannot be wedged open.	
Lack of Social distancing arrangements within the premises	Transmission of Covid19 virus	M	X	H	=	H	• Classrooms arranged to facing forward layout. • Personnel are instructed to remain within specific areas of building and not to travel around building unless absolutely necessary. • Workstations have been set up in order to maintain social distancing. • Workstations / resources are allocated to staff/pupils in order to restrict the amount of people using them. Cleaning to be undertaken between use by different people where necessary • Safety markers to be indicated on floor to assist with social distancing arrangements. • Encourage increased natural ventilation. • Staff should work side by side or facing away from colleagues, do not hot desk or share stationary. • Suitable numbers of cleaning stations to be positioned in all areas of the building containing antibacterial wipes or cleaner and paper towels to enable cleaning of desks • All waste bins to be foot operated and have lids on for any discarded tissues etc, Bins should be lined with a bag for	

							easy removal. • Consideration of barriers and screens where workstations cannot be separated from other personnel (areas such as receptions) • Appropriate signage to be displayed in all areas of building to communicate arrangements to staff.	
Increased risk of transmission in toilets	Transmission of Covid19 virus	M	X	H	=	H	• Staff and pupils instructed to follow good hygiene practice at all times while in the building (ie regular handwashing, using tissues and disposing of them appropriately, etc). • Building managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap, paper towels. • Handwashing instructions and posters are displayed throughout building. • Limit numbers of staff who can use toilets or staff rooms at any one time to ensure social distancing can be maintained. • Increase environmental cleaning, especially in and around toilets and restrooms special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc • Increase toilets / washrooms inspections to check for cleanliness / adequate stock of	

							soap / toilet paper, etc.	
Risk of transmission in welfare facilities including kitchen facilities and rest areas							• Wherever possible stagger breaks to reduce the number using the facilities. • Restrict the number of people using kitchens and rest areas at any one time. • Maximum occupancy layout in staff room. • Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. • Staff advised to clean frequently touched items in shared areas – e.g staffroom • Disposable towels only – no multi use towels. • All toilets and kitchen areas provided with hand washing facilities with soap, disposable towels and hot running water. Regular inspection and replenishment whenever required. Signage to be provided as to who to contact when stock requires replenishment • Posters displayed in toilets and kitchens asking staff/pupils to wash their hands. • Spacing seats and tables to ensure social distancing. • All employees to bring their own food and ensure social distancing when taking break in shared areas. • Rota in place to reduce number of staff having their break at the	

							same time.	
Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	M	X	H	=	H	• Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitiser also available at strategic points throughout the building. These are maintained on a daily basis • Cleaning materials available to allow regular cleaning of objects and surfaces that are touched regularly, such as door handles, and keyboards • Cleaning materials available to allow staff to clean workstations before and after use. • Thorough cleaning of all workstations carried out at end of each working day by cleaning staff. • Specific cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area.	
Increased risk of transmission during meetings	Transmission of Covid19 virus	M	X	H	=	H	• Where possible meetings are to be held using remote working tools. • If meetings must be held in face to face setting consideration should be given to holding meeting in outdoor setting • If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be implemented. • Signage to be posted informing personnel of maximum capacity	

							of room to allow social distancing to be effective. • Floor markings to assist in social distancing. • Hand sanitiser to be available in rooms • Windows in rooms to be opened prior to occupancy to aid ventilation.	
Ignorance of procedures leading to lack of compliance with safety measures	Increased risk of virus transmission	M	X	H	=	H	• Information posters to be produced with building specific control measures. These are to be displayed at all entrances to buildings and copies distributed to staff who will occupy these buildings. • All staff to receive a briefing from their manager or team leader via remote means highlighting all control measures. • Handwashing procedure posters to be displayed alongside all handwashing facilities. • Floor markings to be displayed to assist with social distancing.	
Visitors to premises: Including parents and contractors	Transmission of Covid19 virus	M	X	H	=	H	• Restrict visitors to site to essential visits only. • Parent visits by appointment only and only to take place face to face where a telephone meeting is not possible • For all visits to the premises the following must be considered: Are there methods of working that can: • Eliminate the need for the visit?	

							(Use of technology to carry out appointments) • Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). • Reduce the amount of time within our premises • Limit the numbers of visitors (Appointment system, Access controls) • Restrict the number of visitors able to enter the premises. • Non-essential visits to site prohibited. • Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors use social distancing with other people, wherever possible. • Screening questionnaire when contractors/visitors attend site. Have you or anyone in your household displayed any of the following symptoms? If yes prevent access to the premises. • Barriers at all points of regular interaction to further reduce the risk of infection for all parties involved, cleaning the barriers regularly. • Staff advised to socially distance as much as possible. • Reception furniture removed • Information sent to contractors /visitors prior to their visit (where possible) on the expectations of SCC in relation	

							to Covid-19. (Do not enter our premises if you are showing any signs or symptoms of COVID-19 • Visitors must wash their hands upon entering our premises.	
Building maintenance and servicing requirements.	Increased numbers of personnel in building leading to increased risk of virus transmission	M	X	H	=	H	• Liaison with service providers to be carried out to determine whether maintenance activities such as servicing and inspection regimes can be completed outside of normal operating hours (early morning / evenings or weekends) • All maintenance staff to receive building specific briefing before being allowed on site to complete activities • All statutory checks/inspections to be completed prior to reoccupation.	
Changes in Emergency procedures due to building occupancy or layout.	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	• Review emergency procedures to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. • Everyone must maintain social distancing separation as far as possible during evacuation and at assembly points. • Social distancing enforced where possible at assembly points. • Review current first aid provision to ensure we have enough first aiders including	

							where required a Paediatric First Aider. • First aid kits – updated to include surgical masks, disposable aprons, rubber gloves and hand sanitisers. • Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (see further controls). • Method to dispose of suspect Covid 19 waste.	

FURTHER CONTROLS:

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

Further guidance is available at the following links https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Self-isolation procedure guidance is available at the following link https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Advice for those that are clinically vulnerable (including pregnant women) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people

Advice for those who are extremely clinically vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Specific cleaning procedure following contact by person with suspected Covid19 is available at the following link
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Latest guidance for first aiders from St Johns Ambulance is available at the following link https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/

Initial reviews of this risk assessment to be undertaken on a weekly basis to assess effectiveness of control measures and allow for adjustments to be made.

Probability Key:	**Severity Key**	**Key:**	**Residual Risk**
L = No Chance M = Medium Chance H = High Chance, Very High Chance	L = No injury/Minor first aid M = First aid treatment, Doctor or Hospital. H = Major injury/Reportable Accident.	L X L = L L X M = M L X H = M M X M = M M X H = H H X H = H	Low = Acceptable Medium & High Requires additional Action to reduce risk
To be completed by building manager undertaking the assessment			

At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable. **Signature:** **Position:** **Date:**	**Review date:**

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: **Job Title:**

Signature: **Date:**