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| The | **OVERVIEW**  Model risk assessments (School Premises and School Operations) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer’s health and safety management procedures.  This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice  Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.  You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE**: that your risk assessments should outline **YOUR** agreedcontrol measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.  All employees 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 your risk assessment through The County Council’s Corporate Health and Safety Team [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)  Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.  This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **RA Reference** | | *Enter Your RA Ref* | **Activity Description** | **COVID-19 - Infection Prevention and Control – SCHOOL PREMISES** | | **Assessment Date** | | *NOV 2020* | **Assessor Name** | *Headteacher/ Delegated Lead* | | **Assessment Team Members** | | *List contributors to RA* | **Planned Review Date** | *Enter Date* (reviewed to reflect any changes in National Guidance) | | **Location** | | *Name of School* | **Number Of People Exposed** | *Enter No. exposed* | | **Overall Residual Risk Level following implementation of effective control measures** | | *Enter Your Overall Residual Risk Rating* e.g. 6 – Medium risk  Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity | **People Exposed** | All Employees Pupils Visitors  Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers | | **Assessment Last Updated** | | *Enter Date* | **Is this an acceptable risk?** | **Yes/ ~~No~~** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | **Hazard Description and How are people at risk** | **Current Control Measures (Those that are in place)** | **Potential**  **Risk** | **Additional Control Measures (To be identified and implemented)** | **Action Details by Whom By When** | **Residual Risk** | | --- | --- | --- | --- | --- | --- | | **Spread of COVID-19 School Operations/ Management** | * We follow current government guidance, HR and Public Health Guidance in respect of who can return to work * We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives * Planning undertaken to identify safe occupancy/ staff ratio capacity and activity/ timetable planning to ensure social distancing measures can be maintained as far as reasonably practicable. * Effective communication routes established to ensure that all staff returning to work have been provided with specific training/ information provided with detailing the required safe working arrangements and emergency measures in place. * All staff made aware of [Actions for Schools during the coronavirus outbreak guidance](https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing) * All staff adhere to any instructions, advice, guidance and site rules provided to them. | **10**  **Medium Risk**  **5L x 2S** | * Induction/ staff handbook updated in line with COVID-19 risk assessment review * [Staying COVID-19 Secure in 2020 poster](https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf) displayed dated and include LA H&S Team contact information / TU H&S Representative details where relevant. * Out of Hours contact information for Local Authority Health and Safety Team displayed.   Where possible desks will be arranged to face forward with pupils sitting side by side  All usual pre-term building checks will be carried out before school opens in Autumn term  **The following documents are available to download from the Schools Portal**  [Catch it, kill it, bin it poster displayed](https://schools.cumbria.gov.uk/Reference%20Library/Forms/AllItems.aspx?RootFolder=%2FReference%20Library%2FHealth%20and%20Safety%2FInfection%20Control%20and%20Public%20Health%20in%20Schools&FolderCTID=0x01200048726C2A165D504480BCAF32B116BC9E&View=%7B9FFF4988%2D18AD%2D4845%2D9E0A%2DC419CCBA536A%7D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence)  [Annual School Premises H&S inspection checklist](https://schools.cumbria.gov.uk/Reference%20Library/Forms/AllItems.aspx?RootFolder=%2FReference%20Library%2FHealth%20and%20Safety%2FInspection%20and%20Monitoring%20%28Health%20and%20Safety%29&FolderCTID=0x01200048726C2A165D504480BCAF32B116BC9E&View=%7B9FFF4988%2D18AD%2D4845%2D9E0A%2DC419CCBA536A%7D) | E.g. Headteacher/ H&S Governor/ Governing Body  By dd/mm/yy |  | | **Re-occupation –** control of premises related hazards  **School premises/ building related health and safety management / outdoor spaces/ fixed / mobile equipment**    Ensuring the School Premises is fit for re-opening after extended closure  To prevent ill health or injury to  Staff and pupils returning to the setting and to maintain statutory compliance. | * Premises/ H&S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to reoccupation. * Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation. * **Water Systems** Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/ water hygiene controls in place * Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes * **Gas/ Electrical systems** Gas/ Electrical safety checks have been carried out and system is safe to operate. * **Fire Safety Management Systems** - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. * **Fire RA and emergency evacuation procedures** are reviewed in place with any changes to fire escape routes communicated to all. **(See Emergency Procedures)** * Fire drills will continue in line with normal procedures but observing guidance and social distancing at assembly points (it is recognised that the ability to main social distancing in an emergency evacuation situation is not easily achievable) * **Asbestos Monitoring -** Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. * **Lifts and Lifting Equipment/ Pressure Systems** * Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the [updated HSE guidance](https://www.hse.gov.uk/news/work-equipment-coronavirus.htm) * **Security Systems -** Security systems have been checked and are operational * **Ventilation -** Premises will remain well ventilated, where possible using natural ventilation (opening windows) **and/ or** * **Mechanical ventilation systems** - Air Conditioning/Ventilation systems have been serviced and checked and [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) is followed * **Toilet Ventilation** - Toilet ventilation runs 24/7 in operation. (Avoid open windows in toilets when mechanical ventilation in place to ensure right direction of ventilation) * **Local Exhaust Ventilation - LEVs** Local Exhaust Ventilation systems (LEVs) checked and operational | **10**  **Medium Risk**  **5L x 2S** | Internal Fire doors must not be wedged open |  |  | | **Cleaning/ Hygiene/ Waste - Premises**  **Hazards in relation to lack of cleaning/ hygiene/ waste management** | * All areas and surfaces cleaned and disinfected prior to reopening. * Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes. * Outside spaces used for learning where possible * Outdoor equipment – taken out of use with access prevented by means of suitable barriers - **OR** * Outdoor equipment cleaned regularly, before and after use and between groups. * Suitable personnel resources in place to ensure robust cleaning including high contact areas, handwashing and hygiene procedures in place in line with PHE guidance appropriate to settings * Suitable quantities of cleaning/ hygiene materials available * Safe storage of cleaning materials to ensure that these are kept out of reach of children. * Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60 alcohol) as required for those without easy access to suitable handwashing facilities. * Additional resources/ cleaning regimes agreed with cleaning contractors * Sufficient handwashing facilities are available sinks, soap and towels * Supplies of hand sanitiser available at entrance points and where there are no sinks * Staff and pupils reminded of frequent hand washing requirements * Regular cleaning and disinfection of surface that are touched more frequently (high contact points) * Drinking fountains taken out of use * Safe systems of work developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/ equipment. * Arrangements in place for the disposal of clinical waste and general lidded bins provided where required. * Kitchens to be deep cleaned prior to opening * Pest control measures are in place * Suitable signage and visual instructions displayed as required | **10**  **Medium Risk**  **5L x 2S** | Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19 |  |  | | **Access/ Egress**  Controlling the risks from visitors to premises including contractors/ deliveries. | * Signage displayed giving clear instructions of rules, routes and access/egress points * Operational risk assessment details safe transport guidance promoted to staff and parents * Protocols in place for drop off and pick up times * Non-essential visits to schools prohibited. * Visiting restricted and managed for essential access only (Eliminate the need for the visit? (Use of technology to carry out appointments) prior appointment system, Access controls used) * Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing. * Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m) * Deliveries to me made observing social distancing no goods or food physically handed over. * Delivery drop-off points agreed in advance. * All staff responsible for ensuring that they are fit and well to attend work. | **10**  **Medium Risk**  **5L x 2S** | * School website updated to be updated together with local cascade of clear guidance for parents on the precautions and sites rules to be followed. * Posters displayed throughout the premises to follow social distancing. * Posters on the signs and symptoms of Covid-19. |  |  | | **Shared Premises** | * Suitable communication on Risk Assessment and risk management for each occupant has taken place. * Site rule for common areas are in place and communicated to relevant occupants/ others. * All staff adhere to any instructions, advice, guidance and site rules provided to them. | **10**  **Medium Risk**  **5L x 2S** |  |  |  | | **Safe Routes/ Markings** | * We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives * Planning undertaken to identify safe occupancy/ staff ratio capacity and activity/ timetable planning to ensure social distancing measures can be maintained as far as reasonably practicable. * Planning undertaken and physical alterations/ markings made to implement safe routes from arrival to departure for all users of the school. * Physical layouts/ plan established to ensure social distancing as far as possible * One-way systems in use * Signage and floor graphics/ barriers used * Pupil/staff cohorts remain together at all times Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others * Lifts – Lifts to be operational only where necessary * Lift occupancy reduced to one person to achieve social distancing * Clear notices displayed on the use of lifts |  |  |  |  | | **Toilets** | * Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time * Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly. * Signage in place to remind handwashing and good hygiene * E-Bug posters on display for pupils * Regular age appropriate reminders issued to staff/pupils | **10**  **Medium Risk**  **5L x 2S** | Where available hand dryers can now be reconnected |  |  | | **Hazards in relation to ventilation and heating issues** | * Classroom windows and doors (not fire doors) will be kept open to allow good ventilation in classrooms and opened wider during break and lunchtimes when the class is empty * Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health Safety and Welfare) Regulations | **10**  **Medium Risk**  **5L x 2S** | Check if classroom doors are fire doors  Opening high level windows is preferable  Windows should remain open enough to allow for a constant flow of fresh air  See [Education Planning Group Update 02/10](https://content.govdelivery.com/accounts/UKCCC/bulletins/2a3d55e#link_2) for further advice |  |  | | **Hazards in relation to managing incidents and emergencies**  First Aid/ Accidents/ Incidents/ Emergencies  Staff or pupil becoming unwell with COVID-19 symptoms whilst on site | * Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management. * Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) * Social distancing enforced where possible at assembly points. * At least one person with a paediatric first aid certificate will be premises at all times when children aged between 0-24 months are present * Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment. * Ensure First Aiders for the premises are issued with the current advice and guidance School Emergency Plan/ crisis management plans in place * All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. * Pupils – Individual healthcare plans in place for pupils who require them. * Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them * Referrals made to occupational health as appropriate * Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident | **10**  **Medium Risk**  **5L x 2S** | Pupil allergies identified where applicable  FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021  If first aiders are unable to access annual refresher training face to face during the pandemic, online refresher training should be undertaken to keep their skills up to date.  Setting will make ‘best endeavours’ to have a PFA on site for children aged 2-5 |  |  | | **Hazards due to the lack of suitable PPE**  Where carrying out close personal care tasks and unable to maintain 2m social distancing measures. | * Staff pupils to be fit/well to attend setting * Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance * PPE to be fit for purpose/ approved specification * Where PPE/ RPE provided staff provided with training and instruction in its use. * Local compliance to be monitored by Head teachers as far as reasonably practicable * Guidance provided to staff in relation to the use and wearing of their own face coverings | **10**  **Medium Risk**  **5L x 2S** | **Contact the call centre to order PPE**  **0800 783 1967 (***Manned from 09:00 – 17:00 Monday to Friday and 10:00 – 14:00 Saturday and Sunday*  [Putting on and taking off PPE](https://www.youtube.com/watch?v=-GncQ_ed-9w) PHE guidance |  |  | | **Training** | * All staff will receive appropriate training and updates on the measures contained within this risk assessment |  |  |  |  |  | | **Monitoring** | * Current relevant national guidance will be monitored and followed. * Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. * Regular feedback will be provided to staff on the risk assessment reviews |  |  |  |  |  | | **Dissemination** | * This document will be provided to all staff and be available on request/website |  |  |  |  |  | | | | | | | | **Assessment Conclusion** | Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective. | | | | |  |

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| **To be completed by the Individual undertaking the risk assessment:**  **Name: Job Title:**  **Signature: Date:** |
| **To be completed by the Head teacher:**  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:** |

**Links to Guidance**

**Premises/ Building Management**

During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See the DfE [health and safety](https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety) section of good estate management for schools. These documents and your own existing building related information i.e. your water hygiene risk assessments, fire risk assessment, asbestos monitoring records, and competent person reports will help you during the planning process

**Cleaning** - [COVID-19 cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

**Staff, Pupils and Others**

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance.](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)

[Implementing protective measures in education and childcare settings](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)

[Conducting a SEND risk assessment during the Coronavirus outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance)

[Guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

[Kids life skills – self-care- going to the toilet](https://www.nhsggc.org.uk/kids/life-skills/self-care/going-to-the-toilet/hand-washing/)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus (COVID-19)](https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19)

**Personal Protective Equipment - PPE**

[PHE guidance to putting on and removing (Donning and Doffing) PPE](https://www.youtube.com/watch?v=-GncQ_ed-9w)

**Travel**

[Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

