



## 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** agreed control 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



<b>RA Reference</b>	4	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – SCHOOL PREMISES</b>
<b>Assessment Date</b>	12/7/2020	<b>Assessor Name</b>	Amy Harvey
<b>Assessment Team Members</b>	Amy Harvey, Jen Ager, Leanne Day (Governor and staff input)	<b>Planned Review Date</b>	11/9/2020 (reviewed to reflect any changes in National Guidance)
<b>Location</b>	High Hesket CE School	<b>Number of People Exposed</b>	250
<b>Overall Residual Risk Level following implementation of effective control measures</b>	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	<b>People Exposed</b>	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
<b>Assessment Last Updated</b>	12/7/2020 Green – additional measures added from CCC risk assessment guidance July 2020 Purple – revisions made in accordance with CCC model risk assessment March 2021	<b>Is this an acceptable risk?</b>	<b>Yes/ No</b>

**TO BE READ ALONGSIDE THE OPERATIONS RISK ASSESSMENT**

<b>Hazard Description and How are people at risk</b>	<b>Current Control Measures (Those that are in place)</b>	<b>Potential Risk</b>	<b>Additional Control Measures (To be identified and implemented)</b>	<b>Action Details by Whom By When</b>	<b>Residual Risk</b>
<b>Spread of COVID-19 School Operations/ Management</b>	1) We follow current government guidance, HR and Public Health Guidance in respect of who can return to work <a href="#">Catch it, kill it, bin it posters displayed.</a>  2) We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives	<b>Medium 12</b>  L4 x S3	<ul style="list-style-type: none"> <li>Induction/ staff handbook updated in line with COVID-19 risk assessment review</li> <li><a href="#">Staying COVID-19 Secure in 2020 poster</a> displayed dated and include LA H&amp;S Team contact information / TU H&amp;S Representative details where relevant.</li> <li>Out of Hours contact information for Local Authority Health and Safety Team displayed.</li> </ul>	Headteacher SLT Governors By 1/9	<b>Medium 9</b>  L3 x S3



	<p>3) 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. Desks will be arranged to face forward with pupils sitting side by side.</p>	<p>3) Member of SLT to be on site. If, due to an emergency SLT is unable to be on site, can be accessed remotely. Headteacher of Calthwaite School can be contacted and will attend in an emergency (01768885277). DSL to be on site where possible, able to be accessed remotely if not on site. SENCo to be available onsite or remotely.</p> <p>Children to be organised primarily into year group bubbles that remain in their classroom or have access to the outdoors. Staff may move between bubble groups but this is minimised as much as possible and should try to maintain social distancing if it is possible/appropriate to do so. EYFS ratios to be considered in staffing. Use of 'expanded bubbles' for lunchtime. To be organised EY/1, 2/3, 4/5. Year 6 to be served in classrooms. Still try to keep in year groups where possible and encourage social distancing when not.</p> <p>Lunchtimes and playtimes to be staggered to include no more than 4 bubbles. To be given designated areas to play. Children in different bubbles will be encouraged to socially distance. Each class will have a designated area to play. In the lunch hall, use of expanded bubbles (2-year groups in hall) children will be seated in year groups and children will not serve each other. Cutlery etc to be laid out to minimise touching of items. Water jugs will be poured by staff. Where possible, seating will be arranged to avoid direct face to face positioning.</p> <p>Key Stage staggered start and finish times. Parents are expected to drop at the gate on arrival and not enter site. Nursery parents may enter and drop child at relevant door if needed but encouraged to drop at gate. No parents to be allowed in the building without an appointment.</p> <p>One-way gate system to be used at collection. Parents allowed on to site to prevent congestion on pavement. Enter via main gate and exit via field gate.</p> <p>Classrooms will be organised so as each child has seating facing forward and pupils sitting side by side (where this is appropriate due to age / need).</p>	
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	<p>4) 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.</p> <p>5) All staff made aware of <a href="#">Actions for Schools during the coronavirus outbreak guidance</a></p> <p>6) All staff adhere to any instructions, advice, guidance and site rules provided to them.</p>	<p><b>Medium</b> <b>12</b></p> <p>L4 x S3</p>	<p>Children will have their own set of personal stationery resources and exercise books.</p> <p>To avoid gatherings in library area, each class will have a scheduled time to use supervised by an adult. Children may select a book and it will be returned to a lidded box. Books will be cleaned and then left for 72 hours before returning to circulation. In EYFS, there will be a small selection of books on display which children can access after washing hands. These are cleaned at the end of each day and then taken out of circulation for 72 hours.</p> <p>Corridors will be marked out to enable keep left movement round school. Posters displayed and taped lines in some corridors.</p> <p>Groups will remain in their own room or outdoor area. If the hall is used for more than one group, such as for wraparound care, the room will be divided into distinct areas and groups will still not mix unless in expanded bubbles.</p> <p>Visiting staff (guitar teacher, sports coaches) have to comply with risk assessment.</p> <p><b>See OPERATIONS risk assessment for additional detail/updates</b></p> <p>4) All staff will receive Induction materials which includes links to DfE guidance and relevant training materials.</p>		<p><b>Medium</b> <b>9</b></p> <p>L3 x S3</p>
<p><b>Re-occupation – control of premises related hazards</b></p>	<p>7) Premises/ H&amp;S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to reoccupation. <i>All usual pre-term building checks will be carried out before school opens in the Autumn term.</i></p>	<p><b>Medium</b> <b>12</b></p> <p>L4 x S3</p>		<p>Headteacher SLT Governors By 1/9</p>	<p><b>Medium</b> <b>9</b></p> <p>L3 x S3</p>



<p><b>School premises/ building related health and safety management / outdoor spaces/ fixed / mobile equipment</b></p> <p>Ensuring the School Premises is fit for re-opening after extended closure</p> <p>To prevent ill health or injury to Staff and pupils returning to the setting and to maintain statutory compliance.</p>	<p>8) Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation.</p> <p><b>9) Water Systems</b> Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/ water hygiene controls in place</p> <p>10) Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes</p> <p><b>11) Gas/ Electrical systems</b> Gas/ Electrical safety checks have been carried out and system is safe to operate.</p> <p><b>12) Fire Safety Management Systems</b> - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional.</p> <p><b>13) Fire RA and emergency evacuation procedures</b> are reviewed in place with any changes to fire escape routes communicated to all. <b>(See Emergency Procedures)</b></p> <p>14) 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 maintain social distancing in an emergency evacuation situation is not easily achievable)</p> <p><b>15) Asbestos Monitoring</b> - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition.</p> <p><b>16) Lifts and Lifting Equipment/ Pressure Systems</b> Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the <a href="#">updated HSE guidance</a></p> <p><b>17) Security Systems</b> - Security systems have been checked and are operational</p> <p><b>18) Ventilation</b> - Premises will remain well ventilated, where possible using natural ventilation (opening windows) <b>and/ or</b></p> <p><b>19) Mechanical ventilation systems</b> - Air Conditioning/Ventilation systems have been serviced and checked in line with guidance provided by CIBSE (Chartered Institute of Building Services Engineers) and REHVA (Federation of European Heating, Ventilation &amp; Air Conditioning Association)</p>		<p>9) Regular flushing has taken place throughout holiday. Legionella water testing undertaken.</p> <p>13) Fire procedures included within Induction materials for staff.</p> <p>14) All Bubbles to have a practice walk through of new routes etc on first day of return.</p> <p>18) Staff in Bubble will open windows on arrival. Doors will be opened if safe to do so (i.e. children not able to leave premises, fire doors etc).</p>		
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	<p><b>20) Toilet Ventilation</b> - Toilet ventilation runs 24/7 in operation. (Avoid open windows in toilets when mechanical ventilation in place to ensure right direction of ventilation)</p> <p>21) Occupants are instructed flush toilets with the lid closed.</p> <p><b>22) Local Exhaust Ventilation - LEVs</b> Local Exhaust Ventilation systems (LEVs) checked and operational</p>		<p>21) Not all toilets have lids. Children instructed to do so if possible.</p>		
<p><b>Cleaning/ Hygiene/ Waste - Premises</b></p> <p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p>	<p>23) All areas and surfaces cleaned and disinfected prior to reopening.</p> <p>24) Kitchen and/or food preparation areas deep cleaned prior to reopening in <b>September</b> before food preparation resumes.</p> <p>25) Outside spaces used for learning where possible</p> <p>26) Outdoor equipment cleaned regularly, before and after use and between groups.</p> <p>27) 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</p> <p>28) Suitable quantities of cleaning/ hygiene materials available</p> <p>29) Safe storage of cleaning materials to ensure that these are kept</p>	<p><b>Medium</b> <b>12</b></p> <p>L4 x S3</p>	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>25) Use of outdoor learning to be encouraged.</p> <p>Each group to use a consistent door to access outdoor areas.</p> <p>Staff to agree outdoor space usage to avoid mixing of groups.</p> <p>26) Each group to have a box of outdoor equipment to be used only by their bubble and cleaned/sanitised at the end of the school day.</p> <p>Adventure trail to be used on a rota basis with the climbing area taped off.</p> <p>Children to wash hands before using. Hand contact points e.g. hand rails or tops of poles to be sanitised after every bubble use and at the end of a day.</p> <p>Children to observe social distancing and only one child allowed on one section of trail at any one time.</p> <p>27) PPE and cleaning materials available in each group room and isolation room. Bubble staff to conduct frequent cleaning of highly touched surfaces.</p> <p>Daily clean conducted after children have left by professional cleaner.</p> <p>29) Lidded boxes in each room and items kept out of</p>	<p>Headteacher SLT Governors Staff By 1/9</p>	<p><b>Medium</b> <b>9</b></p> <p>L3 x S3</p>



	<p>out of reach of children.</p> <p>30) Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</p> <p>31) Additional resources/ cleaning regimes agreed with cleaning contractors</p> <p>32) Sufficient handwashing facilities are available sinks, soap and towels</p> <p>33) Supplies of hand sanitiser available at entrance points and where there are no sinks</p> <p>34) Staff and pupils reminded of frequent hand washing requirements</p> <p>35) Regular cleaning and disinfection of surface that are touched more frequently (high contact points)</p> <p>36) Drinking fountains taken out of use</p> <p>37) Safe systems of work developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/ equipment.</p> <p>38) Arrangements in place for the disposal of clinical waste and general lidded bins provided where required.</p> <p>39) Kitchens to be deep cleaned prior to opening</p> <p>40) Pest control measures are in place</p> <p>41) Suitable signage and visual instructions displayed as required</p>		<p>reach.</p> <p>30) Children and staff to wash hands on immediate entry to the building. Handwashing routine to be built in including between transitions and before end of the day.</p> <p>31) Cleaning company to provide daily clean and also to be available for any additional / emergency cleaning.</p> <p>36) Children should have their own water bottle that is easily distinguishable and comes in filled. Water bottles should be filled from classrooms. Water dispensers to be used by one designated class and cleaned between use.</p> <p>38) Lidded bins and bin bags available in each room. Large lidded container for contaminated waste in isolation room.</p>		
<p><b>Access/ Egress</b></p> <p>Controlling the risks from visitors to premises including contractors/ deliveries.</p>	<p>42) Signage displayed giving clear instructions of rules, routes and access/egress points</p>	<p><b>Medium</b> <b>12</b></p> <p>L4 x S3</p>	<p>42) School website updated with local cascade of clear guidance for parents on the precautions and sites rules to be followed.</p> <p>Posters displayed throughout the premises to follow social distancing.</p> <p>Posters on the signs and symptoms of Covid-19.</p>	<p>Headteacher SLT Governors By 1/9</p>	<p><b>Medium</b> <b>9</b></p> <p>L3 x S3</p>



	<p>43) Operational risk assessment details safe transport guidance promoted to staff and parents</p> <p>44) Protocols in place for drop off and pick up times</p> <p>45) 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)</p> <p>46) Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing.</p> <p>47) Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m)</p> <p>48) Deliveries to be made observing social distancing no goods or food physically handed over.</p> <p>49) Delivery drop-off points agreed in advance.</p> <p>50) All staff responsible for ensuring that they are fit and well to attend work.</p>		<p>Signage displayed inside and outside school. Parents send home information leaflet following confirmation on place.</p> <p>44) Key Stage staggered start and finish times. Parents are expected to drop at the gate on arrival and not enter site. Nursery parents may enter and drop child at relevant door but encouraged to drop at gate. No parents to be allowed in the building without an appointment.</p> <p>One-way gate system to be used at collection. Parents allowed on to site to prevent congestion on pavement. Enter via main gate and exit via field gate.</p> <p>45-47) No visitors on site unless essential. Visitors to be told of hygiene expectations and to try to enter outside of school hours. Visitors to be given a clear pathway through school that involves minimum contact.</p> <p>No school events such as Sports Day, Leavers play etc. No assemblies.</p> <p>48-49) Signage on kitchen and office doors indicating that delivery driver should knock and then step behind marking. Deliveries should then be left at drop off point (marked).</p>		
<p><b>Shared Premises</b></p>	<p>51) Suitable communication on Risk Assessment and risk management for each occupant has taken place.</p> <p>52) Site rule for common areas are in place and communicated to relevant occupants/ others.</p> <p>53) All staff adhere to any instructions, advice, guidance and site</p>	<p><b>Low 2</b></p> <p><b>L1 x S2</b></p>			<p><b>Low 2</b></p> <p><b>L1 x S2</b></p>



	rules provided to them.			
<b>Safe Routes/ Markings</b>	<p>54) We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives</p> <p>55) 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.</p> <p>56) Planning undertaken and physical alterations/ markings made to implement safe routes from arrival to departure for all users of the school.</p> <p>57) Physical layouts/ plan established to ensure social distancing as far as possible</p> <p>58) One-way systems in use where building allows. Use of keep left in corridors.</p> <p>59) Signage and floor graphics/ barriers used</p> <p>60) Bubble or expanded bubbles 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</p>	<p><b>Medium</b> <b>12</b></p> <p>L3 x S4</p>	<p>59) Corridors will be marked out to enable keep left movement round school. Posters displayed and taped lines in some corridors.</p> <p>60) Staggered playtimes / lunch times and designated play areas.</p> <p>Additional staff tea and coffee area to be set up with markings to allow waiting. Staff may use both staff room and additional area to prepare drinks. Staff encouraged to minimise time in staff room. Staff may bring / be provided with a lidded cup that remains on site. Staff room limited to 3 people and to use assigned seating only. Windows to be open when room in use and staff to wear visors unless eating / drinking. Staff room not to be shared by members of different bubbles.</p> <p>Photocopier to be used one adult at a time and wiped before / after use. Waiting markings to be used.</p> <p>Office area to be used only by office manager or SLT. Signs to indicate this on both doors.</p>	<p>Headteacher SLT Governors By 4/6</p> <p><b>Medium</b> <b>9</b></p> <p>L3 x S3</p>



	<p>61) Lifts – Lifts to be operational only where necessary</p> <p>62) Lift occupancy reduced to one person to achieve social distancing</p> <p>63) Clear notices displayed on the use of lifts</p>		<p>Kitchen – social distancing to be maintained.</p> <p>One-way system around kitchen.</p>		
<b>Toilets</b>	<p>64) Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time</p> <p>65) Hot air hand dryers are disconnected or switched off. <b>2/10/20 guidance from H&amp;S at CCC states dryers can now be utilised.</b></p> <p>66) Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly.</p> <p>67) Occupants instructed/ signage to flush toilet with the lid closed.</p> <p>68) Signage in place to ensure handwashing reminders</p> <p>69) E-Bug posters on display for pupils</p> <p>70) Regular age appropriate reminders issued to staff/pupils</p>	<p><b>High 16</b></p> <p>L4 x S4</p>	<p>64) Staggered playtimes. Children encouraged to use toilet routine in Bubble groups.</p> <p>Staff member to escort, where possible.</p> <p>Markings to show where to stand and wait.</p>	<p>Headteacher SLT Governors Staff By 4/6</p>	<p><b>Medium 12</b></p> <p>L3 x S4</p>
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<p>71) Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management.</p> <p>72) 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)</p>	<p><b>High 16</b></p> <p>L4 x S4</p>	<p>72) Advice for Education and Childcare Settings in Cumbria: What to do if a child, staff member or parent develops symptoms or tests positive for coronavirus document shared with all staff.</p> <p>An isolation room will be set up with access to a nearby toilet. Signs will be available to put these areas out of use should someone become unwell. The isolation room will contain PPE and first aid. There will also be a bin with bags to enable double bagging.</p> <p>If a child has a pre-existing condition that may model symptoms, supporting documents may be requested from the GP. If the child displays an additional symptom or pre-existing symptoms appear to worsen, they will be treated as a suspect case.</p> <p>If a child presents with a possible symptom of COVID-</p>	<p>Headteacher SLT Governors By 4/6</p>	<p><b>Medium 12</b></p> <p>L3 x S4</p>



	<p>73) Social distancing enforced where possible at assembly points.</p> <p>74) At least one person with a paediatric first aid certificate will be premises at all times when children are present</p> <p>75) Suitable 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.</p> <p>76) Ensure First Aiders for the premises are issued with the current advice and guidance</p> <p>77) School Emergency Plan/ crisis management plans in place</p> <p>78) All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</p> <p>79) Pupils – Individual healthcare plans in place for pupils who require them.</p> <p>80) 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</p> <p>81) Referrals made to occupational health as appropriate</p> <p>82) Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident</p>		<p>19, they will be brought to the isolation area and the parent will be contacted. If the isolation area is in use, they will be directed to a space where 2 metre distancing is enabled.</p> <p>The child will be unable to return to school unless a negative test is achieved.</p> <p>If someone in the group tests positive, all group members (even if they are not on site) will need to self-isolate in line with government guidance.</p> <p>There will be signage available around school if areas need to be cordoned off due someone becoming unwell.</p> <p>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</p> <p>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</p>	
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			<p>79) Pupil allergies identified where applicable</p> <p>Staff to be directed to watch EpiPen video.</p> <p>Individual Healthcare Plans to be updated and shared with staff. EpiPen boxes to be stored in Bubble rooms</p>		
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.</p>	<p>83) Staff pupils to be fit/well to attend setting</p> <p>84) Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</p> <p>85) PPE to be fit for purpose/ approved specification</p> <p>86) Where PPE/ RPE provided staff provided with training and instruction in its use.</p> <p>87) Local compliance to be monitored by Head teachers as far as reasonably practicable</p> <p>88) Guidance provided to staff in relation to the use and wearing of their own face coverings</p>	<p><b>High 16</b></p> <p>L4 x S4</p>	<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p> <p><u>Putting on and taking off PPE</u> PHE guidance</p>	<p>Headteacher SLT Governors By 4/6</p>	<p><b>Medium 12</b></p> <p>L3 x S4</p>
<p><b>Hazards in relation to poor ventilation and heating issues</b></p>	<p>The building will remain well ventilated where possible using natural ventilation. Classroom windows and doors will be kept open to allow good ventilation in classrooms during lessons. Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health, Safety and Welfare) Regulations Mechanical ventilation systems have been serviced and checked <u>HSE guidance</u> is followed Toilet ventilation is in operation in line with <u>CIBSE guidance</u></p>	<p><b>10 Medium Risk</b></p> <p>5L x 2S</p>	<p>Opening high level windows is preferable where possible</p> <p>The fire doors of all unoccupied rooms should remain closed when rooms are empty. (Where classroom doors are not fire doors, they can be left open during break times).</p> <p>Avoid opening windows in toilets where mechanical ventilation is in place to ensure right direction of ventilation</p>		
<p><b>Training, monitoring and dissemination</b></p>	<p>All staff will receive appropriate training and updates on the measures contained within this risk assessment</p> <p>Current relevant national guidance will be monitored and followed.</p>				



	<p>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.</p> <p>Regular feedback will be provided to staff on the risk assessment reviews</p> <p>This document will be provided to all staff and be available on request/website</p>				
<p><b>Assessment Conclusion</b></p>	<p>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.</p>				

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Amy Harvey

**Job Title:** Headteacher

**Signature:** A. Harvey

**Date:** 12/7/20

**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:** Amy Harvey

**Job Title:** Headteacher

**Signature:** A. Harvey

**Date:** 12/7/20

**Links to Guidance**

**Premises/ Building Management**

[Managing the School Premises, which are partially open, during the coronavirus outbreak](#)



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](#) 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](#)

### **Staff, Pupils and Others**

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

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

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[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](#)

### **Travel**

[Safer travel guidance for passengers](#)



		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk