



**High Hesket CE School
Premises Risk Assessment – September 2021**

RA reference	<i>HHS2</i>	Activity description	Infection prevention and control – during COVID-19 pandemic
Assessment date	<i>1st September 2021</i>	Assessor name	<i>Amy Harvey, Headteacher</i>
Assessment team members	<i>Amy Harvey, Headteacher Leanne Day, Assistant Headteacher Jen Ager, Assistant Headteacher</i>	Planned review date	<i>December 2021 (reviewed to reflect any changes in National Guidance)</i>
Location	<i>High Hesket CE School</i>	Number of people exposed	<i>Approximately 200</i>
Overall residual risk level following implementation of effective control measures	<p>Medium risk <i>Step 4 of the Government Roadmap came into force on Monday July 19th, 2021</i></p> <p>Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.</p>	People exposed	<p>All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers</p>
DfE helpline 0800 046 8687 (select option 1 for advice on action to take in response to a positive case)			
Assessment last updated	<i>5th December 2021 4th January 2022</i>	Is this an acceptable risk?	Yes/ No
<p>Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p>Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p>Communication and consultation: Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p>			

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards in relation to spread of COVID-19 in educational settings	Medium 12	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to follow national and local government guidance, HR and Public Health advice in respect of staff returning to the workplace. <input type="checkbox"/> We will continue to plan for safe occupancy/staff ratios in the event that temporary measures are reintroduced such as social distancing and reduced classroom numbers. <input type="checkbox"/> We continue to review, amend, update and communicate our school's Operations Risk Assessment. <input type="checkbox"/> Our Induction/Staff Handbook has been updated to include information and guidance on dealing with the current COVID-19 pandemic. <input type="checkbox"/> Catch it Kill it Bin it Posters are prominently displayed around the building. <input type="checkbox"/> The out-of-hours contact number for the Local Authority is prominently displayed. 	<ul style="list-style-type: none"> <input type="checkbox"/> We may reintroduce bubbles for temporary periods to reduce mixing between groups in the event of a local outbreak situation. 	Medium 8	AH – 9/21
Re-occupation Control of premises-related hazards	Medium 6	<ul style="list-style-type: none"> <input type="checkbox"/> Premises/H&S inspections and required statutory checks/inspections (buildings and outdoor areas inspections have been completed prior to the setting re-opening). 	<ul style="list-style-type: none"> <input type="checkbox"/> Annual School Premises H&S inspection checklist 	Medium 8	AH/EMc – 9/21

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
School premises/ building-related health and safety management/outdoor spaces/ fixed/mobile equipment		<input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the premises and outdoor areas are safe.			
	Medium 8	Water systems <input type="checkbox"/> Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/water hygiene controls in place. <input type="checkbox"/> Kitchen equipment and seldom-used outlets are included in flushing and cleaning regimes.		Low 4	AH/EMc – 9/21
	Medium 8	Gas and electrical systems <input type="checkbox"/> Gas and electrical safety checks have been carried out and systems are safe to operate.		Low 4	AH/EMc – 9/21
	Medium 8	Fire safety management systems <input type="checkbox"/> Fire safety management systems have been checked, fire alarms, emergency lighting, fire safety equipment are in place and functional. <input type="checkbox"/> Fire risk assessment and emergency evacuation procedures are reviewed and in place with any changes to fire escape routes communicated to all staff.	<input type="checkbox"/> In the event of the reintroduction of any restrictions we will continue to	Low 4	AH/EMc – 9/21

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		<input type="checkbox"/> Fire drills will continue in line with normal procedures.	endeavour to maintain social distancing at assembly points.		
	Medium 8	Asbestos monitoring <input type="checkbox"/> Visual asbestos monitoring is undertaken to ensure that any in-situ ACMs remain in good condition.	<input type="checkbox"/> Where we are contacted regarding forthcoming asbestos surveys, we recognise this is classed as essential works and we will permit access to contractors.	Low 4	AH/EMc – 9/21
	Medium 8	Security systems <input type="checkbox"/> Security systems have been checked and are operational.		Low 4	AH/EMc – 9/21
Poor ventilation and heating issues	Medium 12	<input type="checkbox"/> The building will remain well-ventilated where possible using natural ventilation. <input type="checkbox"/> Classroom windows and doors will be kept partially open to allow acceptable ventilation whilst maintaining a reasonable temperature as required by the Workplace (Health, Safety and Welfare) Regulations. <input type="checkbox"/> Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty, to air the rooms. <input type="checkbox"/> Heaters will be operating to maintain a reasonable temperature during cold spells, and we will encourage staff and	<input type="checkbox"/> We will open high level windows where possible. <input type="checkbox"/> The fire doors of all unoccupied rooms will remain closed when rooms are empty. <input type="checkbox"/> Where classroom doors are not fire doors, they can be left open during break times. <input type="checkbox"/> We will avoid opening windows in toilets where mechanical ventilation is in place to ensure the right direction of ventilation.	Medium 8	Ongoing

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<p>pupils to wear extra layers and warmer clothing.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mechanical ventilation systems have been serviced and checked. <input type="checkbox"/> We will continue to follow HSE guidance and CIBSE guidance regarding ventilation and air conditioning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Where provided CO2 Monitors are placed in classrooms where ventilation may be an issue. <input type="checkbox"/> CO2 monitors provided to all classrooms and staff directed to familiarise with information at https://www.coschools.org.uk/?s=09 		
Lack of cleaning/ hygiene/waste management	Medium 12	<ul style="list-style-type: none"> <input type="checkbox"/> Supplies of hand sanitiser (60% alcohol) are available at all entrance points and where there are no sinks. <input type="checkbox"/> We will continue to follow the government guidance Cleaning of non-healthcare settings outside the home and ensure that regular cleaning continues. <input type="checkbox"/> In the event of an outbreak or where necessary, we will agree on additional resources/cleaning regimes to ensure robust cleaning, including high contact touch points, is carried out. <input type="checkbox"/> We maintain a supply of cleaning materials that are stored away safely. We have safety data sheets for all of our cleaning products. 		Medium 8	AH – 9/21

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		<ul style="list-style-type: none"> <input type="checkbox"/> Kitchen and/or food preparation areas will be deep-cleaned prior to the resumption of any food preparation. <input type="checkbox"/> Safe systems of work have been developed locally to ensure appropriate measures are in place for laundering, cleaning, and decontamination of soiled items and/or equipment. <input type="checkbox"/> Arrangements are in place for the disposal of clinical waste and general lidded bins provided where required. <input type="checkbox"/> Pest control measures are in place. 			
<p>Access and egress</p> <p>Controlling the risks from visitors to premises including contractors/deliveries</p>	<p>Medium 12</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to operate a 'keep to the left' system around the setting <input type="checkbox"/> We will update our website together with local cascade of clear guidance for parents on the precautions and sites rules to be followed. <input type="checkbox"/> Non-essential visits are at the discretion of the headteacher/manager. <input type="checkbox"/> Essential visits will be strictly managed on a case-by-case basis. <input type="checkbox"/> Effective contractor management procedures are in place to manage 	<ul style="list-style-type: none"> <input type="checkbox"/> We will carry out 'end of day' security checks to ensure that all windows have been closed. 	<p>Medium 8</p>	<p>AH – 9/21</p>

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		<p>access for essential works/statutory maintenance/testing.</p> <p><input type="checkbox"/> Delivery drop-off points have been agreed and will remain in place until further notice.</p>			
Toilets	Medium 12	<p><input type="checkbox"/> We will ensure sufficient supplies of soap and paper towels and ensure that the hand dryers have been serviced as per manufacturer's instructions.</p> <p><input type="checkbox"/> Appropriate signage is displayed in toilets to remind about regular handwashing and good hygiene and to use the waste bins provided.</p>		Medium 8	AH – 9/21
Lack of suitable PPE	Medium 12	<p><input type="checkbox"/> Where required PPE will be made available through the Call Centre.</p>	Where required contact the call centre to order PPE 0800 783 1967 (manned from 09:00 – 17:00 Monday to Friday).	Medium 8	AH – 9/21

To be completed by the individual undertaking the risk assessment:					
Name:	Amy Harvey			Job title:	Headteacher
Signature	A. Harvey			Date:	1 st September 2021

To be completed by the headteacher:			
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:	<i>A. Harvey</i>	Date:	1 st September 2021

Useful links and guidance:

[Schools COVID-19 operational guidance](#)

[Cleaning of non-healthcare settings outside the home](#)

[Assessment of fresh air \(ventilation\) in the workplace \(hse.gov.uk\)](#)

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

		Severity				
		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

Likelihood:
 Very unlikely, e.g. 1 in 1,000,000 chance of it happening
 Unlikely, e.g. 1 in 100,000 chance of it happening
 Possible, e.g. likely to occur during standard operations
 Likely, e.g. has been known to happen before
 Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

15-25 Unacceptable.
 Stop activity and make immediate improvements

6-12 Tolerable
 Look to improve within a specified timescale

1-5 Acceptable
 No further action, but ensure controls are maintained

	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