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

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

Cumbria County Council – MODEL COVID-19 SCHOOL PREMISES RISK ASSESSMENT

RA Reference	Version 1.2	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	MAY 2020	Assessor Name	Sue Lingard & Cath Gosson-Low
Assessment Team Members	Sue Lingard & Cath Gosson-Low	Planned Review Date	29/5/2020
Location	Hayton CE Primary	Number Of People Exposed	39/174 children 20/30 adults
Overall Residual Risk Level following implementation of effective control measures	8 – 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	29/5/2020	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	10 - Medium Risk L5 x S2	• Induction/ staff handbook updated in line with COVID-19 risk assessment review • Staying COVID-19 Secure in 2020 poster 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		8 - Medium Risk L4x S2

	☐ All staff adhere to any instructions, advice, guidance and site rules provided to them.		Safety Team displayed.		
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 ☐ **Security Systems -** Security systems have been checked and are operational	**10 - Medium Risk** L5 x S2	•		**8 - Medium Risk** L4x S2

	☐ **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 in line with guidance provided by CIBSE (Chartered Institute of Building Services Engineers) and REHVA (Federation of European Heating, Ventilation & Air Conditioning Association**)** ☐ **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) ☐ Occupants are instructed flush toilets with the lid closed. ☐ **Local Exhaust Ventilation - LEVs** Local Exhaust Ventilation systems (LEVs) checked and operational				
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 (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. ☐ Additional resources/ cleaning regimes agreed with cleaning contractors	**10 - Medium Risk** L5 x S2	Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19 •		**8 - Medium Risk** L4x S2

	☐ 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				
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.	**10 - Medium Risk** L5 x S2	• 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.		**8 - Medium Risk** L4x S2

	☐ Delivery drop-off points agreed in advance. ☐ All staff responsible for ensuring that they are fit and well to attend work.				
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** L5 x S2			**8 - Medium Risk** L4x S2
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	**10 - Medium Risk** L5 x S2			**8 - Medium Risk** L4x S2
Toilets	☐ Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time ☐ Hot air hand dryers are disconnected or switched off ☐ Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly.	**15 – High Risk L5 x S3**			**10 - Medium Risk** L5 x S2

	☐ Occupants instructed/ signage to flush toilet with the lid closed. ☐ Signage in place to ensure handwashing reminders ☐ E-Bug posters on display for pupils ☐ Regular age appropriate reminders issued to staff/pupils				
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 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	**15 – High Risk L5 x S3**	Pupil allergies identified where applicable Any first aid certificate that expired on or after the 16th March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16th June		**10 - Medium Risk** L5 x S2
Hazards due to the lack of suitable PPE	☐ Staff pupils to be fit/well to attend setting	**15 – High Risk**	☐Telephone ordering process in place for		**10 - Medium Risk**

Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.	☐ 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	**L5 x S3**	weekly supplies of PPE 0800 783 1967 Putting on and taking off PPE PHE guidance		**L5 x S2**
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.				

To be completed by the Individual undertaking the risk assessment:

Name: Susan Lingard & Cath Gosson-Low   **Job Title:** Head Teacher & Acting Head

Signature: Susan Lingard & Cath Gosson-Low   **Date:** 29/5/2020

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: Susan Lingard & Cath Gosson-Low   **Job Title:** Head Teacher & Acting Head

Signature: Susan Lingard & Cath Gosson-Low   **Date:** 29/5/2020

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