

Barrow Island – COVID-19 SCHOOL PREMISES RISK ASSESSMENT



RA Reference	Covid- 19 002 v4	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	MAY 2020	Assessor Name	Headteacher
Assessment Team Members	HT, DHT, all staff after consultation	Planned Review Date	Prior to schools reopening to all pupils 2021
Location	Barrow Island CP School	Number Of People Exposed	All staff on site, pupils on site (max 33 staff, max pupils 170)
Overall Residual Risk Level following implementation of effective control measures	<p>Enter Your Overall Residual Risk Rating e.g. 6 – Medium risk</p> <p>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</p>	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	7.6.2020 25.8.2020 12.11.2020 1.3.21	Is this an acceptable risk?	Yes

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	<ul style="list-style-type: none"> <input type="checkbox"/> We follow current government guidance, HR and Public Health Guidance in respect of who can return to work <input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives <input type="checkbox"/> 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. <input type="checkbox"/> 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. 	Medium	<ul style="list-style-type: none"> • 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 	Headteacher, DHT By 1 st June 2020 Printed and modified 24.5.2020, Displayed 28.5.2020 - HT	Medium

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	<ul style="list-style-type: none"> <input type="checkbox"/> All staff made aware of Actions for Schools during the coronavirus outbreak guidance <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. 		<p>H&S Representative details where relevant.</p> <ul style="list-style-type: none"> • Out of Hours contact information for Local Authority Health and Safety Team displayed. • Desks will be arranged to face forward with pupils sitting side by side 	<p>Displayed on staff notice board 28.5.2020-HT</p>	
<p>Re-occupation – control of premises related hazards</p> <p>School premises/ building related health and safety management / outdoor spaces/ fixed / mobile equipment</p> <p>Ensuring the School Premises is fit for re-opening after extended closure</p> <p>To prevent ill health or injury to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Premises/ H&S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to re-occupation. <input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation. <input type="checkbox"/> Water Systems 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/ seldom used outlets included in flushing and cleaning regimes <input type="checkbox"/> Gas/ Electrical systems Gas/ Electrical safety checks have been carried out and system is safe to operate. <input type="checkbox"/> Fire Safety Management Systems - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. <input type="checkbox"/> Fire RA and emergency evacuation procedures are reviewed in place with any changes to fire escape 	Medium		<p>HT and Site team to meet 28/5.20</p> <p>Completed prior to opening –HT</p> <p>Site team have been completing weekly flushing and all compliance checks.</p>	Medium



<p>Staff and pupils returning to the setting and to maintain statutory compliance.</p>	<p>routes communicated to all. (See Emergency Procedures)</p> <ul style="list-style-type: none"> ❑ 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) ❑ 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 ❑ Ventilation – Premises will remain well ventilated, where possible using natural ventilation (opening windows), providing a ‘reasonable’ working temperature is maintained. 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 ❑ Security Systems ❑ Security systems have been checked and are operational 		<p>Classroom windows and doors will be open at breaktimes lunchtimes to ensure a change of air. No one should remain in the classroom.</p>	<p>All groups will be briefed prior to opening regarding any changes. Practise fire drill during first week.</p> <p>No lifts in school. Hoist serviced and checked in line with guidance.</p> <p>Security systems working correctly Building occupants briefed regarding natural ventilation and toilet ventilation 1.6.20</p> <p>Staff briefed 1.6.20 Children and anyone using the toilets without lids will be advised to walk away when the</p>	
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<p>Hazards in relation to poor ventilation and heating issues</p>	<ul style="list-style-type: none"> 1. The building will remain well ventilated where possible using natural ventilation. 1. Classroom windows and doors will be kept open to allow good ventilation in classrooms during lessons. 1. Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty 1. Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health, Safety and Welfare) Regulations 1. <u>HSE guidance</u> is followed 1. Toilet ventilation is in operation in line with <u>CIBSE guidance</u> 	<p>10 Medium Risk 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>toilets are flushed.</p>	
<p>Cleaning/ Hygiene/ Waste - Premises</p> <p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All areas and surfaces cleaned and disinfected prior to reopening. <input type="checkbox"/> Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes. <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - OR <input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups. <input type="checkbox"/> 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 <input type="checkbox"/> Suitable quantities of cleaning/ hygiene materials available 		<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p>	<p>Deep clean completed 22.5.20 Kitchen closed 1.6.2020, deep clean will take place prior to opening</p> <p>All groups have access to an outdoor space for their sole use and timetabled access to playground.</p>	



	<ul style="list-style-type: none"> <input type="checkbox"/> Safe storage of cleaning materials to ensure that these are kept out of reach of children. <input type="checkbox"/> 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. <input type="checkbox"/> Additional resources/ cleaning regimes agreed with cleaning contractors <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks <input type="checkbox"/> Staff and pupils reminded of frequent hand washing requirements <input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently (high contact points) <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Safe systems of work developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/ equipment. <input type="checkbox"/> Arrangements in place for the disposal of clinical waste and general lidded bins provided where required. <input type="checkbox"/> Kitchens to be deep cleaned prior to opening <input type="checkbox"/> Pest control measures are in place <input type="checkbox"/> Suitable signage and visual instructions displayed as required 			<p>No access to outdoor pay equipment.</p> <p>In locked cleaning cupboard or high cupboard in classroom</p> <p>Cleaner to be on site all day.</p> <p>This was a routine prior to closure and will be reinforced. No drinking fountains on site.</p> <p>Labelled bins for used PPE, with double bags inside.</p>	
<p>Access/ Egress</p> <p>Controlling the risks from visitors to premises including</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Signage displayed giving clear instructions of rules, routes and access/egress points <input type="checkbox"/> Operational risk assessment details safe transport guidance promoted to staff and parents <input type="checkbox"/> Protocols in place for drop off and pick up times 		<ul style="list-style-type: none"> • School website updated to be updated together with local cascade of clear guidance for parents 	<p>These will be also sent out via Parent App</p>	

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<p>contractors/ deliveries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Non-essential visits to schools prohibited. <input type="checkbox"/> 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) <input type="checkbox"/> Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing. <input type="checkbox"/> Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m) <input type="checkbox"/> Deliveries to me made observing social distancing no goods or food physically handed over. <input type="checkbox"/> Delivery drop-off points agreed in advance. <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. 		<p>on the precautions and sites rules to be followed.</p> <ul style="list-style-type: none"> • Posters displayed throughout the premises to follow social distancing. • Posters on the signs and symptoms of Covid-19. 	<p>Displayed 29.5.20 - HT</p>	
<p>Shared Premises</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable communication on Risk Assessment and risk management for each occupant has taken place. <input type="checkbox"/> Site rule for common areas are in place and communicated to relevant occupants/ others. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. 			<p>Premises not shared</p>	
<p>Safe Routes/ Markings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives <input type="checkbox"/> 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. <input type="checkbox"/> Planning undertaken and physical alterations/ markings made to implement safe routes from arrival to departure for all users of the school. <input type="checkbox"/> Physical layouts/ plan established to ensure social distancing as far as possible <input type="checkbox"/> One way systems in use <input type="checkbox"/> Signage and floor graphics/ barriers used 			<p>One way system Separate entrances are used and for dropping off and picking up children. Details will be posted on gates. All access to school grounds will be supervised by a SLT</p>	

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	<ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Lifts – Lifts to be operational only where necessary <input type="checkbox"/> Lift occupancy reduced to one person to achieve social distancing <input type="checkbox"/> Clear notices displayed on the use of lifts 			No lifts in school	
<p>Toilets</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time <input type="checkbox"/> Hot air hand dryers are disconnected or switched off <input type="checkbox"/> Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly. <input type="checkbox"/> Occupants instructed/ signage to flush toilet with the lid closed. <input type="checkbox"/> Signage in place to ensure hand washing reminders <input type="checkbox"/> E-Bug posters on display for pupils <input type="checkbox"/> Regular age appropriate reminders issued to staff/pupils 	<p>10 Medium 5Lx 2S</p>		<p>One child as once allowed in the toilets – See above regarding flushing.</p> <p>Posters displayed 29/5/20 - HT</p>	<p>High</p>
<p>Hazards in relation to managing incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management. <input type="checkbox"/> 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) <input type="checkbox"/> Social distancing enforced where possible at assembly points. 	<p>10 Medium 5Lx 2S</p>	<p>Pupil allergies identified where applicable</p> <p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date</p>	<p>Pupil allergies on Scholarpack and staff working with those children are aware of the allergies.</p>	

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<p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present <input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitiser for close contact first aid treatment. <input type="checkbox"/> Ensure First Aiders for the premises are issued with the current advice and guidance School Emergency Plan/ crisis management plans in place <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. <input type="checkbox"/> 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 <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident 	<p style="text-align: center;">10 Medium 5Lx 2S</p>	<p>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</p>	<p>All first aid qualifications are currently in date.</p> <p>SEND RA sent to LA. Parents to agree to updated plans and RA before EHCP children return to school.</p>	
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff pupils to be fit/well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance <input type="checkbox"/> PPE to be fit for purpose/ approved specification <input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings 	<p style="text-align: center;">10 Medium 5Lx 2S</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Telephone ordering process in place for weekly supplies of PPE 0800 783 1967 manned 09:00 - 17:00 <p>Putting on and taking off PPE PHE guidance</p>		
<p>Training</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment 	<p style="text-align: center;">10 Medium 5Lx 2S</p>			

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Monitoring	<ul style="list-style-type: none"> 1. Current relevant national guidance will be monitored and followed. 1. 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. 1. Regular feedback will be provided to staff on the risk assessment reviews 				
Dissemination	<ul style="list-style-type: none"> 1. 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.				

To be completed by the Individual undertaking the risk assessment:

Name: Janet Dixon

Job Title: HT

Signature: *J Dixon*

Date: 1.3.21

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: Janet Dixon

Job Title: HT

Signature: *J Dixon*

Date: 1.3.21

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](#)

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		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