



St Mark's CE Primary School COVID-19 SCHOOL PREMISES RISK ASSESSMENT



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



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RA Reference	<i>School Closure Spring Term 2021 Premises</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	<i>07.01.21</i>	Assessor Name	<i>Peter Barfoot (Headteacher) and June Grant (Deputy Headteacher)</i>
Assessment Team Members	<i>Peter Barfoot (Headteacher) June Grant (Deputy Headteacher) Tim Ward (Chair of the Governing Body) Sarah Brooke (Vice Chair of the GB)</i>	Planned Review Date	<i>February 2021 (reviewed to reflect any changes in National Guidance)</i>
Location	<i>St Mark's CE Primary School (Natland)</i>	Number Of People Exposed	School: up to 38 children School: up to 32 members of staff Pre-School: up to 13 children Pre-School: up to 5 members of staff
Overall Residual Risk Level following implementation of effective control measures	<i>Enter Your Overall Residual Risk Rating: Medium</i> 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 Pre-School employees and children Pupils Contractors (incl. Orian catering staff) Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders
Assessment Last Updated	<i>New version January 2021</i>	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	<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	Medium	<ul style="list-style-type: none"> Staff Code of Conduct to be 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 / 	Email RAs to all staff	Children: L2 x S3 = 6 Adults: L2 x S5 = 10



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	<ul style="list-style-type: none"> <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. <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>Union Representative details where relevant.</p> <p>Staff meetings to operate via Zoom</p> <p>.</p> <ul style="list-style-type: none"> • Out of Hours contact information for Local Authority Health and Safety Team and Kym Allen Health and Safety Consultancy displayed. 	<p>Send / re-send all safety information and risk assessments to all members of staff</p>	
<p>Control of premises related hazards</p> <p>School premises/ building related health and safety management / outdoor spaces/ fixed / mobile equipment</p>	<p>Not fully applicable in this instance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe <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 	Medium	<ul style="list-style-type: none"> • Provision of labelled chocks for all internal doors • IWS (water safety contractors) monthly water testing has 		All: L1 x S1 = 1



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	<p>distancing in an emergency evacuation situation is not easily achievable)</p> <ul style="list-style-type: none"> □ Asbestos Monitoring - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. □ Security Systems - Security systems have been checked and are operational □ Ventilation - Premises will remain well ventilated, where possible using natural ventilation (opening windows) 		<ul style="list-style-type: none"> • Majority of ACMs in used areas of the school now boarded and covered. • ACM in Reception classroom in good condition and temporarily covered. • Annual maintenance check of security system completed 28.05.20 (Castle Alarms) <p>Internal doors to be chocked open during occupancy. Windows open (slightly when room occupied, wider when unoccupied to allow for purge of air space)</p> <p>Balance ventilation with heating and clothing to ensure comfortable working conditions</p>	<p>HT develop new evacuation procedure and route plan to match re-opening building use, e.g. 2m social distancing</p> <p>HT to ensure staff working in YR aware</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> 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) <input type="checkbox"/> Occupants are instructed flush toilets with the lid closed (where lid is provided). 		<ul style="list-style-type: none"> • Electric toilet ventilation (where provided) linked to door opening sensors 		
<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"/> Outside spaces to be for learning wherever possible <input type="checkbox"/> Any use of outdoor equipment to be carefully considered <input type="checkbox"/> Suitable resources in place to ensure robust cleaning including high contact areas, handwashing and hygiene 		<p>Groups allocated outside zones on a rota basis</p> <p>Fixed outdoor equipment (adventure play area to be used by Group1 bubble only)</p> <p>Set of small, loose outdoor equipment provided for groups. Hands to be washed before and after use</p> <p>Each room equipped with cleaning kit including tissues, cloths, disposable anti-bacterial wipes, disinfectant spray, disposable gloves and aprons</p> <p>Staff in dedicated rooms asked to clean regularly used high contact areas</p>	<p>Staff to inform SBM when stock running low</p>	<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</p>



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	<p>procedures in place in line with PHE guidance appropriate to settings</p>		<p>and equipment as and when necessary throughout the day e.g. desk tops, light switches, door handles, taps</p> <p>3 entry 'hand sanitiser' points provided at entrances for Pre-School, EY / KS 1 and KS 2 (Pre-School door, Kitchen area door and front door)</p> <p>Toilets (Staff) Two designated toilets, one by staffroom, one in kitchen corridor. Disposable antibacterial wipes available in each staff toilet for cleaning equipment before and after use. Paper towels provide for hand drying</p> <p>(Children) Regular handwashing to be encouraged, particularly at the beginning and end of each day and lunch and before and after being outside. Toilets cleaned by cleaner-in-charge daily</p>	<p>SBM source and keep stock of each</p> <p>HT make and display label toilets</p>	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable quantities of cleaning/ hygiene materials available <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 cleaner in charge <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and paper towels 		<p>Children to be trained in effective handwashing techniques</p> <p>Paper towels to be used for drying hands.</p> <p>Cleaning kits in each room. Stock kept in meeting room.</p> <p>Cleaning kits stored out of reach of children</p> <p>Hand sanitising gel available in all entrances and rooms in school (70% ethanol)</p> <p>Disposable gloves and aprons to be worn</p> <p>Sufficient handwashing facilities available to all staff and pupil groups when in school and outside (outside sinks, see above)</p>	<p>Poster to be displayed near each sink</p> <p>A3 poster provided in each Group baseroom</p> <p>Staff to inform SBM when stocks running low. SBM to maintain stocks.</p> <p>Staff to identify safe place in each room and always return kit to safe space immediately after use. DHT to monitor</p>	
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	<ul style="list-style-type: none"> <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 surfaces that are touched more frequently (high contact points) <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Arrangements in place for the disposal of clinical waste and general lidded bins provided where required. <input type="checkbox"/> Pest control measures are in place <input type="checkbox"/> Suitable signage and visual instructions displayed as required 	<p>3 entrance points agreed: entrance hall, kitchen area door and Pre-school main door</p> <p>Posters displayed in group base rooms and in cloakrooms</p> <p>Handwashing / sanitising to be built into the routines of each group</p> <p>All children to use their own dedicated drinks bottle</p> <p>Lidded, pedalled and lined bins provided in each room. Emptied daily. Clinical waste to be double bagged and tied, left in the receptacle provided in the Medical room (former meeting room) for 72 hours, and then disposed of with general waste.</p> <p>Dealt with as and when necessary.</p> <p>List collated during RA process</p>	
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	<ul style="list-style-type: none"><input type="checkbox"/> Protocols in place for drop off and pick up times <input type="checkbox"/> Non-essential visits to schools prohibited. <input type="checkbox"/> Visiting restricted and managed for essential access only <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 be made observing social distancing no goods or food physically handed over. <input type="checkbox"/> Delivery drop-off points agreed with contractors on arrival		<p>members of same bubble</p> <p>Group 1 to use hall door to car park Group 2 to use main entrance. All staff to use main entrance and sign in / out on entry and departure.</p> <p>No parents or visitors allowed in school.</p> <p>Contractors only on site for emergency work.</p> <p>School day begins at 9.00 a.m. and ends at 3.30 p.m. for all children attending.</p> <ul style="list-style-type: none">• Posters displayed throughout the premises advising		
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	<input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.		<p>everyone to follow social distancing measures</p> <ul style="list-style-type: none"> • Posters displayed around school advising on the signs and symptoms of Covid-19. <p>Front door locked, each visitor met by SBM or Office admin staff</p> <p>Visitors instructed to stand 2m from door when open and / leave delivered items outside front door</p>	
Shared Premises	<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>Pre-School manager and HT to share all relevant documentation and discuss shared issues</p> <p>No common areas to be assigned.</p>	<p>All: L2 x S5 = 10</p>
Safe Routes/ Markings	<input type="checkbox"/> Accompanying COVID-19 School Operations risk assessment copies provided 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		<p>Pupil groups limited in size to ensure 2m separation of desks, with</p>	<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</p>



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	<p>distancing measures can be maintained as far as reasonably practicable.</p> <ul style="list-style-type: none"><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 to be clearly displayed <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		<p>two or three staff allocated with a dedicated base room. Outside access to be used whenever possible</p> <p>Corridors only ever to be used by one group at any one time</p> <p>Staffroom and meeting room allocated for staff use, limited to maximum 7 adults at any one time.</p> <p>Desks and work spaces in each room to be arranged for maximum distancing.</p> <p>One-way system established outside for parents at start and end of school day.</p> <p>Office only to be used by office staff. 2m distancing to be maintained.</p> <p>HT office to be limited to 2 people at any one time.</p>		
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<p>Toilets Covid-19 infection</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, waste receptacles in place and replenished / emptied regularly. <input type="checkbox"/> Occupants instructed/ signage to flush toilet with the lid closed (where lid available) <input type="checkbox"/> Signage in place to ensure handwashing reminders <input type="checkbox"/> Regular age appropriate reminders issued to staff/pupils 	<p>High</p>	<p>Sufficient toilet facilities available to each group 2 toilets dedicated for staff use, each member of staff assigned to one or other.</p> <p>Emergency toilet designated near to meeting room for use only by symptomatic children or members of staff (to be cleaned thoroughly after use)</p>		<p>Children: L3 x S3 = 9</p> <p>Adults: L2 x S5 = 10</p>
<p>Hazards in relation to managing incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</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. <input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present 		<p>New evacuation procedure developed to reflect usage of building</p> <p>HT and one other on site each day</p>	<p>HT to update evacuation procedure each time organisation changes</p>	<p>Children L3 x S3 = 9</p> <p>Adults L2 x S5 = 10</p>



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	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) fluid resistant face masks and rubber gloves, hand sanitisers for close contact first aid treatment <input type="checkbox"/> Ensure First Aiders for the premises are issued with the current advice and guidance <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing 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 one to one care or support is not available for them <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Deep cleans will be undertaken in line with National Guidance as required following confirmed COVID-19 incident 		<p>First aid kits and accident record sheets supplied to each room</p> <p>Pupil allergies identified where applicable</p>	<p>All first aid trained staff to be sent relevant Government advice sheet. Acknowledge receipt by return of email.</p>	
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and unable to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit and well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to 		<p>No adult or child to attend school with symptoms of Covid-19</p>		<p>Children: L3 x S3 = 9</p> <p>Adults: (only)</p>



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<p>maintain 2m social distancing measures.</p>	<p>identify PPE requirements in line with current guidance where appropriate</p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE to be fit for purpose/ approved specification <input type="checkbox"/> Where PPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Headteachers 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>Fluid resistant face shields; goggles, 70% alcohol hand sanitiser</p> <p>School advice is that face coverings (supplied by the school) are only to be used when dealing directly with children showing symptoms of Covid-19 or in providing first aid or intimate care to a child</p> <p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p>	<p>Train staff in donning and doffing of PPE <u>Putting on and taking off PPE</u> PHE guidance</p>	<p>L2 x S5 = 10</p>
<p>Assessment Conclusion</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:



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Name: June Grant **Job Title:** Deputy Headteacher

Signature: *J Grant* **Date:** 08.01.21

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: Peter Barfoot **Job Title:** Headteacher

Signature: *P J Barfoot* **Date:** 08.01.21

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](#)



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[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