



The

<b>RA Reference</b>	<i>RockPrem05</i>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – SCHOOL PREMISES</b>
<b>Assessment Completed</b>	28 <sup>th</sup> August 2021	<b>Assessor Name</b>	<i>David Hodgkiss</i>
<b>Assessment Team Members</b>	<i>David Hodgkiss, Governing Body 22/05, 13/07, 06/09, 04/03/21</i>	<b>Review date</b>	31 <sup>st</sup> December 2021
<b>Location</b>	<i>Rockcliffe CE School</i>	<b>Number Of People Exposed</b>	<i>Max. 143 children and 20 staff</i>
<b>Overall Residual Risk Level following implementation of effective control measures</b>	<p>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>	<b>People Exposed</b>	<p>All Employees</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Members of the public</p> <p>Vulnerable Children/ Adults</p> <p>Persons with pre-existing medical conditions</p> <p>First Aiders</p> <p>New/ Expectant Mothers</p>
<b>Assessment Last Updated</b>	28 <sup>th</sup> August 2021	<b>Is this an acceptable risk?</b>	<b>Yes/ <del>No</del></b>

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
<b>Spread of COVID-19 School Operations/ Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We follow current government guidance, HR and Public Health Guidance in respect of who can return to work</li> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff. This has been accompanied by addition written information.</li> <li><input type="checkbox"/> Planning undertaken to identify safe occupancy/ staff ratio capacity and activity/ timetable planning to ensure reasonable social distancing – when required.</li> <li><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.</li> </ul>	<p><b>15 High</b></p> <p><b>L3x S5</b></p>	<ul style="list-style-type: none"> <li>• Induction/ staff handbook updated in line with COVID-19 risk assessment review</li> <li>• Out of Hours contact information for Local Authority Health and Safety Team displayed.</li> </ul>	<p>Head Teacher</p> <p>Governing Body</p> <p>22<sup>nd</sup> May 2020</p>	<p><b>8 Medium</b></p> <p><b>L2x S4</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff made aware of <a href="#">Actions for Schools during the coronavirus outbreak guidance</a></li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> </ul>				
<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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe.</li> <li><input type="checkbox"/> <b>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</li> <li><input type="checkbox"/> Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes</li> <li><input type="checkbox"/> <b>Gas/ Electrical systems</b> Gas/ Electrical safety checks have been carried out and system is safe to operate.</li> <li><input type="checkbox"/> <b>Fire Safety Management Systems</b> - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional.</li> <li><input type="checkbox"/> <b>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></li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> <b>Asbestos Monitoring</b> - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition.</li> <li><input type="checkbox"/> <b>Security Systems</b> - Security systems have been checked and are operational</li> <li><input type="checkbox"/> <b>Ventilation</b> - Premises will remain well ventilated, where possible using natural ventilation (opening windows). Good use will be made of high-level windows to provide a continual circulation without getting too cold.</li> <li><input type="checkbox"/> <b>Toilet Ventilation</b> – Automated Toilet ventilation in operation. (Avoid open windows in toilets when mechanical ventilation in place to ensure right direction of ventilation)</li> <li><input type="checkbox"/> Occupants are instructed flush toilets with the lid closed where fitted.</li> </ul>	<p><b>12</b> <b>Medium</b>  <b>L3x S4</b></p>	<p>All operational equipment is currently within service dates and ready for use.</p> <p>Any defects to be reported and acted on.</p> <p>Water has been flushed weekly across all outlets.</p> <p>Fire alarm checked weekly on a Friday</p> <p>Fire drills had been up to date. New Fire drill within two weeks of return. Classroom exits do not cross in plan retaining distancing.</p> <p>ACM’s checked 23/05.</p> <p>System operational and checked 15/02/21.</p>	<p>Checks have continued weekly.</p> <p>Windows to be open approx. 3cm to all through flow. External doors to be left open at break time but any internal doors must be closed at this time for fire safety. All doors closed if the room is empty. New Fire Safety guidance issued to staff reminding of hazards with open door. All fire doors to be left operating using closers.</p>	<p><b>4</b> <b>Low Risk</b>  <b>L1 x S4</b></p>



<p><b>Cleaning/ Hygiene/ Waste - Premises</b></p> <p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All areas and surfaces cleaned and disinfected prior to reopening.</li> <li><input type="checkbox"/> Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes.</li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li> <li><input type="checkbox"/> Outdoor equipment cleaned regularly.</li> <li><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</li> <li><input type="checkbox"/> Suitable quantities of cleaning/ hygiene materials available</li> <li><input type="checkbox"/> Safe storage of cleaning materials to ensure that these are kept out of reach of children.</li> <li><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.</li> <li><input type="checkbox"/> Additional resources/ cleaning regimes agreed with cleaning contractors</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks</li> <li><input type="checkbox"/> Staff and pupils reminded of frequent hand washing requirements</li> <li><input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently (high contact points)</li> <li><input type="checkbox"/> Drinking fountains taken out of use</li> <li><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.</li> <li><input type="checkbox"/> Arrangements in place for the disposal of clinical waste and general lidded bins provided where required.</li> <li><input type="checkbox"/> Kitchens to be deep cleaned prior to opening</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> </ul>	<p><b>12</b></p> <p><b>Medium</b></p> <p><b>L3 x S4</b></p>	<p>Whole school has been cleaned prior to new term using approved cleaning products. Carpets and all furnishings cleaned and bleached. Cleaning continues to same standards.</p> <p>Fixed play equipment restricted to EYFS and rotated groups.</p> <p>Hand gel dispensers positioned at all main entrances to the school.</p> <p>New colour coded bins in all classrooms to identify waste and clinical waste. Clinical waste double bagged. New controls added over the summer.</p>	<p>Cleaner – employed by school. Catering staff now employed by school.</p> <p>Warning signs to be added to play equipment with use for community to start again in the next month. Status of insurance checked with CCC.</p> <p>Further cleaner employed to clean after break time each morning, focus on toilets and high use areas.</p> <p>Fogging to take place in communal areas daily, classrooms once per week.</p> <p>Sanitiser dispensers by each entrance/exit used by pupils and staff. Additional units to be added to high throughflow locations.</p>	<p><b>6</b></p> <p><b>Medium</b></p> <p><b>L2 x S3</b></p>
<p><b>Access/ Egress</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signage displayed giving clear instructions of rules, routes and access/egress points</li> </ul>	<p><b>9</b></p> <p><b>Medium</b></p>	<p>Designated entrance points and staggered arrival times/departure times.</p>	<p>Details outlined to all staff and pupils in home/school communications. Aerial</p>	<p><b>4</b></p> <p><b>Low</b></p>



<p>Controlling the risks from visitors to premises including contractors/ deliveries.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Operational risk assessment details safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up times</li> <li><input type="checkbox"/> Non-essential visits to schools prohibited, essential access only</li> <li><input type="checkbox"/> Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing.</li> <li><input type="checkbox"/> Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m)</li> <li><input type="checkbox"/> Deliveries to me made observing social distancing no goods or food physically handed over.</li> <li><input type="checkbox"/> Delivery drop-off points agreed in advance.</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> </ul>	<p><b>L3x S3</b></p>	<p>All visitors to report to office, parents advised of telephone/email contact only.</p> <p>Work access outside building by negotiation, internal works after pupils depart and prior to cleaning.</p> <p>If you're ill – stay off.</p>	<p>photo on Twitter for all to access.</p> <p>Phone system updated with dedicated absence line. No parents to report absences direct to the office.</p> <p>Further information required of contractor/visitors to provide to NHS Test and Trace.</p>	<p><b>L2x S2</b></p>
<p><b>Safe Routes/ Markings</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives</li> <li><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.</li> <li><input type="checkbox"/> Planning undertaken to implement safe routes from arrival to departure for all users of the school.</li> <li><input type="checkbox"/> Physical layout plan established to ensure social distancing as far as possible</li> <li><input type="checkbox"/> Pupil/staff cohorts remain together at all times Social distancing limits occupancy in offices and staff rooms.</li> </ul>	<p><b>12 Medium</b></p> <p><b>L3x S4</b></p>	<p>PPA room capacity of 2. Further staffroom with a capacity of four created in the former blue room.</p> <p>Classes have identified entrances and exits to reduce possible congestion.</p>		<p><b>4 Low</b></p> <p><b>L1x S4</b></p>
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time</li> <li><input type="checkbox"/> Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly.</li> <li><input type="checkbox"/> Occupants instructed/ signage to flush toilet with the lid closed.</li> <li><input type="checkbox"/> Signage in place to ensure handwashing reminders</li> <li><input type="checkbox"/> Hygiene posters on display for pupils</li> <li><input type="checkbox"/> Regular age appropriate reminders issued to staff/pupils</li> </ul>	<p><b>12 Medium</b></p> <p><b>L3x S4</b></p>	<p>Plans ongoing, zoned areas.</p> <p>New signage installed in all toilets.</p>		<p><b>4 Low</b></p> <p><b>L2x S2</b></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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff, where possible, have had two doses of vaccine or are awaiting a second dose.</li> <li><input type="checkbox"/> Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management.</li> <li><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)</li> <li><input type="checkbox"/> Social distancing enforced where possible at assembly points.</li> <li><input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present</li> <li><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 sanitisers for close contact first aid treatment.</li> <li><input type="checkbox"/> Ensure First Aiders for the premises are issued with the current advice.</li> <li><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.</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><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</li> <li><input type="checkbox"/> Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident</li> </ul>	<p><b>15</b> <b>High</b> <b>L3x S5</b></p>	<p>No change required – all staff using existing escape routes.</p> <p>Current safe practices followed.</p> <p>Cleaning in line with policy – bleach used in toilets and other areas whenever possible. All tables cleaned daily.</p> <p>First kits updated</p> <p>First aiders in school.</p> <p>As required.</p> <p>Pupils with behaviour issues given clear warnings and sanctions. School has been deep cleaned and will be weekly.</p>	<p>Reports to Administrator.</p>	<p><b>5</b> <b>Low</b> <b>L1x S5</b></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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff pupils to be fit/well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use.</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable</li> <li><input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings</li> </ul>	<p><b>15</b> <b>High</b> <b>L3x S5</b></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>PPE where required ordered. Initial supply from Amazon.</p>	<p>Head Teacher and Administrator to order as required.</p>	<p><b>6</b> <b>Medium</b> <b>L2x S3</b></p>



**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:** David Hodgkiss

**Job Title:** Head Teacher

**Signature:**



**Date:** 28<sup>th</sup> August 2021

**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:** David Hodgkiss

**Job Title:** Head Teacher

**Signature:**



**Date:** 28<sup>th</sup> August 2021

**Links to Guidance**

**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](#)

[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](#)

		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