



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 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



RA Reference		Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	May 22 nd 2020 Updated August 14 th 2020 for September reopening	Assessor Name	Sally Timmons
Assessment Team Members		Planned Review Date	Reviewed daily to reflect any changes in DfE National Guidance
Location	Alston Moor Federation Alston Primary School Samuel Kings School	Number Of People Exposed	Up to 250 on site
Overall Residual Risk Level following implementation of effective control measures	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	May 22 nd 2020 Updated August 14 th 2020 for September reopening	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	<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 <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. 	Medium	<ul style="list-style-type: none"> • 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 	<p>ST to display posters from June 1st – in place</p> <p>All DfE guidance shared with staff and requested to read if haven't already done so – done and updated DfE/CCC guidance for</p>	8 - Medium Risk



	<ul style="list-style-type: none"> <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>Additional Control Measures to consider for September opening - PREMISES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Desks will be arranged to face forward with pupils sitting side by side <input type="checkbox"/> All usual pre-term building checks will be carried out before school opens in Autumn term <p><u>The following documents are available to download from the Schools Portal</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Catch it, kill it, bin it poster displayed <input type="checkbox"/> Annual School Premises H&S inspection checklist 		<p>Authority Health and Safety Team displayed.</p>	<p>September to be shared on 1.9.20.</p> <p>Planning of reopening undertaken by APS staff. SKS staff meeting to be arranged from June 1st – ST. Planning and arrangements to be revisited on 1.9.20 ahead of full reopening of schools in September.</p> <p>Desks arranged in SKS side by side. Art/DT room to have seating plan to ensure side by side seating. APS side by side seating where appropriate for age of children.</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>	<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 	Medium	<p>Checks and inspections all up to date and in place</p> <p>School and outdoor areas safe for re-occupation</p> <p>Water, gas/electrical, fire safety, asbestos systems up to date</p>	<p>ST to liaise with GO/PS re premises checks and inspections as detailed in control measures ahead of September full reopening.</p> <p>Ventilation – all staff members to follow DfE guidance and ensure windows are open and</p>	Low risk



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.

- 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 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) **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.

where possible, doors are open to allow flow of air.

Toilet lids to be closed before flushing where there are toilet lids – posters to remind children/staff of this. .



	<input type="checkbox"/> Local Exhaust Ventilation - LEVs Local Exhaust Ventilation systems (LEVs) checked and operational				
<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 <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. 		<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>Deep clean completed over summer holidays</p> <p>Outdoor spaces refreshed and renewed in APS for outdoor learning and set up for use – some equipment removed</p> <p>Outdoor equipment to be cleaned regularly between bubbles of children</p> <p>Personnel resources in each usable space – anti bac wipes, sprays, tissues, sanitiser. Hand washing guidelines in place. Spare equipment stored in school office incl aprons and face coverings</p> <p>Enhanced daily cleaning by cleaning team</p> <p>Sanitiser at entrances/exits</p> <p>Signage and markings visible around school</p>	<p>Cleaning team given enhanced cleaning DfE guidance. Cleaning meeting held in July ahead of September full reopening.</p> <p>All APS/SKS teaching staff aware of cleaning procedures during the day along with frequent handwashing guidelines. Updated and reminders given on 1.9.20.</p> <p>Cleaning materials sourced and will be replenished as required. Stored in PS office – ST to monitor stock.</p>	<p>Medium risk</p>



	<ul style="list-style-type: none"> <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>Access/ Egress</p> <p>Controlling the risks from visitors to premises including contractors/ deliveries.</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 <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 be 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>School website updated to be updated together with local cascade of clear guidance for parents on the precautions and sites rules to be followed.</p> <p>ST written to transport providers re updated guidance and parents</p> <p>Posters/signage/markings displayed throughout the premises to follow social distancing.</p> <p>Posters on the signs and symptoms of Covid-19.</p> <p>Visitors limited and by appointment only</p>	<p>School website has parent letters on which detail protocols and instructions of rules, routes etc – updated with new letters/protocols</p> <p>ST to ensure further social distancing markers and signage posters are on site from September 1st 2020.</p>	<p>Medium risk</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>Risk assessments shared with all staff and revisited on 1.9.20.</p>	<p>Risk assessments and DfE guidance shared with all staff on site – ST 1.9.20.</p>	<p>Low risk</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 <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 where appropriate. <input type="checkbox"/> Physical layouts/ plan established to ensure social distancing as far as possible <input type="checkbox"/> Signage and posters used <input type="checkbox"/> Pupil/staff cohorts remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others 		<p>Ops risk assessment completed and updated Aug 2020</p> <p>Planning completed for staffing and timetabling, physical changes to classrooms made where appropriate, signage and markers in place</p> <p>APS in class/Key Stage bubbles. SKS in year groups/Key Stage bubbles.</p> <p>Social distancing in office and staff room – limits to the use of communal areas</p>	<p>School Operations RA also in place and shared with all staff.</p> <p>Planning undertaken with APS staff. SKS staff planning to be undertaken from June 1st – ST – all done and revisited 1.9.20 to include wider and full reopening so updated plans in place.</p>	<p>Medium risk</p>
<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 handwashing reminders <input type="checkbox"/> E-Bug posters on display for pupils <input type="checkbox"/> Regular age appropriate reminders issued to staff/pupils 	<p>High</p>	<p>Staggered breaks in APS and SKS. No APS children in SKS toilets.</p> <p>No hand driers in use – paper towels provided in all toilets.</p> <p>Posters in toilets where lids</p> <p>Posters for handwashing in place with staff reminders</p>	<p>Updated guidance re breaks and toilets to all staff on 1.9.20 by ST</p> <p>GO/ST to ensure supply of paper towels at all times in toilet areas.</p>	<p>Medium risk</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 <input type="checkbox"/> Suitable 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. <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>CCC Flow chart in place following potential infection/outbreak</p> <p>All First Aid kits replenished and incl PPE</p> <p>Pupil allergies identified where applicable – teaching staff to see office for details for their cohort</p> <p>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</p>	<p>First Aiders on site and first aid kits replenished. ST to monitor equipment and expiry dates of First Aid certificates</p> <p>ST to consider plans for fire drill re social distancing</p> <p>Intimate care plan to be reviewed and to follow Covid-19 guidance if required to be put in place</p> <p>Cleaning team given enhanced cleaning DfE guidance</p>	<p>Medium risk</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 		<p>PPE available – sanitisers, hand wash, tissues, gloves, anti-bacterial sprays and wipes, face coverings and aprons in PS office if additional PPE required.</p> <p>Putting on and taking off PPE</p>	<p>ST to monitor use of PPE in classrooms throughout day</p> <p>ST to brief staff on use of face coverings on 1.9.20 ahead of full reopening</p>	<p>Medium risk</p>



	<input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings			
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: Sally Timmons

Job Title: Acting Headteacher

Signature: S Timmons

Date: 22.5.20 updated 14.8.20

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: Sally Timmons

Job Title: Acting Headteacher

Signature: S Timmons

Date: 22.5.20 updated 14.8.20

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