



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

This document is essentially a list of suggested actions and considerations. Protocols detailing the specific decisions and actions put in place by our schools are available in the linked protocol documents.



RA Reference	CV-02 School Premises	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	21 st May 2020	Assessor Name	Jennifer Rowlands
Assessment Team Members	SLT	Planned Review Date	At least monthly – next review due 21 June 2020
Location	Cumbria Futures Federation – Solway Community School and Beacon Hill Community School	Number Of People Exposed	200 maximum at each 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	Enter Date	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 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. This includes additional provision for year 6 students transitioning to our schools, to support and provide additional transition activities for year 6 students as 	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 H&S 	See Protocol CV04 for more details of control measures in place.	Medium



	<p>well as enable space to be released in our local primary schools. Staff from primary schools using our buildings and being supported by our staff will be fully briefed on all risk assessment arrangements and protocols before provision starts.</p> <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. This includes sharing of these risk assessments and supporting protocols, plus a 'welcome back' video, training presentation that can be accessed remotely as well as inset-style sessions for all staff in specific bubbles to ensure they are well briefed on all aspects. <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>Representative details where relevant.</p> <ul style="list-style-type: none"> • Out of Hours contact information for Local Authority Health and Safety Team displayed. 		
<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"/> Our Schools have remained open and in use by a limited number of site and other staff, and therefore all statutory and regular maintenance and testing have continued during the school closure periods. All regular and ongoing Health and Safety Management Checks have continued during the period of lockdown and are therefore current. <input type="checkbox"/> Premises/ H&S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to reoccupation. <input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation. No action required. <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. Existing water hygiene arrangements have continued throughout the closure period. 	<p>Medium</p>	<ul style="list-style-type: none"> • No additional actions are required as normal day to day and routine maintenance activities have been ongoing throughout the 'closure' period. 	<p>All actions completed by 28/06/2020</p>	<p>Low – per normal school routine maintenance activities and assessment of residual risks to staff</p>



Staff and pupils returning to the setting and to maintain statutory compliance.

- Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes. **Cleaning and deep cleaning has continued to happen in kitchen areas during the closure period.**
- Gas/ Electrical systems** Gas/ Electrical safety checks have been carried out and system is safe to operate. **Systems were not shut down and have been monitored as usual during the closure period.**
- Fire Safety Management Systems** - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. **Systems were not shut down and have been monitored as usual during the closure period.**
- Fire RA and emergency evacuation procedures** are reviewed in place with any changes to fire escape routes communicated to all. **(See Emergency Procedures). There are no changes to escape routes or arrangements for muster points other than social distancing when queueing. Amendments to evacuation arrangements fully briefed to staff – to remain as is but will include closing all fire doors when checking the building is empty.**
- Fire drills will continue in line with normal procedures but observing guidance and social distancing at assembly points (it is recognised that the ability to main social distancing in an emergency evacuation situation is not easily achievable)
- Asbestos Monitoring** - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. **Protocols have continued throughout the closure period.**
- 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](#). **Stair lift at Beacon Hill has been in operation as usual and checks carried out per normal protocols. No lifts in place at Solway.**
- Security Systems** - Security systems have been checked and are operational



	<ul style="list-style-type: none"> <input type="checkbox"/> Ventilation - Premises will remain well ventilated, where possible using natural ventilation (opening windows) and/ or <input type="checkbox"/> 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). No air conditioning units in Solway in public areas. Air conditioning check due at Beacon Hill w/c 18/5/2020, brought forward from usual summer service and check. <input type="checkbox"/> Toilet Ventilation - Toilet ventilation runs 24/7 in operation where installed. (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. <input type="checkbox"/> Local Exhaust Ventilation - LEVs Local Exhaust Ventilation systems (LEVs) checked and operational Not in use as practical subjects are not being done at present – all in use up to closure period, and annual check December 2019. Checks will be carried out by Site Manager once practical subjects re-start. 				
<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. Sites have remained open and have been cleaned as usual throughout closure periods, including deep cleans. <input type="checkbox"/> Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes. Kitchens have been deep cleaned. <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 <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>Arrangements in negotiation to provide suitable cleaning regimes by external cleaning contractors.</p> <p>Rota for cleaning during the day in place and agreed with staff, subject to</p>	<p>All outstanding actions completed by 28/5/2020</p> <p>Negotiations commenced with external cleaning contractors 25/05/2020</p> <p>Daytime cleaning rota in place and effective by end of w/c 1/6/2020</p>	<p>Amber (until cleaning protocols agreed and embedded, then residual risk likely to be green, subject to availability of PPE and cleaning materials, and ongoing risk</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 where applicable <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 <ul style="list-style-type: none"> <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>communication of specific cleaning activities and protocol which will happen w/c 1/6/2020. Until the new cleaning rota comes into effect, Site Manager is fully aware of and will manage and deliver cleaning activities in the meantime.</p>		<p>assessment of staff suitability etc)</p>
<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 by the use of a prior appointment system and encouragement of telephone and email communication. 		<ul style="list-style-type: none"> • School website, facebook and other methods of communication to be used to ensure students, parents and staff are kept up to date with arrangements, together with local cascade of clear 	<p>See Protocol CV09 for more details of control measures in place.</p>	<p>Green, subject to visitors, students and staff following guidance properly</p>



	<p>Clear signage on visitor doors and clear guidance given to all staff on how to deal with unexpected visitors</p> <ul style="list-style-type: none"> <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>guidance for parents 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>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>Communication with Nursery required as and when they decide to re-open.</p>	<p>See detailed RA reference CV09 for actions and control measures in place and required.</p>	<p>Green</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 where appropriate – this will depend on the specific areas of school in use at any one time <input type="checkbox"/> Signage and floor graphics/ barriers used 		<p>Signage in place by 28/05/2020 and reviewed regularly.</p> <p>Video explaining safe routes around school shared 22/05/2020</p>	<p>See detailed RA reference CV04 and CV09 for actions and control measures in place and required.</p>	<p>Green</p>



	<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 				
<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 by the use of cones which can be kicked out of the way to indicate someone is using the toilet. Use to be appropriately monitored by staff wherever possible <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"/> Sufficient wipes / cleaning fluids available to enable users to wipe down touched surfaces after use <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>Sufficient stocks of cleaning materials and disposable wipes available to enable users to clean surfaces after themselves</p>	<p>See Protocol CV04, CV08 and CV09 for more details of control measures in place.</p>	<p>Amber Subject to access to sufficient stocks of disposable wipes and cleaning materials.</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 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"/> Ensure First Aiders for the premises are issued with the current advice and guidance School Emergency Plan/ crisis management plans in place 		<p>Pupil allergies identified where applicable and communicated to all staff</p> <p>All first aiders have current certificates and first aid rota in place at both schools, including second / emergency arrangements</p> <p>Negotiations currently ongoing with external cleaning provider about deep cleans if and when required</p>	<p>All actions in place by 29/05/2020</p> <p>See Protocol CV04, CV07, CV08 and CV09 for more details of control measures in place.</p>	<p>Amber</p>



	<ul style="list-style-type: none"> <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>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 as far as is reasonably practicable, taking into account that school staff are not experts in the use of PPE. Video and written guidance to be used wherever possible to train staff in use of PPE. <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 		<ul style="list-style-type: none"> <input type="checkbox"/> Telephone ordering process in place for weekly supplies of PPE 0800 783 1967 Putting on and taking off PPE PHE guidance 	<p>See Protocol CV04, CV05, CV06 and CV07 for more details of control measures in place.</p>	<p>Amber, subject to suitable and sufficient stocks of PPE being made available, and staff following instructions properly.</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:

Name: Jennifer Rowlands **Job Title:** Executive Business Manager
Signature: **Date:** 25th May 2020

To be completed by the Head teacher:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Judith Schafer **Job Title:** Executive Headteacher
Signature: *J. Schafer* **Date:** 26/05/2020

To be completed by Chair of Governors:

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 Davidson **Job Title:** Chair of Governors
Signature: *D. Davidson* **Date:** 26/05/2020



[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