

	Type of Work:	Coronavirus Premises Specific Risk Assessment	Assessment carried out by:	CJU/MLE/PBR		
	Building:	Laurence Jackson School	Approved: Updated:	27 May 2020 30 August 2020		

Introduction

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines, also including the [Department for Education 'Action for Schools during the coronavirus outbreak'](#) publication.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles

The control measures follow the basic principles outlined in the current advice provided by the government encouraging safe social distancing where possible, good hand and respiratory hygiene, introducing enhanced cleaning regimes, minimising contact between groups of individuals, self awareness of risk groups (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which requires self isolation for the case, household contacts and individuals identified through the Track and Trace system.

The Risk Assessment

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct, in order to ensure its continued adequacy, in so far as it is reasonably practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

All employers must protect people from harm. This includes school taking reasonable steps to protect our staff, students, visitors and contractors from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Consultation

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Who is at Risk? Staff, Students, Visitors and Contractors

HAZARD		RISK				CONTROL MEASURES		Residual Risk L. M. H.
Identified Hazards	Hazard Effect	Probability L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	
An individual exhibiting coronavirus symptom wanting to attend school	Spread of illness throughout workforce	M	X	M	=	M	<ul style="list-style-type: none"> • Staff are instructed to inform manager immediately by telephone if they or their family have any symptoms of coronavirus. Parents of students exhibiting symptoms to call the attendance telephone extension. • Any individuals displaying these symptoms are not to attend school and are to follow published guidance on self-isolation procedure listed in further controls. 	As low as reasonably practicable
An individual exhibiting coronavirus symptom whilst at							<ul style="list-style-type: none"> • If an individual becomes unwell with coronavirus symptoms at school (a new, continuous cough or a high 	As low as reasonably practicable

school						<p>temperature) they should be sent home immediately and advised to follow Government advice to self-isolate.</p> <ul style="list-style-type: none">• If the individual is a student, they should be asked to wait in medical room 2 behind a closed door with windows open and minimal staff supervision if required until they can be collected and exit via the SEN base external door rather than traversing back through school.• If a 2m safe social distance cannot be maintained between the supervising staff and symptomatic student, PPE should be adorned by the member of staff waiting for the student to be collected (disposable gloves, apron and face mask) and medical grade PPE (disposable body suit, face visor, face mask, and gloves) if they require medical attention such as First Aid with all PPE to be disposed safely once used via a doubled-up plastic bag and stood uninterrupted for 72 hours before being disposed of in general waste.• If the student requires the use	
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						<p>of a W/C they must don a face mask and disposable gloves before visiting the hygiene room which must not then be used.</p> <ul style="list-style-type: none">• If the student has siblings in school who share the same household, they are to be collected at the same time as the student with symptoms and follow guidance about self-isolation.• Staff having supported an individual who is exhibiting coronavirus symptoms do not need to self-isolate or seek medical attention unless they begin to exhibit coronavirus symptoms themselves.• All areas and surfaces that a symptomatic person has come into contact with (including W/C fixtures and desks) must be taken out of use until they can be thoroughly cleaned with surface disinfectant by a trained cleaning operative wearing a disposable apron and gloves (to be disposed of safely in general waste once used in a doubled-up bag and stood undisturbed for 72 hours). Especially important	
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							<p>for objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as W/Cs but also frequently contacted surfaces such as work desks, light switches, hand rails, door handles and IT equipment. If evidence of bodily fluid is present, face protection such as a face mask and eye protection should be used and then safely disposed of too. Surfaces and materials that are difficult to access or reach will be cleaned using a fogging machine available from the Multi Academy Trust.</p> <ul style="list-style-type: none"> • After any contact with someone who is unwell, everyone must wash their hands thoroughly for twenty seconds or use hand sanitiser. 	
Arrangements for staff who fall within groups considered to be higher risk	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> • For individuals identified by the NHS as extremely clinically vulnerable, a Personal Risk Assessment will be completed in liaison with the HT/AVEC Health Safety Support and the Facilities Manager to assess what controls can be used to reduce the risk to the 	As low as reasonably practicable

							individual to an acceptable level. NHS Guidance will be followed to determine those who are clinically vulnerable or extremely clinically vulnerable.	
Unnecessary contact between groups of individuals	Increased risk of transmission of virus between different school groups where social distancing is not possible	M	X	M	=	M	<ul style="list-style-type: none"> • All staff, visitors and contractors to respect social distancing and keep 2 meters apart. • All students to respect social distancing where possible. • Each cohort managed as a clearly defined group which requires management of unnecessary contact and mixing. • Staggered start and finish times for the differing groups help avoid unnecessary mixing and crowding. • Modified school day to reduce unnecessary mixing and crowding by offsetting form/break times and lunch/learning times. • Enhanced cleaning regimes in between use by differing groups where common venues are reused, e.g. clean between different groups using the same classroom or dining spaces. 	As low as reasonably practicable

<p>Lack of social distancing arrangements when entering and exiting school buildings</p>	<p>Increased risk to personnel from transmission of virus</p>	<p>L</p>	<p>X</p>	<p>M</p>	<p>=</p>	<p>M</p>	<ul style="list-style-type: none"> • Separate entry and exit doors where possible, i.e. one door for in, and another door for out. This is possible for students grouped by intake year using three distinct temporary entrances. Where this is not possible such as the staff entrance, floor markings will help queuing persons implement social distancing strategy. • Duty staff to monitor and manage student access/egress. • Staggered start and finish times to limit number of persons accessing or leaving school at one time and avoid crowding. 	<p>As low as reasonably practicable</p>
<p>Lack of social distancing arrangements in staircases and corridors</p>	<p>Increased risk to personnel from transmission of virus</p>	<p>M</p>	<p>X</p>	<p>M</p>	<p>=</p>	<p>M</p>	<ul style="list-style-type: none"> • A full one-way system for all building users including staff, students, visitors and contractors, is implemented via signposting and enforced by duty staff and senior leaders to avoid face to face contact on transient passing. • Keep to the left-hand side where one-way traffic is not possible such as in some of the school's cul-de-sac thoroughfares around the 	<p>As low as reasonably practicable</p>

						<p>school library and SEN base.</p> <ul style="list-style-type: none">• Cross corridor doors exhibiting 'automatic fire door keep clear' can be held open using the magnetic holders provided to reduce physical contact. However, doors should not be wedged open if they display a fire door keep shut symbol.• Individuals advised to use elbow for opening door release or foot on kick plate where possible and wash hands thoroughly or use hand sanitiser on arrival at their off corridor destination venue.• Vision screens in door to be kept clear at all times to allow Individuals to see what is behind a door.• Floor markings/graphics to be displayed helping support social distancing.• All students and staff to wear a face covering in communal areas and corridors. This includes stairwells, lunch queues, assemblies and lining up for lessons.• Masks can be removed in classrooms and dining areas but must be removed safely	
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							<p>and reusable masks stored in a resealable plastic bag.</p> <ul style="list-style-type: none"> • Masks to be removed safely as students enter the classroom and hands sanitised on entry. 	
Use of lifts	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> • Lift to be operational only where necessary. • Use of lift to be prioritised for persons with difficulty using the stairs. • Reduce maximum occupancy to one person with a notice visible to warn lift users before entering. • Lift users advised to use something like the backside of a pen or edge of their ID card/lift pass when using the lift call and control panel buttons and wash hands/use hand sanitiser after use. • School lift controls form part of additional surface disinfectant cleaning regimes. • All statutory inspections and maintenance will be completed as normal. 	
Use of standard learning venues	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> • Use of open windows and doors to encourage natural ventilation where possible. • Use of the classroom air handling unit boost control to 	As low as reasonably practicable

						<p>trigger mechanical room air changes if programmed temperature and CO₂ level set points are reached.</p> <ul style="list-style-type: none">• All users to apply hand sanitiser on entering and exiting venue using wall mounted dispenser provided.• Reduction/storage of non-essential equipment and furniture to leave only minimum tangible surfaces/assets keeping enhanced cleaning routines manageable - e.g. surplus learning resources and other surplus tangible assets may be stored in a cupboard within the venue.• Where possible, desks positioned to support 2m social distancing and arranged so that students sit side-by-side rather than face-to-face.• To encourage social distancing and reduce staff/student face to face contact, a 2m square zone by the door for preparing to enter and exit and 2m zone marked out along teacher wall for staff access only hence increasing face to face physical distance between	
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							<p>staff and students.</p> <ul style="list-style-type: none"> • Use of the classroom visualiser connected to the teacher large format display eliminates the need for close proximity required when feeding back over student work. This will be done at a distance with the student sat at their desk. • Provision of disposable tissues, lidded waste bins and signage denoting appropriate use to encourage good respiratory hygiene in the tenet of 'catch it, bin it, kill it' to be equipped with bin liner and regularly emptied by cleaning team. • PPE such as face visors available for higher transmission risk activities such as choral chanting. 	
Use of smaller learning venues	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> • Use of open windows and doors to encourage natural ventilation where possible. • Use of filtered mechanical ventilations systems to introduce fresh air. • All users to apply hand sanitiser on entering and exiting venue using portable dispenser provided. 	As low as reasonably practicable

						<ul style="list-style-type: none">• Desks arranged so that students sit side-by-side rather than face-to-face.• To encourage social distancing and reduce staff/student face to face contact, a 2m square zone by the door for preparing to enter and exit and 2m zone marked out along teacher wall for staff access only hence increasing face to face physical distance between staff and students.• Use of the classroom visualiser connected to the teacher large format display eliminates the need for close proximity required when feeding back over student work. This will be done at a distance with the student sat at their desk.• Provision of disposable tissues, lidded waste bins and signage denoting appropriate use to encourage good respiratory hygiene in the tenet of 'catch it, bin it, kill it' to be equipped with bin liner and regularly emptied by cleaning team.• PPE such as division screens	
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							or face visors will be provided where face to face contact is unavoidable and social distancing is not possible.	
Lack of Social distancing arrangements within office working spaces and meeting rooms	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> • Use of open windows and doors to encourage natural ventilation. • Use of filtered mechanical ventilations systems to introduce fresh air. • All users to apply hand sanitiser on entering and exiting venue using portable dispenser provided. • Offices and meeting rooms will be set out to encourage social distancing where possible including the use of division screens or face visors to limit face to face contact. • Individuals are instructed to remain within specific areas of the building and not to travel around the building unless absolutely necessary. • Workstations are allocated to individuals or small teams in order to restrict the amount of people using them. • Disinfectant sprays or wipes will be provided where staff share resources such as IT equipment or desks and staff 	As low as reasonably practicable

						<p>are encouraged to use them before and after work use.</p> <ul style="list-style-type: none">• Where individuals have specific special workstation requirements then a workstation is to be allocated specifically for them to use. These cases will be dealt with on a case by case basis via the Facilities Manager and SLT.• Safety markers to be indicated on floor to assist with social distancing arrangements.• Individuals should work side by side or facing away from colleagues, do not hot desk or share stationary where possible.• Suitable numbers of cleaning materials to be positioned in all areas of the building containing surface disinfectant wipes or disinfectant spray bottles and disposable blue roll wipes to enable cleaning of desks within learning venues and staff work spaces.• Provide suitable and sufficient waste bins for hand towels and tissues with regular removal and disposal.• Waste bins to be equipped	
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							<p>with bin liner and regularly emptied by the cleaning team.</p> <ul style="list-style-type: none"> • Consideration of barriers and screens where workstations cannot be separated from other individuals (areas such as reception). • Appropriate signage to be displayed in all areas of the building to communicate new arrangements to individuals. • PPE such as division screens or face visors will be provided where face to face contact is unavoidable and social distancing is not possible. 	
Increased risk of transmission in W/Cs	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> • All Individuals instructed to follow good hygiene practice at all times while at school (i.e. regular handwashing or hand sanitisation, using tissues and disposing of them appropriately, etc). • Limit numbers of individuals who can use W/Cs at any one time. • The Facilities Manager to ensure that adequate hand cleaning resources are provided; all W/Cs to be supplied with adequate supplies of hot water, liquid soap, paper towels or hand 	As low as reasonably practicable

						<p>dryers.</p> <ul style="list-style-type: none"> • Handwashing instructions and posters are displayed throughout school. • Increased environmental cleaning, especially in and around W/Cs and restrooms with special attention to be paid to frequently touched surfaces such as door handles, W/C flush handles, light switches, etc. • Increase W/Cs/washrooms inspections to check for cleanliness/adequate stock of soap and toilet paper, etc. 	
Risk of transmission in welfare facilities including kitchen facilities and rest areas	Transmission of coronavirus					<ul style="list-style-type: none"> • Wherever possible stagger breaks to reduce the number using the facilities. • Restrict the number of people using kitchens and rest areas at any one time. • Maximum occupancies (following the 1metre+ method of social distancing) identified on the door to be followed where possible. • Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. • The main staff room kitchen 	As low as reasonably practicable

						<p>area will be cleaned more frequently.</p> <ul style="list-style-type: none">• Staff are advised that staff workrooms will not be subject to the same increased frequency cleaning as the staff room kitchen area and that use of shared appliances in these venues should include the washing of hands or hand sanitisation before and after use.• Staff are forbidden to use shared utensils and crockery.• Staff are encouraged to wash their hands thoroughly or use hand sanitiser before and after using communal kitchen white goods such as the tea boiler and microwave ovens.• Disposable towels only – no multi use towels.• Spacing seats and tables side by side to encourage social distancing where possible (e.g. 1m+).• Staff to bring their own food and hot drinks and eat and drink at their desk to reduce none-essential contact with other surfaces.• Any edible items left over in the staff room at the end of	
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							<ul style="list-style-type: none"> each day will be disposed of. Waste bins to be equipped with bin liner and regularly emptied by the cleaning team. 	
Risk of transmission from contaminated surfaces	Transmission of coronavirus	M	X	M	=	M	<ul style="list-style-type: none"> Hand washing facilities available in all areas of the building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the building. These are maintained on a daily basis. Frequent disinfectant cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, stair handrails, student desks and PC keyboards. Cleaning materials available to allow staff to clean workstations before and after use. Thorough cleaning of all workstations carried out at end of each working day by cleaning staff. Specific cleaning procedure detailed in further controls should be followed if person with suspected coronavirus has been in area. 	As low as reasonably practicable
Increased risk of	Transmission of						<ul style="list-style-type: none"> Where possible, physical face- 	As low as

<p>transmission during meetings and one-to-one appointments</p>	<p>coronavirus</p>	<p>M</p>	<p>X</p>	<p>M</p>	<p>=</p>	<p>M</p>	<p>to-face meetings are limited and meetings are preferred to be held using telephone or video conferencing. This still applies even if persons are in the same building.</p> <ul style="list-style-type: none"> • If physical meetings must be held consideration should be given for holding the meeting in an outdoor setting. • If meetings must be held in a face to face indoor setting, limitation of attendees and social distancing measures will be encouraged. • PPE such as division screens or face visors will be provided where face to face contact is unavoidable and social distancing is not possible. • Signage to be posted informing personnel of maximum capacity of room to encourage social distancing. • Floor markings to be implemented to assist in social distancing. • Hand sanitiser dispensers or pump bottles to be positioned in meeting rooms with attendees encouraged to use on entry and exit. • Windows in meeting rooms to 	<p>reasonably practicable</p>
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							<p>be opened prior to meeting to aid ventilation.</p> <ul style="list-style-type: none"> Where possible, a cleaning procedure will be implemented in between different meeting groups using the same venue. 	
Ignorance of procedures leading to lack of compliance with safety measures	Increased risk of transmission of coronavirus	M	X	H	=	H	<ul style="list-style-type: none"> Information posters to be produced with building specific control measures. These are to be displayed at all entrances to buildings and copies distributed to staff who will occupy these buildings. All staff to receive a briefing from their manager or team leader. Best practise handwashing procedure posters to be displayed alongside all handwashing facilities. Floor markings to be displayed to assist with 2 metre social distancing. All one-way systems clearly signposted and awareness raised through regular communications. Staff supervising learning venues to monitor and encourage student adherence to coronavirus transmission 	As low as reasonably practicable

							<p>controls.</p> <ul style="list-style-type: none"> • Duty staff to monitor student compliance with social distancing etiquette. • Enhanced SLT presence during student arrival, lesson change over, break and lunch times and when students depart from school. 	
Changes in emergency procedures due to building occupancy or layout	Failure of emergency procedure leading to increased risk to Individuals	M	X	H	=	H	<ul style="list-style-type: none"> • Review emergency procedures to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. • Everyone must maintain 2m separation as far as possible during evacuation and at assembly points. • Staff trained to use evac chairs to be provided with face masks, disposable aprons and gloves. • Social distancing enforced where possible at assembly points. 	As low as reasonably practicable
Changes in First Aid provision							<ul style="list-style-type: none"> • Review current first aid provision to ensure we have enough first aiders including 	As low as reasonably practicable

						<p>where required a Paediatric First Aider.</p> <ul style="list-style-type: none"> • First aid kits – updated to include (where already not supplied) face visors, disposable gloves, and hand sanitisers. • Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (see further controls). • Method to dispose of suspect coronavirus waste. 	
Behaviour and Management of students	Risk presented by students not following social distancing expectations					<ul style="list-style-type: none"> • Behaviour policy revised. • Students assessed as a risk due to previous behaviours risk assessed and provisions adapted. The risk assessment in use will be the standard RCBC format currently in use in school. • Students whose risk assessment score is deemed to present to great a risk to other students and staff to offered a revised face to face offer. • Staff supervising learning venues to monitor student adherence to coronavirus transmission controls. 	As low as reasonably practicable

							<ul style="list-style-type: none"> Duty staff to monitor student compliance with social distancing etiquette. 	
Bus Transport	Risk presented from students travelling to and from school via bus						<ul style="list-style-type: none"> Bus Provider and LA risk assessments in place and shared with school. School to keep up to date and adhere to latest guidance offered by the Department for Transport relating to school buses. Member of staff to travel on bus at the start of the term to ensure students respect social distancing and understand expectations of school transport. 	As low as reasonably practicable
Visitors not following school procedures on attendance	Increased risk of virus transmission and unnecessary mixing	M	X	M	=	M	<ul style="list-style-type: none"> All visitors to review the school visitor protocol which includes a simplified version of the visitor risk assessment before admittance to the building is authorised. Professional visitors to review the school visitor risk assessment before admittance to the building is authorised. 	As low as reasonably practicable
Building maintenance and servicing requirements/ Control of	Increased numbers of personnel in building leading to increased risk of virus transmission and unnecessary mixing	M	X	M	=	M	<ul style="list-style-type: none"> Liaison with service providers to be carried out to determine whether visits or maintenance activities such as servicing and inspection regimes can be 	As low as reasonably practicable

contractors						<p>completed outside of normal operating hours to reduce exposure to other individuals (early morning/evenings or weekends).</p> <ul style="list-style-type: none">• All maintenance staff to receive building specific briefing before being allowed on site to complete activities.• All maintenance staff to use surface disinfectant to clean surfaces contacted during maintenance routines which fall outside school's enhanced cleaning routines.• Where buildings have been closed for an extended period all statutory inspections/maintenance tasks to be completed prior to reoccupation.	
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FURTHER CONTROLS:

Further guidance is available [here](#).

Self-isolation procedure guidance is available [here](#).

Specific cleaning procedure following contact by person with suspected coronavirus is available [here](#).

Latest guidance for first aiders from St Johns Ambulance is available [here](#).


Initial reviews of this risk assessment to be undertaken on a weekly basis to assess effectiveness of control measures and allow for adjustments to be made.

<u>Probability Key:</u>	<u>Severity Key</u>	<u>Key:</u>	<u>Residual Risk</u>
L = No Chance	L = No injury/Minor first aid	L X L = L	Low = Acceptable
M = Medium Chance	M = First aid treatment, Doctor or Hospital.	L X M = M	Medium & High
H = High Chance, Very High Chance	H = Major injury/Reportable Accident.	L X H = M	Requires additional
		M X M = M	Action to reduce risk
		M X H = H	
		H X H = H	

To be completed by building manager undertaking the assessment

At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.

Name: Marty Learman **Position:** Director of IT Services and Facilities Management

Signature:  **Date:** 23 Jul 2020


Review date:

MLE, CJU, PBR: 23 Jul 20

To be completed by the Senior Manager:

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: Catherine Jukes **Position:** Head Teacher

Signature:  **Date:** 23 Jul 2020