

	<b>Type of Work:</b>	Coronavirus Premises Specific Risk Assessment	<b>Assessment carried out by:</b>	CJU/MLE/PBR		
	<b>Building:</b>	Laurence Jackson School	<b>Approved:</b> <b>Updated:</b>	27 May 2020 30 August 2020 30 October 2020 5 November 2020 4 January 2021 26 February 2021 1 July 2021 28 August 2021		

### 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. **The latest government advice updated on 27 August 2021 states step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.**

### 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		
Identified Hazards	Hazard Effect	Probability L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	Residual Risk L. M. H.
An individual exhibiting coronavirus symptom wanting to attend school	Spread of illness throughout school	L	X	M	=	M	<ul style="list-style-type: none"> <li>• Staff are instructed to inform their line manager immediately by telephone if they have any symptoms of coronavirus, have tested positive or if they themselves have been advised to self-isolate due to a close contact with a positive coronavirus case by the NHS Test and Trace platform.</li> <li>• Parents of students exhibiting symptoms or students who have been identified to self-isolate by NHS Test</li> </ul>	As low as reasonably practicable

							<p>and Trace platform are to call the attendance telephone extension.</p> <ul style="list-style-type: none"> <li>• Parents to be advised to use the COVID-19 email to report test results</li> <li>• Any individuals displaying COVID-19 symptoms are not to attend until a PCR test is complete and are to follow the published guidance on self-isolation procedure listed in further controls.</li> </ul>	
An individual exhibiting coronavirus symptom whilst at school	Spread of illness throughout school	L	X	M	=	M	<ul style="list-style-type: none"> <li>• If an individual becomes unwell with coronavirus symptoms at school they will be sent home immediately and advised to follow Government advice to self-isolate and obtain a PCR test.</li> <li>• If the individual is a student, they will be asked to wait in a dedicated venue behind a closed door with windows open for good ventilation and minimal contact until they can be collected exiting via the closest door leading outside the building avoiding any unnecessary passage through the school building. This venue must be locked after the symptomatic student has departed and then be thoroughly cleaned using surface disinfectant or a fogging machine.</li> <li>• If a 2m safe social distance cannot be maintained between the supervising staff and symptomatic student, the member of staff must wear a face covering and face shield. If physical contact is required, such as First Aid,</li> </ul>	As low as reasonably practicable

						<p>disposable gloves and a disposable apron will be worn by the administrator along with the face protection. PPE kits are kept readily available in from the main office. All potentially coronavirus exposed 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.</p> <ul style="list-style-type: none"><li>• If the student requires the use of a W/C they must don a face covering and disposable gloves before visiting the closest W/C which must then be locked off and not used by any other person until it is thoroughly cleaned with surface disinfectant or fogging equipment.</li><li>• Staff will follow a set protocol to analyse and trace the symptomatic students' use of the building throughout the day, all areas and surfaces that a symptomatic person has come into contact with (including W/C fixtures, desks and door handles etc) will be thoroughly cleaned with a suitable surface disinfectant by a trained cleaning operative wearing appropriate PPE. Surfaces and materials that are difficult to access or reach will be cleaned using a fogging machine and suitable viricidal chemical.</li><li>• After any contact with someone who is unwell, everyone must wash their hands</li></ul>	
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							thoroughly for two minutes using soap and warm water or apply hand sanitiser.	
Individuals unknowingly attending school being asymptomatic coronavirus carriers	Increased risk from transmission of virus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• Secondary school students will be tested twice using the school-based COVID testing centre before returning to school on 6-Sep-21.</li> <li>• Students testing positive during an LFD test should stay away at home until a PCR test is complete and follow NHS guidance issued there-forward.</li> <li>• Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> <li>• Unlike the previous process, following a confirmatory PCR test, contact tracing is not necessary within school and close contacts only need to self isolate if they themselves exhibit symptoms of COVID-19.</li> </ul>	As low as reasonably practicable
Arrangements for individuals who fall within groups considered to be higher risk	Increased risk from transmission of virus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• There is no longer any requirement for those identified as being at high risk from COVID-19 to stay at home (shield).</li> <li>• Those individuals identified previously as CEV should follow this risk assessment as would none-CEV persons.</li> </ul>	As low as reasonably practicable
Schools no longer required to perform contact tracing.	Lack of school contact tracing procedures. Close contacts are now be identified via NHS Test and Trace and education settings are no longer be expected	L	x	L	=	L	NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a	L

	<p>to undertake contact tracing.</p>					<p>small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Individuals may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <ul style="list-style-type: none"> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>○ they are fully vaccinated</li> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <ul style="list-style-type: none"> <li>• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a</li> </ul>	
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							close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.	
It is no longer recommend that it is necessary to keep student in consistent social groups ('bubbles')	Lack of social grouping potentially increasing opportunities for virus transmission	L	X	M	=	M	<ul style="list-style-type: none"> <li>• As well as enabling flexibility in curriculum delivery, this means that assemblies and other large gatherings can resume.</li> <li>• Contingency plans will cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> <li>• Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</li> </ul>	As low as reasonably practicable
It is no longer a requirement to wear face coverings	Increased risk from aerosol transmission of virus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• Following the latest government advice, face coverings are no longer expected to be routinely worn in either classrooms or communal areas. They are still recommended on dedicated school transport.</li> <li>• In the event of a local outbreak PHE may change this advice and if so this will be</li> </ul>	As low as reasonably practicable

							<p>communicated to staff, students and parents / carers.</p> <ul style="list-style-type: none"> <li>Students/staff do have the option to wear face coverings in corridors and communal areas.</li> </ul>	
Unnecessary contact between groups of individuals	Increased risk of transmission of virus between different school groups where social distancing is not possible	L	X	M	=	M	<ul style="list-style-type: none"> <li>All students to respect social distancing where possible but avoiding direct face to face contact is not necessary.</li> <li>Designated W/Cs, dining and outdoor recreation areas for the differing groups help avoid unnecessary mixing and crowding although this is for operational benefit only.</li> </ul>	As low as reasonably practicable
Use of staircases and corridors	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>The one-way system introduced to help avoid face to face contact on transient passing is still in force albeit it for operational benefits and not COVID-19 related.</li> <li>Likewise for any remaining floor tapes/markings/graphics used previously support social distancing, these are only to benefit school operation.</li> <li>Cross corridor doors exhibiting 'automatic fire door keep clear' can be held open using the magnetic holders provided to reduce physical contact. Doors should not be wedged open if they display a fire door keep shut symbol unless specified in the school Fire Risk Assessment.</li> <li>In the interest of good hand hygiene, individuals are advised to use hand</li> </ul>	As low as reasonably practicable

							<p>sanitiser on arrival at any off-corridor destination venue.</p> <ul style="list-style-type: none"> <li>All staff to encourage a student culture of safe behaviours whilst inside the building including respect for social distancing techniques, good hand hygiene and good respiratory hygiene.</li> </ul>	
Use of classrooms and smaller learning venues	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>All users to apply hand sanitiser on entering and exiting venue using wall mounted dispenser provided.</li> <li><b>Learning venues can now be set out to support face-to-face seating where necessary or conducive to learning.</b></li> <li>Good ventilation is still an important and effective control in the reducing COVID-19 transmission rates and therefore staff are to continue to manage use of windows, doors and air handling units to encourage good natural ventilation.</li> <li>In cooler weather, it is permitted for a single high-level window to be opened sufficiently to provide constant background ventilation without causing the room to be unreasonably cold.</li> <li><b>Staff are welcome</b> to open windows more fully while spaces are unoccupied to purge the air in the space (e.g. between classes, during break and lunch, when a room is unused). Opening internal doors also assists with creating</li> </ul>	As low as reasonably practicable

						<p>a throughput of fresh air. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"><li>• Staff are to use the classroom air handling unit boost control to trigger mechanical room air changes if programmed temperature and CO<sub>2</sub> level set points are reached.</li><li>• Smaller learning venues use filtered, automated, mechanical ventilations systems and do not need to be operated manually.</li><li>• <b>If classroom or other learning venue doors display a fire door keep shut symbol, they may only be wedged open if specified in the school Fire Risk Assessment at which point the supervising member of staff must remove the door wedge at the end of the session and not leave the venue with the wedge in place.</b></li><li>• 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.</li></ul>	
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							<ul style="list-style-type: none"> <li>• Cleaning kits containing a disinfectant spray, disposable gloves and disposable paper roll or equivalent, is maintained in the departmental staff workroom in case a pupil coughs or sneezes and staff feel it necessary to clean the area.</li> <li>• All staff to encourage a student culture of safe behaviours whilst inside the building including respect for social distancing techniques, good hand hygiene and good respiratory hygiene.</li> </ul>	
Use of office working spaces and meeting rooms	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• Use of open windows and doors to encourage natural ventilation.</li> <li>• Use of filtered, automated mechanical ventilations systems to introduce fresh air.</li> <li>• All users to apply hand sanitiser on entering and exiting venue using portable dispenser provided.</li> <li>• <b>Disinfectant sprays and disposable roll will be provided where staff share resources such as IT equipment or desks and staff are advised that they can use them if they feel it necessary.</b></li> <li>• 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.</li> </ul>	As low as reasonably practicable

							<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide suitable and sufficient waste bins for hand towels and tissues with regular removal and disposal.</li> <li>• Waste bins to be equipped with bin liner and regularly emptied by the cleaning team.</li> <li>• Appropriate signage to be displayed in all areas of the building to communicate new arrangements to individuals.</li> </ul>	
Use of W/Cs	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• 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).</li> <li>• <b>School chooses to limit the groups of individuals permitted to use specific toilet blocks with appropriate signage displayed denoting permitted access. This is for operational benefit only.</b></li> <li>• 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 dryers.</li> <li>• Handwashing instructions and posters are displayed throughout school.</li> </ul>	As low as reasonably practicable

							<ul style="list-style-type: none"> <li>Enhanced cleaning continues 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 etc, using uprated disinfectant products.</li> </ul>	
Use of welfare facilities including kitchen facilities and rest areas	Transmission of coronavirus	L	x	M	x	M	<ul style="list-style-type: none"> <li>Staff are advised that staff workrooms will not be subject to 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.</li> <li>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.</li> <li>Staff seating can now be arranged face-to-face but social distancing should be respected where possible.</li> <li>Waste bins to be equipped with bin liner and regularly emptied by the cleaning team.</li> </ul>	As low as reasonably practicable
Unsatisfactory cleaning of site	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>School cleaning regimes will be reviewed and increased in proportion to the identified risk.</li> <li>As a minimum, areas are thoroughly cleaned at least once daily.</li> <li>High risk areas such as toilets, circulation &amp; social areas will be cleaned regularly throughout the day.</li> </ul>	

							<ul style="list-style-type: none"> <li>• Where a possible or suspected COVID 19 contamination has been identified, the area will be locked and not re-used until the room has been decontaminated.</li> <li>• A fogging machine and sufficient stocks of a suitable disinfectant product is available to be used when necessary.</li> </ul>	
Risk of transmission from contaminated surfaces	Transmission of coronavirus	L	X	M	=	M	<ul style="list-style-type: none"> <li>• Hand washing facilities available in all areas of the building containing hot water and soap.</li> <li>• Hand sanitising stations available at strategic points throughout the building and in all classrooms maintained on a daily basis.</li> <li>• Cleaning materials available to allow staff to clean workstations before and after use help in staff workrooms.</li> <li>• Thorough cleaning of all workstations carried out at end of each working day by cleaning staff.</li> <li>• Specific cleaning procedure detailed in further controls will be followed if person with suspected coronavirus has been in area.</li> </ul>	As low as reasonably practicable
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"> <li>• 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.</li> <li>• Everyone must maintain 2m separation as far as possible during evacuation and at assembly points.</li> </ul>	As low as reasonably practicable

Bus Transport	Risk presented from students travelling to and from school via bus	L	x	M	=	M	<ul style="list-style-type: none"> <li>• <b>Face coverings are still recommended on public transport and dedicated school buses.</b></li> </ul>	As low as reasonably practicable
Visitors not following school procedures on attendance	Increased risk of virus transmission and unnecessary mixing	L	X	M	=	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Professional visitors to review the school visitor risk assessment before admittance to the building is authorised.</li> </ul>	As low as reasonably practicable
Local COVID-19 outbreak.	Potential rapid spread of COVID/variant.	L	x	M	=	M	<ul style="list-style-type: none"> <li>• <b>In the event of a local outbreak PHE may change the above advice and if so this will be communicated to staff, students and parents/carers with contingency plan measures introduced.</b></li> </ul>	As low as reasonably practicable

**NOTES:**  
 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.  
 Further information on the classification for contacts with of a positive coronavirus case is available [here](#).

<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  
 MLE, CJU, PBR: 30 Aug 20  
 MLE, CJU: 30 Oct 20  
 MLE, CJU: 05 Nov 20  
 MLE, CJU: 04 Jan 21  
 MLE, CJU: 26 Feb 21  
 MLE, CJU: 01 Jul 21  
 MLE, CJU: 27 Aug 21

**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