



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. Controls 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 as 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 is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site. Contractors have been 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	01/02/03/04/05/06/07/08/09/10/11/12/13/014	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	July 2020	Assessor Name	Mr D W Tromans & Mr M Walsh
Assessment Team Members	Headteacher & Health and Safety Manager	Planned Review Date	21.06.21
Location	Netherhall School	Number Of People Exposed	720 students 76 staff 796 in total
Overall Residual Risk Level following implementation of effective control measures	Medium risk Recognising the national COVID Alert Level has been reduced to level 3. A COVID-19 epidemic is in general circulation. Gradual relaxing of restrictions and social distancing measures	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	22.03.2021	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 and by When	Residual Risk
Spread of COVID-19 School Operations/ Management	<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. <input type="checkbox"/> Effective communication routes established to ensure that all staff returning to work have been provided with specific training/information provided in detailing the required safe working arrangements and emergency measures in place.	Medium	<ul style="list-style-type: none"> • Induction / staff handbook updated in line with COVID-19 risk assessment review. • Risk reviewed and published on the school's website • INSET 01.09.2020 • Staying COVID-19 Secure in 2020 poster displayed, dated and including LA H&S Team contact 	SLT: 20.07.2020 - ongoing SLT and HS Manager: 20.07.2020 SLT: 01.09.2020 SLT: 20.07.2020	



	<ul style="list-style-type: none"> <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>Following government guidance on 16.6.2021 the use of masks must be introduced as soon as possible in communal areas and when moving around the school for pupils. Masks are also advised for teachers in classrooms.</p>		<p>information / TU H&S Representative details where relevant.</p> <ul style="list-style-type: none"> • Out of hours contact information for Local Authority Health and Safety Team displayed. • Liaise with Cumbria Public Health Team. • Consultation letter with staff, students, parents / carers. • The school's online platform Edulink One will be the main point of contact between the school, students, parents / carers. <p>The school will implement the government guidance from 21.6.2021.</p>	<p>Site Team: 20.07.2020 – ongoing</p> <p>SLT: 20.07.2020</p> <p>24.08.2020</p> <p>24.08.2020</p> <p>Updated by M. Walsh 17.6.2021</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>Weekly flushing of the school's water system and full site super chlorination carried out w/c 12.06.20. Certificate received 01.07.20. Legionella was within tolerance following the chlorination.</p>	<p>Site Team: 20.07.2020 – ongoing</p>	



<p>Ensuring the School Premises is fit for re-opening after extended closure</p> <p>To prevent ill health or injury to staff and pupils returning to the setting and to maintain statutory compliance.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Gas / Electrical systems: Gas / Electrical safety checks have been carried out and system is safe to operate. <input type="checkbox"/> Fire Safety Management Systems: Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. <input type="checkbox"/> Fire RA and emergency evacuation procedures are reviewed in place with any changes to fire escape routes communicated to all. (See Emergency Procedures). <input type="checkbox"/> Fire drills will continue in line with normal procedures but observing guidance and social distancing at assembly points (it is recognised that the ability to maintain social distancing in an emergency evacuation situation is not easily achievable). <input type="checkbox"/> Asbestos Monitoring: Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. <input type="checkbox"/> 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. <input type="checkbox"/> Security Systems: Security systems have been checked and are operational. <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). <input type="checkbox"/> 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). <input type="checkbox"/> Occupants are instructed to flush toilets with the lid closed. <input type="checkbox"/> Local Exhaust Ventilation – LEVs: Local Exhaust Ventilation systems (LEVs) checked and operational 		<p>No use of air conditioning units. Fire alarm test carried out 18.06.20 – installed as brand new June 2020.</p> <p>Fire safety equipment annual inspection completed June 2020.</p> <p>Addendum to the school's Fire Safety Policy and fire vacation point changed to larger open space with 2m markings in order to maintain social distance regulation.</p> <p>Addendum to Intruder Policy, behaviour policy and child protection policy.</p> <p>Annual inspection carried out June 2020.</p> <p>Extractor fans checked by Site Team.</p> <p>All extraneous equipment and school furniture removed from occupied spaces to</p>	<p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 20.07.2020 - ongoing</p> <p>Site Team: 20.07.2020 - ongoing</p> <p>SLT and site team: 20.07.2020 – ongoing</p> <p>PK Electrical</p> <p>PK Electrical</p> <p>Site Team: 01.09.2020 – ongoing</p>	
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			<p>correctly observe the 2m social distancing.</p> <p>Restricted use of catering facilities to staggered lunchtime.</p> <p>No use of drinking fountains.</p> <p>Orian commissioned for daily deep cleaning of the occupied areas.</p> <p>Toilets kept open all day long.</p> <p>Ongoing regular reminders of the developing national guidance in relation to the effective management of the Covid 19 outbreak.</p> <p>Staff and students advised to bring their own bottled water but also made available for staff and students.</p>	<p>Orian: 02.09.2020 – ongoing</p> <p>Site Team: 01.09.2020 – ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>SLT & HS Manager 20.07.2020 – ongoing</p> <p>SLT: 17.07.2020</p>	
<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"/> 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 		<p>Pupil allergies identified where applicable.</p> <p>All designated entrances have sanitiser / working sinks with hand soap and sanitiser.</p>	<p>SENCo: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p>	



	<p>hygiene procedures in place in line with PHE guidance appropriate to settings.</p> <ul style="list-style-type: none"> <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 paper 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 surfaces 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. <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 reopening. <input type="checkbox"/> Pest control measures are in place. <input type="checkbox"/> Suitable signage and visual instructions displayed as required. 		<p>Paper towels and covered bins provided. Hygienic routine on entry to and exit from the premises: hand wash with liquid soap and water for a minimum of 20 seconds, dry hands using hand towels, sanitise hands on entry into the classrooms; reverse the procedure on exit from the school premises.</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19.</p> <p>All students to sanitise their hands on entry to and exit from the classroom.</p> <p>Routine cleaning of all surfaces and touch points carried out by the site team and the contracted cleaning firm.</p> <p>All classrooms equipped with disposable tissues, antiseptic wipes and hand sanitiser, which will be kept fully stocked in each work space.</p>	<p>H&S manager and SLT: 01.09.2020 - ongoing</p> <p>Site Team and staff: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p>	
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		<p>All persons will be encouraged to exercise good personal hand and respiratory hygiene routines.</p> <p>If a person coughs or sneezes they will be encouraged to do this into their hand /elbow and to wipe themselves down with an antiseptic wipe after the event.</p> <p>All bins have liners and refuse will be removed at the end of each day and replaced.</p> <p>Any clinical waste will be disposed of properly.</p> <p>Each area cleaned after use with a wipe down of all surfaces when necessary and at the end of each day.</p> <p>No use of drinking fountains.</p> <p>Students advised to bring their own water and snacks to lessons.</p> <p>No breakfast catering facilities.</p>	<p>Staff and students: 01.09.2020 - ongoing</p> <p>Staff & students: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 02.09.2020 - ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>SLT, and Site Team: 01.09.2020</p> <p>Letter 17.07.2020</p> <p>Letter: 17.07.2020</p>	
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			<p>No breaktime catering facilities.</p> <p>Staggered lunchtimes for separate year groups.</p> <p>Separate dining areas for individual year groups.</p> <p>Separate lining up and access to dining facilities for individual year groups.</p> <p>No use of re-valve machines, students issued with codes for remote crediting of students' dining accounts.</p> <p>Orian to organise the use of dining ware and cutlery to make it safe for students.</p> <p>Students directed to wear PE kit for the full day on which they have their PE lesson(s).</p> <p>Marking of a separate document, exercise book, sketch book, etc. by teachers, and a 48 hour gap between the</p>	<p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Orian: 02.09.2020</p> <p>24.08.2020</p> <p>24.08.2020</p>	
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			<p>marking of paper assessment scripts and a 72 hour gap between student-teacher and teacher-student gap between the marking of assessments enclosed in plastic files, etc.</p> <p>Same operational measures for support timetables, but seclusion relocated to the top tier of the library and the buddy system will not be in operation.</p> <p>Use of desk tops now allowed in classrooms, but must be wiped down if a colleague is using the computer afterwards.</p> <p>A one-way system has been implemented in the narrow corridors in science to implement distancing.</p> <p>Year 7 and year 8 have been timetabled into hubs with staggered start and finish times.</p>	<p>24.08.2020</p> <p>24.08.2020</p> <p>18.09.2020</p> <p>21.09.2020</p>	
<p>Access / Egress Controlling the risks from visitors to</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 and safe transport guidance promoted to staff and parents. 		<p>Staff timetable completed</p>	<p>SLT and implemented by all staff – 17.07.2020 - ongoing</p>	



premises including contractors / deliveries.	<ul style="list-style-type: none"> <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 if possible. (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. 		Reduced occupation of the buildings by students 8.35am-3.00pm	24.08.2020	
			Timetable re-written to a seven period day to accommodate new health and safety requirements.	24.08.2020	
			No breakfast catering provision, break time provision, lunchtimes staggered and no pm registration period, students to attend post lunch lesson directly for registration.	24.08.2020	
			Students and staff advised that due to there being no breaktime, drinks and snacks are allowed in classes at the discretion of the teacher.	24.08.2020	
			Enhanced duties for senior staff and middle leaders to effectively manage the flow of people at the beginning, during lunchtime and at the end of the school day, including access to school and public transport.	24.08.2020	



			<p>There will be no use of the catering re-valve machines until further notice.</p> <p>24.08.2020</p>	
			<p>All staff briefings to take place in the Ellen Theatre before students are admitted to the school buildings.</p> <p>24.08.2020</p>	
			<p>Ref. letter to parents</p> <p>SLT: 05.06.2020 & 17.07.2020</p>	
			<p>Ref. letter to staff</p> <p>SLT: 05.06.2020 & 17.07.2020</p>	
			<p>Staff INSET briefing 01.09.2020</p> <p>SLT: 01.09.2020</p>	
			<p>Attendance is mandatory</p> <p>Letter: 17.07.2020</p>	
			<p>Each year group organised as separate 'Bubbles'.</p> <p>17.07.2020</p>	
			<p>Display of hygiene posters and standards at strategic points around the school: 'Catch it, Bin it. Kill it.'</p> <p>Site Team: 01.09.2020 – ongoing</p>	
			<p>Different year groups will have separate dining areas.</p> <p>24.08.2020</p>	



			<p>Floor signs indicating a one-way flow around the school premises.</p> <p>Roller banners in strategic locations throughout the building.</p> <p>Individual healthcare plans constructed for those children who require them.</p> <p>Limited access to the school and extraneous equipment removed from occupied areas.</p> <p>Addendum added to adapt the behaviour policy</p> <p>Staggered arrival days for different year groups to effectively manage the influx of all year group's return to school.</p> <p>If students are unable to adhere to the revised behavioural requirements, they will be requested to leave the school premises.</p> <p>Students and staff use designated year group access:</p>	<p>Site Team: 01.09.2020 - ongoing</p> <p>Site Team: 01.09.2020-ongoing</p> <p>SENCo / Safeguarding Lead: 22.06.20202 - ongoing</p> <p>Site Team: 01.09.2020 - ongoing</p> <p>Letter to parents / carers: 17.07.2020</p> <p>SLT & staff: 02.09.2020</p> <p>SLT: 17.07.2020 - ongoing</p> <p>SLT & staff: 02.09.2020</p>	
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		<p>Year 7 – 3 Year 8 – 3 Year 9 – 7 Year 10 – Ellen Theatre Year 11 – 4 Year 12 & 13 – Music Block School reception - Staff</p> <p>Increased number of hand sanitising stations, respiratory hygiene posters and waste bins sited at entrances, year group areas and around the school.</p> <p>Designated toilets for separate year groups to be kept open at all times.</p> <p>Toilets regularly cleaned throughout the course of the day.</p> <p>Students advised against congregating, and asked to exercise social distancing.</p> <p>Handwashing / sanitising routine of 20 seconds with liquid soap and water established for entry to and exit from the school premises. No hand dryers to be used</p>	<p>01.09.2020</p> <p>SLT & Site Team: 02.09.2020</p> <p>Site Team & Orian: 02.09.2020</p> <p>SLT & staff: 17.07.2020 - ongoing</p> <p>Duty staff: 01.09.2020 - ongoing</p>	
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		<p>(fuses to be removed) and hand towels to be used.</p> <p>Students advised about safe and responsible travel to and from school, preferably by foot or cycle.</p> <p>SLT and site staff situated at strategic positions to direct movement around the school at key times of lesson start, lesson end and lunchtime.</p> <p>Doors wedged open.</p> <p>All desks positioned facing forward.</p> <p>Disposable tissues and antiseptic spray placed in all classrooms.</p> <p>No collective assemblies, assemblies delivered remotely during year group registration times.</p> <p>SLT duty rota established.</p>	<p>SLT & staff: 17.07.2020 - ongoing</p> <p>Staff and students: 02.09.2020</p> <p>01.09.2020</p> <p>Site staff: 01.09.2020</p> <p>Site Team:01.09.2020</p> <p>Site Team: 01.09.2020</p> <p>HoYs and form tutors: 02.09.2020</p>	
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			<p>Equipment used by students to be cleaned after a single use, for example: art, tech, science, PE, etc.</p> <p>A teachers' area marked out at the front of all classrooms / learning spaces.</p> <p>There will be no inter-school fixtures and enrichment activities will be limited for the time being.</p> <p>Students have been directed to leave the school premises at the end of their school day by the nearest available exit.</p> <p>Routine cleaning of the school premises.</p> <p>All bins to have liners and to be cleared at the end of each lesson.</p> <p>All clinical waste removed at the end of each session.</p> <p>If there is a confirmed case of Coronavirus, the school is to be informed</p>	<p>SLT: 02.09.2020</p> <p>Staff: 02.09.2020</p> <p>Site Team: 02.09.2020</p> <p>24.08.2020</p> <p>24.08.2020</p> <p>01.09.2020</p> <p>Orian: 02.09.2020</p> <p>Site Team: 02.09.2020 - ongoing</p>	
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		<p>as soon as possible and all staff and students who have come in to contact with the person will be informed. If someone feels unwell, they are to report to school reception and will be placed in the quarantine room to await removal from the school site and medical referral. Cumbria Public Health Team to be informed immediately.</p> <p>Communication of protocols and expectations clearly communicated to staff: parents / carers to sign a revised behavioural agreement (electronically) and staff to sign they have read and agree to abide by the requirements of the risk assessment document. Parents informed of school website link to access current risk assessment document.</p> <p>Inform parents / carers and students of any changes to the risk assessment by</p>	<p>Site Team: 02.09.2020 - ongoing</p> <p>SLT: 02.09.2020</p>	
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		<p>highlighting the changes.</p> <p>Staff discouraged from using the central staff room and individual departmental staffrooms.</p> <p>Parents / carers and significant others actively discouraged from coming into school.</p> <p>Students to leave school by the nearest point of egress at the end of the school day.</p> <p>It is recognised and accepted that as a function of those students who are in receipt of learning support, that learning support staff will not be able to carry out their essential learning support role whilst maintaining a consistent two metre distancing from students. LSD colleagues will endeavour to abide by the guidelines; however, there will be occasions when LSD colleagues need to effectively</p>	<p>SLT & staff:02.09.2020</p> <p>20.07.2020 - ongoing</p> <p>02.09.2020 – ongoing</p> <p>30.09.2020</p>	
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		<p>support students and cannot adhere to the distancing guidelines. This is an acceptable and essential requirement for full, broad and balanced curricular provision.</p> <p>All corridor doors and classroom doors (where a teacher is occupying the classroom) are to be wedged open to allow easy access and egress. Teachers should be at the door to greet students in to the classroom / learning space and to establish good protocols: hand sanitising, school rules, etc.</p> <p>All staff will be requested to continue wear a face covering in communal areas of the school, from Monday 12th October. In effect this means in corridors, either moving between lessons, travelling to the toilet, seclusion or the dining area. Any staff who can't wear a face covering will have exemption and be</p>	<p>02.10.2020</p> <p>14.05.21</p>	
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			<p>identified by a lanyard and school ID badge. If a member of staff have forgotten / misplaced / damaged their face covering replacements on entry to the school buildings or on exit from classroom respectively</p> <p>Lesson observations will be temporarily suspended.</p> <p>Morning briefing staff meetings will be suspended / communication will be remote.</p> <p>School INSET meetings will be suspended.</p> <p>HOY morning team meetings will be suspended / conducted remotely.</p> <p>Middle leaders' meetings will be suspended / conducted remotely.</p> <p>Any essential meetings will be required to exercise social distancing and to adhere to the required PPE</p>	<p>SLT 20.11.2020</p> <p>SLT 23.11.2020</p> <p>SLT 23.11.2020</p> <p>SLT 23.11.2020</p> <p>SLT 23.11.2020</p>	
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			<p>personal hygiene regimes, or be conducted remotely.</p> <p>From 5th January-9th January school will only be open to year 11, year 13, vulnerable students and the children of key workers. All students will resume schooling on Monday 11th January.</p> <p>Self-administer lateral flow tests to be distributed to all staff and students via their form tutors. School to retain a 'skeleton' lateral flow test facility for those students who choose not to self-administer their LFT.</p> <p>Year 9 students studying their GCSE courses to come out of the hub organisation and to attend lessons in specialist classes with their subject teachers.</p>	<p>SLT 23.11.2020</p> <p>Letter to staff, students, parents / carers dated 18.12.2020</p> <p>Letter to staff parents / carers and students 16.03.2021</p> <p>Letter to staff, parents/ carers and students 16.03.2021</p>	
<p>Shared Premises</p>	<p><input type="checkbox"/> Suitable communication on risk assessment and risk management for each occupant has taken place.</p>		<p>Limited access to areas of the school and</p>	<p>Site Team and SLT: 01.09.2020 – ongoing</p>	



	<ul style="list-style-type: none"> <input type="checkbox"/> Site rules 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 style="color: red;">segregation of 'live' areas of the school in terms of the areas being renovated.</p> <p style="color: red;">Students organised into 'Bubbles'.</p>	<p>SLT: 22.06.2020 - ongoing</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. <input type="checkbox"/> Signage and floor graphics / barriers used. <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. <input type="checkbox"/> Lifts – Lifts to be operational only where necessary. <input type="checkbox"/> Lift occupancy reduced to one person to achieve social distancing. <input type="checkbox"/> Clear notices displayed on the use of lifts. 		<p style="color: red;">Display of hygiene posters and standards at strategic points around the school: 'Catch it, Bin it. Kill it.'</p> <p style="color: red;">Floor signs indicating a one-way flow around the school premises.</p> <p style="color: red;">Roller banners in strategic locations throughout the building.</p> <p style="color: red;">SLT and site staff situated at strategic positions to direct movement around the school at key times of lesson start, lesson end and lunchtime.</p>	<p>Site Team: 17.07.2020</p> <p>Site Team: 01.09.2020</p> <p>Site Team: 17.07.2020</p> <p>Staff: 02.09.2020</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. 	<p>High</p>	<p style="color: red;">Students and staff use individual year group access:</p> <p style="color: red;">Year 7 – 3</p> <p style="color: red;">Year 8 – 3</p> <p style="color: red;">Year 9 – English Block</p>	<p>Letter: 17.07.2020</p>	



	<ul style="list-style-type: none"> <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>Year 10 – 7 Year 11 – 7 Year 12 & 13 – Music Block Main school reception - Staff</p> <p>Handwashing / sanitising routine of 20 seconds with liquid soap and water established for entry to and exit from the school premises. No hand dryers to be used (fuses to be removed) and hand towels to be used.</p> <p>Designated toilets for separate year groups to be kept open at all times.</p> <p>Toilets regularly cleaned throughout the course of the day.</p>	<p>Letter: 17.07.2020</p> <p>Letter: 17.07.2020</p> <p>Site Team & Orian: 02.09.2020</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</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 on the premises at all times when children are present. 		<p>Pupil allergies identified where applicable.</p> <p>All clinical waste removed at the end of each session.</p> <p>First aid personnel to have the correct PPE for administering First Aid.</p>	<p>SENCo: 01.09.2020 – ongoing</p> <p>Site Team: 02.09.2020 – ongoing</p> <p>SLT: 02.09.2020 – ongoing</p>	



<p>symptoms whilst on site.</p>	<ul style="list-style-type: none"> <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"/> Ensure first aiders for the premises are issued with the current advice and guidance School Emergency Plan / crisis management plans in place. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing 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 one to one 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>If there is a confirmed case of Coronavirus, the school is to be informed as soon as possible and all staff and students who have come in to contact with the person will be informed. If someone feels unwell they are to report to school reception and will be placed in the quarantine room to await removal from the school site and medical referral. Cumbria Public Health Team to be informed immediately.</p>	<p>First aid: 01.09.2020 - ongoing</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 and 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 are provided with training and instruction in its use. <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. 		<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967.</p> <p>Putting on and taking off PPE PHE guidance.</p> <p>Correct PPE in stock for the treatment of First Aid.</p> <p>Staff must wear face coverings in communal areas and where social distancing cannot be achieved.</p>	<p>Site Team: 17.07.2020 – ongoing</p> <p>H&S Manager: 17.07.2020 – ongoing</p> <p>H&S Manager: 17.07.2020 – ongoing</p> <p>Letter: 13.05.21</p>	



<p>Lateral flow testing (Room 801)</p>	<p>All government guidance followed in relation to set up and facilitation of covid 19 testing to all staff and students.</p> <ul style="list-style-type: none"> • All staff carrying out lateral flow testing will be provided with adequate on - site training provided by gov.uk and NHS. • All persons entering the test area must use the hand sanitizer and wear adequate PPE which is provided, this must be carried out upon entering, and includes all testing staff. • Before leaving the test area any PPE must be discarded in the clinical waste bins which are located and identified within the room. • Persons being tested must use the one-way system in place. • A rigorous cleaning regime to room 801 will be provided and clinical waste discarded on a daily basis, this will meet current government guidance. • Any persons within the testing area which become unwell or have any covid 19 related symptoms must follow government guidance, this would result in the person leaving the test area immediately. • The test area must be well ventilated with no recirculating fans in operation during testing. • All testing staff must routinely change PPE (in accordance with government guidance). 		<p>Staff and students can bring their own hand sanitiser to use at their own discretion.</p>	<p>Letter: 28.08.2020</p>	
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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: Mark Walsh

Job Title: Health and Safety Manager

Signature: M. Walsh

Date: 14.05.21

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: Mr D W Tromans

Job Title: Head Teacher



Signature:

Date: 14.05.21

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