

## OVERVIEW

Model risk assessments (School Premises and School Operations) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team  
[healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance

23/02/2021 This risk assessment has been updated following the latest Government guidance for schools reopening on March 8<sup>th</sup>. This does not replace your existing risk assessment but can be used to review/amend your existing controls

# Cumbria County Council – COVID-19 SCHOOL PREMISES RISK ASSESSMENT

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)



RA reference	Risk Assessment Update March 2021	Activity description	COVID-19 - Infection prevention and control – SCHOOL OPERATIONS
Assessment date	3.2.21	Assessor name	Dawn Maxwell & Governing Body
Assessment team members	Mrs Dawn Maxwell (Head Teacher) Governors Health and Safety Committee Staff	Planned review date	Reviewed to reflect any changes in National Guidance or any school outbreaks
Location	Kirkbride Primary School	Number of people exposed	18 adults 83 pupils + authorised visitors.
Overall Residual risk level following implementation of effective control measures	<b>Medium risk</b> From March 8 <sup>th</sup> all schools must open to all pupils. Professionals in Public Health, Health and Safety and Services will continue to work closely with recognised Trade Union Colleagues to promote safe working procedures, suitable safety controls and limit risk. Where the control measures mentions the requirement for <u>face coverings</u> – these are not classified as PPE	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	September 2020	Is this an acceptable risk?	Yes/ No



Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
<b>Spread of COVID-19 School Premises Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We follow current government guidance, HR, and Public Health Guidance in respect of who can return to work</li> <li><input type="checkbox"/> We have developed an accompanying COVID-19 School Operations Risk assessment and communicated this to all staff and their safety representatives</li> <li><input type="checkbox"/> Planning undertaken to identify safe occupancy/staff ratio capacities and activity/timetable planning to ensure social distancing measures can be maintained as far as is reasonably practicable</li> <li><input type="checkbox"/> Effective communication routes have been established to ensure that all staff returning to work have been provided with specific training/information detailing the required safe working arrangements and emergency measures in place</li> <li><input type="checkbox"/> All staff are made aware of Government guidance <a href="#">Actions for Schools during the coronavirus outbreak guidance</a></li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance, and site rules provided to them</li> <li><input type="checkbox"/> <a href="#">Catch it, Kill It, Bin it</a> posters prominently displayed</li> <li><input type="checkbox"/> <a href="#">Staying COVID-19 Secure</a> poster prominently displayed dated and includes LA H&amp;S Team contact information/TU H&amp;S representative details where relevant.</li> <li><input type="checkbox"/> Out of hours contact information for LA H&amp;S Team prominently displayed</li> <li><input type="checkbox"/> We follow Government guidance to ensure physical contact between groups is reduced</li> </ul>	<b>10 Medium Risk 5L x 2S</b>	<p>Also see OPERATIONS Risk Assessment March 2021.</p> <p>All information sheets are kept centrally in a folder – COVID-19 Information for staff in visitors at the front entrance of school</p>	<p>Head Teacher</p> <p>All Staff</p>	<b>8 Medium Risk 4Lx2S</b>

<p><b>Re-occupation –</b> control of premises related hazards</p> <p><b>School premises/ building related health and safety management/ outdoor spaces/ fixed/mobile equipment</b></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"> <li><input type="checkbox"/> Premises/H&amp;S inspection and required statutory checks/inspections (buildings and outdoor areas) have been completed prior to full opening</li> <li><input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and outdoor areas are safe.</li> <li><input type="checkbox"/> <b>Water Systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/water hygiene controls in place</li> <li><input type="checkbox"/> Kitchen equipment and seldom used outlets are included in flushing and cleaning regimes.</li> </ul> </li> <li><input type="checkbox"/> <b>Gas &amp; Electrical systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas and Electrical safety checks have been carried out and systems are safe to operate.</li> </ul> </li> <li><input type="checkbox"/> <b>Fire Safety Management Systems -</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Safety Management systems have been checked, fire alarms, emergency lighting, fire safety equipment in place and functional.</li> <li><input type="checkbox"/> Fire risk assessment and emergency evacuation procedures are reviewed and in place with any changes to fire escape routes communicated to all staff</li> <li><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</li> </ul> </li> </ul>	<p><b>10 Medium Risk 5L x 2S</b></p>	<p><a href="#">Annual School Premises H&amp;S inspection checklist</a></p>	<p>Head Teacher</p> <p>All Staff</p> <p>The Governors' Health and Safety Committee have met half-termly throughout the pandemic and have reviewed and monitored all H&amp;S using the Inspection Checklist.</p> <p>All maintenance is up to date and managed by Head teacher and Mrs L. Maxwell.</p>	<p><b>4 Low Risk 2L x 2S</b></p>



	<p>evacuation situation is not easily achievable)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Asbestos Monitoring</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visual asbestos monitoring is undertaken to ensure that any in-situ ACMs remain in good condition.</li> </ul> </li> <li><input type="checkbox"/> <b>Lifts and Lifting Equipment and Pressure Systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the <a href="#">HSE guidance</a></li> </ul> </li> <li><input type="checkbox"/> <b>Security Systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Security systems have been checked and are operational</li> </ul> </li> <li><input type="checkbox"/> <b>Curricular Departments (Science, Design and Food Technology,)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will follow the CLEAPSS guidance for Science, Design and Food Technology departments returning to school after an extended period of closure</li> </ul> </li> </ul>				
<p><b>Hazards in relation to poor ventilation and heating issues</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The building will remain well ventilated where possible using natural ventilation.</li> <li><input type="checkbox"/> Classroom windows and doors will be kept open to allow good ventilation in classrooms during lessons.</li> <li><input type="checkbox"/> Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty</li> <li><input type="checkbox"/> Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health, Safety and Welfare) Regulations</li> <li><input type="checkbox"/> Mechanical ventilation systems have been serviced and checked</li> </ul>	<p><b>10 Medium Risk 5L x 2S</b></p>	<p>Opening high level windows is preferable where possible</p> <p>The fire doors of all unoccupied rooms should remain closed when rooms are empty. (Where classroom doors are not fire doors, they can be left open during break times).</p>	<p>Head Teacher</p> <p>All Staff</p> <p>Mrs Farish will open all windows on a morning.</p>	<p><b>8 Medium Risk 4L x 2S</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>HSE guidance</u> is followed</li> <li><input type="checkbox"/> Toilet ventilation is in operation in line with <u>CIBSE guidance</u></li> </ul>		<p>Avoid opening windows in toilets where mechanical ventilation is in place to ensure right direction of ventilation</p>		
<p><b>Cleaning/ Hygiene/ Waste - Premises</b></p> <p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supplies of hand sanitiser are available at entrance points and where there are no sinks</li> <li><input type="checkbox"/> All areas and surfaces are cleaned and disinfected regularly in line with the Government Guidance <u>Cleaning of non-healthcare settings outside the home</u></li> <li><input type="checkbox"/> Additional resources/cleaning regimes agreed with Cleaners to ensure robust cleaning including high contact touch points.</li> <li><input type="checkbox"/> Suitable quantities of cleaning materials are always available</li> <li><input type="checkbox"/> Cleaning materials are safely stored and secured out of the reach of children</li> <li><input type="checkbox"/> Hand hygiene procedures are widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities.</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available (sinks, soap, and towels/hand dryers).</li> <li><input type="checkbox"/> Social distancing and robust cleaning arrangements are in place for using water dispensers/fountains. (not for use by children)</li> </ul>	<p><b>10</b> <b>Medium Risk</b> <b>5L x 2S</b></p>	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>All staff to leave school premises by 4.00p.m. for cleaners to begin working.</p> <p>Mrs Neaves will begin earlier than 4.00p.m. to empty bins.</p> <p>All 'deep cleaning' will be completed by School Cleaners.</p>	<p>Head Teacher</p> <p>All Staff</p>	<p><b>8</b> <b>Medium Risk</b> <b>4L x 2S</b></p>



	<ul style="list-style-type: none"> <li>□ Kitchen and/or food preparation areas will be deep cleaned prior to the resumption of any food preparation.</li> <li>□ Outside spaces will be used for learning where possible</li> <li>□ Outdoor equipment will be cleaned regularly, before and after use and between groups.</li> <li>□ Safe systems of work have been developed locally to ensure appropriate measures are in place for laundering, cleaning, and decontamination of soiled items and/or equipment.</li> <li>□ Arrangements are in place for the disposal of clinical waste and general lidded bins provided where required.</li> <li>□ Pest control measures are in place</li> <li>□ Suitable signage and visual instructions are displayed as required</li> </ul>		Where outdoor equipment cannot be easily and regularly cleaned it will be taken out of use with access prevented by means of suitable barriers		
<b>Access/ Egress</b>  Controlling the risks from visitors to premises including contractors/ deliveries.	<ul style="list-style-type: none"> <li>□ Signage is prominently displayed around the setting giving clear instructions of rules, travel routes, and access/egress points</li> <li>□ Our <b>Operations Risk Assessment</b> details safe transport guidance promoted to staff and parents</li> <li>□ Protocols are in place for drop off and pick up times</li> <li>□ Non-essential visits to schools are currently prohibited.</li> <li>□ Essential visits will be strictly managed on a case by case basis</li> <li>□ Effective contractor management procedures are in place to manage access for essential works/ statutory maintenance/testing.</li> </ul>	<b>10</b> <b>Medium Risk</b> <b>5L x 2S</b>	School website to be updated together with local cascade of clear guidance for parents on the precautions and sites rules to be followed.  Parents notified of drop off and pick up times plus entrance to premises before 8.3.21.  Signage on gates  Adults entering school grounds to wear face-	Head Teacher  All Staff	<b>8</b> <b>Medium Risk</b> <b>4L x 2S</b>





	<ul style="list-style-type: none"> <li>Where essential access is permitted social distancing measures will be followed and access to undertake work/services managed to avoid groups/cohorts)</li> <li>All deliveries to be made observing social distancing measures, no goods or food will be physically handed over.</li> <li>Delivery drop-off points agreed in advance.</li> </ul>		<p>coverings (including staff when on playground at beginning and end of the school day)</p> <p>Head Teacher supervise entry and exit to school – visible presence.</p> <p>No visitors are permitted into the front entrance of school –door to be opened by staff member do not use opening release button.</p>		
<b>Shared Premises</b>	<ul style="list-style-type: none"> <li>Suitable communication of this risk assessment and risk management for each occupant has taken place.</li> <li>Site rules for common areas are in place and communicated to relevant occupants/others.</li> <li>All staff adhere to any instructions, advice, guidance, and site rules provided to them.</li> </ul>	<p><b>10</b> <b>Medium Risk</b> <b>5L x 2S</b></p>	Staff and visitors to Primary Schools to be asked to wear face coverings in indoor communal areas such as corridors and staff rooms	<p>Head Teacher</p> <p>All Staff</p>	<p><b>8</b> <b>Medium Risk</b> <b>3L x 2S</b></p>
<b>Safe Routes/ Markings</b>	<ul style="list-style-type: none"> <li>Planning undertaken and physical alterations/markings made to implement safe routes from arrival to departure for all users of the school.</li> </ul>	<p><b>10</b> <b>Medium Risk</b> <b>5L x 2S</b></p>		<p>Head Teacher</p> <p>All Staff</p>	<p><b>8</b> <b>Medium Risk</b> <b>4L x 2S</b></p>





	<ul style="list-style-type: none"> <li>Physical layouts/plans established to ensure social distancing as far as possible</li> <li>Pupil/staff cohorts will remain together at all times</li> <li>Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others</li> </ul>				
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Groups/break times managed effectively to restrict the numbers of people using the toilets at any one time – adults supervise these times.</li> <li>Hand-sanitisers could be used instead of hand-washing facilities.</li> <li>Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly.</li> <li>Signage in place to remind handwashing and good hygiene</li> <li>Regular age appropriate reminders issued to staff/pupils</li> </ul>	<b>10 Medium Risk 5L x 2S</b>	<p>Where available hand dryers can now be reconnected</p> <p>Mrs L. Maxwell ensure all signage is in and around toilet /handwashing areas.</p>	<p>Head Teacher</p> <p>All Staff</p>	<b>8 Medium Risk 4L x 2S</b>
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li>Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety Management.</li> <li>Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated <a href="#">HSE RIDDOR</a> guidance circulated to Schools)</li> <li>Social distancing enforced where possible at assembly points.</li> <li>At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present</li> </ul>	<b>10 Medium Risk 5L x 2S</b>	<p>Pupil allergies identified where applicable</p> <p>First Aid courses booked as Operations Risk assessment.</p> <p><u>If possible children ARE NOT taken to the Office for First</u></p>	<p>Head Teacher</p> <p>All Staff</p>	<b>8 Medium Risk 4L x 2S</b>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable First aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment.</li> <li><input type="checkbox"/> First Aiders for the premises are issued with current advice and guidance.</li> <li><input type="checkbox"/> All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.</li> <li><input type="checkbox"/> Individual healthcare plans are in place for pupils who require them.</li> <li><input type="checkbox"/> Separate individual risk assessment/healthcare/behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> </ul>	<p><u>Aid. Use quiet areas around school – unless at lunchtime.</u></p> <p>First Aid central stocks are kept in the Stationery Cupboard along with 'sick bucket'</p> <p><u>No stocks are kept in the School Office.</u></p> <p><u>Classes will be supplied with their own basic first aid kit and Pupil accident sheets for minor injuries.</u></p> <p>MDS have own record sheets in their 'lunch times bags'</p> <p>Staff Accidents recorded in Staff Accident File which</p>	<p>Mrs L. Maxwell to organise classroom first aid boxes and Pupil Accident record sheets – week beginning 8<sup>th</sup> March</p>	
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			is kept in School Office.		
<b>Hazards due to the lack of suitable PPE</b>  Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.	<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 is provided staff are trained and instructed on how to use it correctly. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable	<b>10 Medium Risk 5L x 2S</b>	<a href="#">Putting on and taking off PPE</a>	Mrs Farish and Mrs Dunlop monitor and order/buy stocks.  Head Teacher  All Staff	<b><u>Medium Risk</u></b> <b><u>4L x 2S</u></b>
<b>Training</b>	<input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment			Head Teacher  All Staff	
<b>Monitoring</b>	Current relevant national guidance will be monitored and followed. <input type="checkbox"/> Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews			Head Teacher  All Staff  Governors	
<b>Dissemination</b>	<input type="checkbox"/> This document will be provided to all staff and be available on request/website			Head Teacher	

# Cumbria County Council – COVID-19 SCHOOL PREMISES RISK ASSESSMENT

Kirkbride Notes in Purple (3.2.21)

CCC notes in Red from updated Government guidance (23.2.21)



<b>Assessment Conclusion</b>	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.
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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:** DAWN MAXWELL    **Job Title:** HEAD TEACHER

**Signature:** D. Maxwell    **Date:** 3.2.21

## Links to Guidance

### Premises/ Building Management

[Schools Coronavirus \(COVID-19\) operational guidance](#)

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

[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

[PPE 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