



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL COVID-19 PREMISES RISK ASSESSMENT



RA Reference	CV2020Premises	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	MAY 2020	Assessor Name	Joanne Ormond
Assessment Team Members	Joanne Ormond – Headteacher Carol Hurst – Union rep for NASUWT Jason Ward – union rep for NEU Julie Batsford – Chair of Governors Sue Carruthers – Vice Chair of Governors	Planned Review Date	8/6/20 (reviewed to reflect any changes in National Guidance)
Location	Maryport CE Primary School	Number Of People Potentially Exposed	300

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When
<b>Spread of COVID-19 School Operations/ 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 capacity and activity/ timetable planning to ensure social distancing measures can be maintained as far as reasonably practicable.</li> <li><input type="checkbox"/> Effective communication routes established to ensure that all staff returning to work have been provided with specific training/ information provided with detailing the required safe working arrangements and emergency measures in place.</li> <li><input type="checkbox"/> All staff made aware of <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> </ul>	<ul style="list-style-type: none"> <li>• Staff handbook updated in line with COVID-19 risk assessment review</li> <li>• <a href="#">Staying COVID-19 Secure in 2020 poster</a> displayed dated and include LA H&amp;S Team contact information / TU H&amp;S Representative details where relevant.</li> <li>• Out of Hours contact information for Local Authority Health and Safety Team displayed.</li> <li>• Staff training on all updated guidance and procedures will take place 1-3/6/20</li> </ul>	<p>Headteacher / Governing Body</p> <p>By 27/5/20</p>



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

## COVID-19 PREMISES RISK ASSESSMENT



<p><b>Re-occupation – control of premises related hazards</b></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 (Building and Outdoors areas) have been completed prior to reoccupation.</li> <li><input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation.</li> <li><input type="checkbox"/> <b>Water Systems</b> 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/ seldom used outlets included in flushing and cleaning regimes</li> <li><input type="checkbox"/> <b>Gas/ Electrical systems</b> Gas/ Electrical safety checks have been carried out and system is safe to operate.</li> <li><input type="checkbox"/> <b>Fire Safety Management Systems</b> - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional.</li> <li><input type="checkbox"/> <b>Fire RA and emergency evacuation procedures</b> are reviewed in place with any changes to fire escape routes communicated to all. <b>(See Emergency Procedures)</b></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 main social distancing in an emergency evacuation situation is not easily achievable)</li> <li><input type="checkbox"/> <b>Asbestos Monitoring</b> - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition.</li> <li><input type="checkbox"/> <b>Lifts and Lifting Equipment/ Pressure Systems</b></li> <li><input type="checkbox"/> Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the <a href="#">updated HSE guidance</a></li> <li><input type="checkbox"/> <b>Security Systems</b> - Security systems have been checked and are operational</li> <li><input type="checkbox"/> <b>Ventilation</b> - Premises will remain well ventilated, where possible using natural ventilation (opening windows) <b>and/ or</b></li> <li><input type="checkbox"/> <b>Mechanical ventilation systems</b> - 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 &amp; Air Conditioning Association)</li> <li><input type="checkbox"/> <b>Toilet Ventilation</b> - Toilet ventilation runs 24/7 in operation. (Avoid open windows in toilets when mechanical ventilation in place to ensure right direction of ventilation)</li> <li><input type="checkbox"/> Occupants are instructed flush toilets with the lid closed, where this is possible.</li> </ul>	<p>All windows of occupied rooms will be opened on arrival each morning</p> <p>Signs will be displayed to instruct occupants</p>	<p>Completed by JO/MR throughout lockdown period</p> <p>Orian to complete kitchen checks wb 1/6/20</p> <p>Completed by JO/MR throughout lockdown period</p> <p>To be communicated to staff by 3/6/20 and to pupils as each bubble returns</p> <p>Completed by JO/MR throughout lockdown period</p> <p>MR daily</p> <p>MPe/GR by 1/6/20</p>
--	--	--	--



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

## COVID-19 PREMISES RISK ASSESSMENT

<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"/> All areas and surfaces cleaned and disinfected prior to reopening.</li> <li><input type="checkbox"/> Kitchen and/or food preparation areas deep cleaned prior to reopening before food preparation resumes.</li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li>   <li><input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - <b>OR</b></li> <li><input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups.</li>   <li><input type="checkbox"/> Suitable personnel resources in place to ensure robust cleaning including high contact areas, handwashing and hygiene procedures in place in line with PHE guidance appropriate to settings</li> <li><input type="checkbox"/> Suitable quantities of cleaning/ hygiene materials available</li> <li><input type="checkbox"/> Safe storage of cleaning materials to ensure that these are kept out of reach of children.</li> <li><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.</li> <li><input type="checkbox"/> Additional resources/ cleaning regimes agreed with cleaning contractors -             <ul style="list-style-type: none"> <li>• Cleaning with usual cleaning products will continue, on a more regular basis throughout the day, of highly used areas – door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms.</li> <li>• Classrooms should be decluttered with only the minimum items permitted on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li> <li>• Equipment in each classroom will be kept to a minimum. Sand trays to be taken out of use. Water trays will be emptied, disinfected with spray at the end of each session.</li> <li>• Reduce the number or eliminate soft toys which are more difficult to clean.</li> <li>• Frequently touched hard surfaces should be cleaned using normal cleaning products and disposable cloths or anti-viral wipes.</li> <li>• Telephones, keyboards/mice, light switches, electronic entry systems, iPads used by pupils and staff, etc., will be cleaned with anti-viral wipes on a regular basis throughout the day.</li> <li>• Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</li> </ul> </li> </ul>	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <ul style="list-style-type: none"> <li>• KS1/2 playdale equipment to be taped off and chn instructed not to use it.</li> <li>• EYFS slide taped off</li> <li>• All bikes/trikes etc not to be put out.</li> </ul> <p>All occupants to wash hands upon entry and then regularly throughout the day. Staff to ensure children are encouraged to do this. Orian to ensure soap, paper towels and tissue supplies are well stocked.</p> <p>Hand sanitiser available in all rooms and refilled regularly</p> <p>Disinfectant spray/wipes available in each room. Cleaners' rotas to be revised to allow for 1 x cleaner to be on site 10.30-1 each day to focus on bathroom cleaning and wiping of classroom tables at lunchtime.</p> <p>School will close on Friday in order that all areas which have been in use are deep cleaned – this will include all tables and chairs being fully sanitised.</p> <p>IT room will not be in use due to the many touch points and risk of contamination</p> <p>There will be no 'assemblies' held in the hall. Whenever possible, PE sessions will be delivered outside rather than in the hall.</p> <p>Doors will be propped open (classrooms, bathrooms, dining room) to reduce the number of contact points</p>	<p>Orian by 1/6/20</p> <p>Orian wb 25/5/20</p> <p>MR by 1/6/20</p> <p>MR by 1/6/20</p> <p>All occupants</p> <p>Orian - ongoing</p> <p>MPe/MR- on-going</p> <p>Orian - daily</p>
--	---	---	---



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

## COVID-19 PREMISES RISK ASSESSMENT

	<ul style="list-style-type: none"> <li>• Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet tissue, bin bags etc. and request additional supplies as necessary.</li> <li>• Ensure disposable tissues are available in each room for both staff and pupils</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks</li> <li><input type="checkbox"/> Staff and pupils reminded of frequent hand washing requirements</li> <li><input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently (high contact points)</li> <li><input type="checkbox"/> Drinking fountains taken out of use</li> <li><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.</li> <li><input type="checkbox"/> Arrangements in place for the disposal of clinical waste and general lidded bins provided where required.</li> <li><input type="checkbox"/> Kitchens to be deep cleaned prior to opening</li> <li><input type="checkbox"/> Pest control measures are in place</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> </ul>	<p>Pupils will be asked to bring in their own filled water bottles. Additional bottles will be available so they can top up their own bottles throughout the day.</p> <p>Lidded bins will be provided where possible. Where this is not possible (due to lack of stock availability), all bins will be lined</p>	<p>MPE to source lidded bins</p>
<p><b>Access/ Egress</b></p> <p>Controlling the risks from visitors to premises including contractors/ deliveries.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signage displayed giving clear instructions of rules, routes and access/egress points</li> <li><input type="checkbox"/> Operational risk assessment details safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up times</li> <li><input type="checkbox"/> Non-essential visits to schools prohibited.</li> <li><input type="checkbox"/> Visiting restricted and managed for essential access only (Eliminate the need for the visit? (Use of technology to carry out appointments) prior appointment system, Access controls used)</li> <li><input type="checkbox"/> Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing.</li> <li><input type="checkbox"/> Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m)</li> <li><input type="checkbox"/> Deliveries to be made observing social distancing no goods or food physically handed over.</li> <li><input type="checkbox"/> Delivery drop-off points agreed in advance.</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> </ul>	<ul style="list-style-type: none"> <li>• School website updated together with local cascade of clear guidance for parents on the precautions and site rules to be followed.</li> <li>• Posters displayed throughout the premises to follow social distancing.</li> <li>• Posters on the signs and symptoms of Covid-19.</li> </ul> <p>Rooms not used by bubbles will be closed off and no entry signs displayed</p> <p>No snack to be provided thus Asda delivery not required</p>	<p>JO to communicate guidance with parents via website, email, text and facebook- on-going</p> <p>MPE/GR by 1/6/20</p> <p>MPE as necessary</p>
<p><b>Shared Premises</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable communication on Risk Assessment and risk management for each occupant has taken place.</li> </ul>	<p>All lettings will be suspended until further notice</p>	



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

## COVID-19 PREMISES RISK ASSESSMENT



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site rules for common areas are in place and communicated to relevant occupants/ others.</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> </ul>	<p>All staff given copies of RA and policy addendums – need to sign to say have read.</p>	
<p><b>Safe Routes/ Markings</b></p>	<ul style="list-style-type: none"> <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 capacity and activity/ timetable planning to ensure social distancing measures can be maintained <b>as far as reasonably practicable.</b></li> <li><input type="checkbox"/> Planning undertaken and physical alterations/ markings made to implement safe routes from arrival to departure for all users of the school.</li> <li><input type="checkbox"/> Physical layouts/ plan established to ensure social distancing as far as possible</li> <li><input type="checkbox"/> One way systems in use</li> <li><input type="checkbox"/> Signage and floor graphics/ barriers used</li> <li><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</li> <li><input type="checkbox"/> Lifts – Lifts to be operational only where necessary</li> <li><input type="checkbox"/> Lift occupancy reduced to one person to achieve social distancing</li> <li><input type="checkbox"/> Clear notices displayed on the use of lifts</li> </ul>	<p>The layout of rooms will be considered to reduce the space between pupil 'areas' or zones which would allow a small group to work or play in different zones – whilst this will not always ensure social distancing of 2m, it will reduce the risk.</p> <p>In planning the room and zones, we will ensure that fire escape routes are not compromised.</p> <p>KS1 and 5 x KS2 rooms max 8 pupils +2xstaff; 3 x KS2 rooms max 15 pupils +2 staff</p> <p>The physical alterations will need to be carried out and 'tested' on 1-3 June.</p> <p>Specific entrances to be used for each 'bubble'; one way system established for KS2 corridor. Signs and markings indicating these along with clear communication</p> <p>2 staff per cohort to ensure comfort breaks can be taken. Each cohort to also have a specific midday supervisor where available.</p>	<p>JO/MPe on 19/5/20</p> <p>Planning conducted by JO/MPe on 19/5/20</p> <p>Physical markings/signage in place by 3/6/20</p> <p>Staffing plan in place for phase 1 opening and communicated to staff by 26/5/20</p>
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groups / break times managed effectively to restrict the numbers of people using the toilets at any one time</li> <li><input type="checkbox"/> Hot air hand dryers are disconnected or switched off</li> <li><input type="checkbox"/> Sufficient stocks of soap/paper towels, lidded waste receptacles in place and replenished regularly.</li> <li><input type="checkbox"/> Occupants instructed/ signage to flush toilet with the lid closed.</li> <li><input type="checkbox"/> Signage in place to ensure handwashing reminders</li> <li><input type="checkbox"/> E-Bug posters on display for pupils</li> <li><input type="checkbox"/> Regular age appropriate reminders issued to staff/pupils</li> </ul>	<p>Staggered break and lunchtimes.</p> <p>Only 1 child at toilets during class sessions. Child to be accompanied by staff member who will ensure no other child is in there before they enter. Staff will then remind child to put down lid and wash hands.</p> <p>Cleaner to replenish stocks as required.</p>	<p>All occupants– on-going</p>
<p><b>Hazards in relation to managing incidents and emergencies</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency procedures reviewed to ensure that arrangements remain valid for Fire Safety Management.</li> <li><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)</li> <li><input type="checkbox"/> Social distancing enforced where possible at assembly points.</li> </ul>	<p>Pupil allergies identified where applicable</p> <p>Any first aid certificate that expired on or after the 16<sup>th</sup> March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16<sup>th</sup> June</p>	



# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL COVID-19 PREMISES RISK ASSESSMENT

<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><input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children aged 5 and under are present</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment.</li> <li><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</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> <li><input type="checkbox"/> Deep cleans undertaken in line with National Guidance as required following confirmed COVID-19 incident</li> </ul>	<p>1<sup>st</sup> aid kits available in each room used.</p> <p>HH to review these</p> <p>All identified pupils to have their plans reviewed</p>	<p>By 4/6/20</p> <p>By 4/6/20</p>
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff pupils to be fit/well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use.</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable</li> </ul>	<p><a href="#">Putting on and taking off PPE</a> <b>PHE guidance</b></p> <p>All staff will receive training and provided with guidance documents</p> <p>If staff choose to wear face coverings, these must be the ones provided by school.</p>	<p>Staff training to take place on 1/6/20</p>
<p><b>Assessment Conclusion</b></p>	<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>		





# MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL COVID-19 PREMISES RISK ASSESSMENT

## 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](#)