



On the following pages, you will find an extensive risk assessment that has been drawn up for the full re opening of Maryport CE Primary School in September 2020 following the Covid – 19 shutdown.

There has been a multitude of guidance documents issued to facilitate this process, this extensive Risk Assessment is there to support Maryport CE Primary School in meeting it's legal, moral and financial duties under the Health and Safety at work act. The following guidance document - Actions for schools during the coronavirus outbreak from the start of the autumn term exists to support schools, both mainstream and alternative provision, to prepare for this.

While the aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education. In most cases, the Head teacher and senior colleagues will undertake preparations for full re-opening. All staff and Trade Union safety representatives need to be included as part of the risk assessment development, ensuring all persons understand any safety measures and how usual procedures and practice may need to be adapted and changed. Staff will then need briefing on the identified safe ways to work together with timetable changes and operational precautions.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID19).

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are minimised will depend on the school's circumstances and will as much as possible include:

- Grouping children together;
- Avoiding contact between groups;
- Arranging classrooms with forward facing desks;
- Staff maintaining distance from pupils and other staff as much as possible.



Actions schools must take include:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) clean hands thoroughly more often than usual;
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) minimise contact between individuals and maintain social distancing wherever possible;
- 6) where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 - must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process;
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- 9) contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.



RA Reference	CV2020Premises	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL PREMISES
Assessment Date	AUGUST 2020	Assessor Name	Joanne Ormond
Assessment Team Members	Julie Batsford – Chair of Governors Sue Carruthers – Vice Chair of Governors	Planned Review Date	4/9/20 (reviewed to reflect any changes in National Guidance)
Location	Maryport CE Primary School	Number Of People Exposed	300
Overall Residual Risk Level following implementation of effective control measures	Overall Residual Risk Rating = 10 – Medium risk Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	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	25/8/20	Is this an acceptable risk?	Yes/ No

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
Spread of COVID-19 School Operations/ Management	<ul style="list-style-type: none"> <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 with detailing the required safe working arrangements and emergency measures in place. <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. 	<ul style="list-style-type: none"> • Staff handbook updated in line with COVID-19 risk assessment review • Staying COVID-19 Secure in 2020 poster displayed dated and include LA H&S Team contact information / TU H&S Representative details where relevant. • Out of Hours contact information for Local Authority Health and Safety Team displayed. • Staff training on all updated guidance and procedures will take place 2/9/20 	<p>Headteacher / Governing Body</p> <p>By 2/9/20</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> <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"> ❑ Premises/ H&S inspection and required statutory checks/inspections (Building and Outdoors areas) have been completed prior to reoccupation. ❑ Essential remedial actions have been undertaken to ensure that the school premises and its outdoor areas are safe for re-occupation. ❑ Water Systems Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/ water hygiene controls in place ❑ Kitchen equipment/ seldom used outlets included in flushing and cleaning regimes ❑ Gas/ Electrical systems Gas/ Electrical safety checks have been carried out and system is safe to operate. ❑ Fire Safety Management Systems - Fire Safety Management systems have been checked, fire alarm, emergency lighting, fire safety equipment in place and functional. ❑ Fire RA and emergency evacuation procedures are reviewed in place with any changes to fire escape routes communicated to all. (See Emergency Procedures) ❑ 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) ❑ Asbestos Monitoring - Visual asbestos monitoring undertaken to ensure that any in-situ ACMs remain in good condition. ❑ 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 ❑ Security Systems - Security systems have been checked and are operational ❑ Ventilation - Premises will remain well ventilated, where possible using natural ventilation (opening windows) and/ or ❑ 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) ❑ 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) ❑ Occupants are instructed flush toilets with the lid closed, where this is possible. 	<p>Completed by JO/MR throughout summer holiday period</p> <p>Orian to complete kitchen checks wb 2/9/20</p> <p>Completed by JO/MR throughout summer holiday period</p> <p>To be communicated to staff by 2/9/20 and to pupils by 4/9/20</p> <p>MR daily</p>
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<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"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - OR <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 hygiene procedures in place in line with PHE guidance appropriate to settings <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 - <ul style="list-style-type: none"> • 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. • 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. • 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. • Reduce the number or eliminate soft toys which are more difficult to clean. • Frequently touched hard surfaces should be cleaned using normal cleaning products and disposable cloths or anti-viral wipes. • 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. • Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use. • Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet tissue, bin bags etc. and request additional supplies as necessary. 	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <ul style="list-style-type: none"> • KS1/2 playdale equipment to be taped off and chn instructed not to use it. • EYFS slide taped off • All bikes/trikes etc not to be put out. <p>All occupants to wash hands upon entry and then regularly throughout the day. Staff to ensure children are encouraged to do this.</p> <p>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>IT room if used must have keyboards, monitors and mice wiped down after use.</p> <p>There will be no whole school 'assemblies' held in the hall although bubble gatherings are permitted.</p> <p>Whenever possible, PE sessions will be delivered outside rather than in the hall.</p> <p>KS2 pupils encouraged to bring in wn packs of tissues and hand saitiser for their own use.</p> <p>Doors will be propped open (classrooms, bathrooms, dining room) to reduce the number of contact points</p>	<p>Orian by 2/9//20</p> <p>MR by 2/9/2020</p> <p>All occupants</p> <p>Orian - ongoing</p> <p>MPe/MR- on-going</p> <p>Orian - daily</p>
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<p>Access/ Egress</p> <p>Controlling the risks from visitors to premises including contractors/ deliveries.</p>	<ul style="list-style-type: none"> □ Signage displayed giving clear instructions of rules, routes and access/egress points □ Operational risk assessment details safe transport guidance promoted to staff and parents □ Protocols in place for staggered drop off and pick up times □ Non-essential visits to schools prohibited. □ 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) □ Effective contractor management procedures in place to manage access for essential works/ statutory maintenance/ testing. □ Where essential access is permitted social distancing measures followed and access to undertake work/ services managed to avoid groups/ cohorts) (2m) □ Deliveries to be made observing social distancing no goods or food physically handed over. □ Delivery drop-off points agreed in advance. □ All staff responsible for ensuring that they are fit and well to attend work. 	<ul style="list-style-type: none"> • School website updated together with local cascade of clear guidance for parents on the precautions and site rules to be followed. • Posters displayed throughout the premises to follow social distancing. • Posters on the signs and symptoms of Covid-19. 	<p>JO to communicate guidance with parents via website, email, text and facebook- on-going</p>
<p>Shared Premises</p>	<ul style="list-style-type: none"> □ Suitable communication on Risk Assessment and risk management for each occupant has taken place. □ Site rules for common areas are in place and communicated to relevant occupants/ others. □ All staff adhere to any instructions, advice, guidance and site rules provided to them. 	<p>All lettings are aware of latest guidance and cleaning expectations</p> <p>All staff given copies of RA and policy addendums – need to sign to say have read.</p>	<p>By 4/9/20</p> <p>By 2/9/20</p>
<p>Safe Routes/ Markings</p>	<ul style="list-style-type: none"> □ We have developed an accompanying COVID-19 School Operations risk assessment and communicated this to all staff and their safety representatives 	<p>.</p>	



	<ul style="list-style-type: none"> <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"/> Arrows along Corridors - Signage and floor graphics/ barriers used <input type="checkbox"/> Pupil bubbles remain separate at all times Social distancing limits occupancy in offices and staff rooms – staff instructed to minimise contact with other staff <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>In planning the room and zones, we will ensure that fire escape routes are not compromised.</p> <p>Where appropriate, desks are arranged to ensure pupils are forward facing and side by side rather than facing one another.</p>	<p>Physical markings/signage in place by 3/6/20</p> <p>Staffing plan in place full opening and communicated to staff by 2/9//20</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. <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>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>Hazards in relation to managing incidents and emergencies</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"> <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 aged 5 and under are present <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. <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 exiting school policy. <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. 	<p>Pupil allergies identified where applicable</p> <p>1st aid kits available in each room used.</p> <p>All identified pupils to have their plans reviewed</p>	<p>HH by 2/9/20</p>



	<ul style="list-style-type: none"> <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 <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>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 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 provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable 	<p>Putting on and taking off PPE PHE guidance</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>Assessment Conclusion</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>		

To be completed by the Individual undertaking the risk assessment:	
Name:	Job Title:
Signature:	Date:
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:	Job Title:
Signature:	Date:



Links to Guidance

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for schools during the coronavirus outbreak \(Full Opening: Schools\)](#)
- [Actions for Early years and childcare providers](#)
- [Actions for Special schools and other specialist settings](#)
- [Critical workers who can access schools or settings](#)
- [Stay at home guidance for households with possible Covid-19 infection](#)
- [Guidance on shielding & protecting extremely vulnerable persons from Covid-19](#)
- [COVID-19 - 'shielding' guidance for children and young people](#)
- [Staying alert & social distancing](#)
- [Meeting people from outside your-household - making a support bubble with another household](#)
- [Staying safe outside your home](#)
- [Coronavirus \(Covid-19\) Getting tested](#)
- [Providing free school meals during the coronavirus outbreak](#)
- [COVID-19: cleaning of non-healthcare settings outside the home](#)
- [Coronavirus Covid-19 safer travel guidance for passengers](#)
- [Coronavirus Covid-19 Safer transport guidance for operators](#)
- [LA School Transport guidance](#)
- [Transport to school and other places of education: autumn term 2020](#)
- [Safe working in education, childcare and children's social care settings, including the use of PPE](#)
- [HSE Face Fit Testing Guidance](#)
- [Face coverings in education](#)
- [Face coverings: when to wear one and how to make your own](#)
- [Early Years Foundation Stage Framework](#)
- [Remote education during Coronavirus \(Covid-19\)](#)
- [DfE Managing school premises during the coronavirus outbreak](#)
- [HSE: Legionella Risks during the Coronavirus Outbreak](#)
- [Supporting children and young people with SEND as schools prepare for wider opening](#)
- [Schools and COVID-19: guidance for Black, Asian and minority ethnic \(BAME\) staff and their employers in school settings](#)
- [AfPE COVID-19: Interpreting the Government Guidance in a PESSPA Context](#)
- [Asthma UK COVID-19: Health advice for people with asthma](#)