

Overview

This document is a template that can be used to help Premise Controllers develop a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and recommended control measures to help assist in the development of a site-specific risk assessment. These are not explicit requirements that need to be implemented across each premises but should be used as guidance and good practice. The site-specific risk assessment should be completed for each premise and should include the specific control measures to ensure the health, safety and welfare of our employees and others for your premises.

Premise Controllers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

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

Additional information on roles and responsibilities are included in the [Covid-19 – Working during the Pandemic Code of Practice](#) which is available on the hub

Help and Support is available with the development of your risk assessment through Property Services Michael.Whitaker@sunderland.gov.uk and the Health and Safety Team HROD-Safety@sunderland.gov.uk



Risk Assessment

Work Activity/ Hazard:	Covid -19 Premises Specific Risk Assessment	Property	Usworth Primary School	Section:	Education
Date of Assessment:	August 2020 Reviewed and amended following national lockdown 6.1.21	Date to be Reviewed:	February 2021 (or sooner following any change in guidance).		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 - 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

SEVERITY

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
<p>Spread of COVID 19</p> <p>Management</p>	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Follow current government and HR advice on who can return to work and who should remain at home.</p> <p>Managers should familiarise themselves with the COVID-19 Code of Practice</p> <p>Government guidance document Working safely during COVID-19 in offices and contact centres</p> <p>Managers to ensure that they have a task-based risk assessment developed and cascaded through to their staff.</p>	1	5	5				
Main Entrances	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Separate entry and exit doors where possible, i.e. one door for in, and another door for out.</p> <p>Revolving and automatic doors the preference.</p>	1	5	5	<p>Only keyworker and vulnerable children attending from 6.1.21 until further guidance from the Government. 34 pupils are signed up for a space but not all children attending the same day/time. Parent/carers are reminded of the 2m distancing rule via newsletters, posters and markings on playground. Double gates opened on a morning for easier access and for collection.</p>			
Visitors to premises: Including Contractors	<p>Employees, contractors, visitors.</p> <p>Contracting</p>	<p>Restrict visitors to non-public Council Premises (i.e. offices) to essential visits only.</p>	1	5	5				

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and customers	Coronavirus	<p>For all visits to the premises the following must be considered: Are there methods of working that can:</p> <ul style="list-style-type: none"> ➤ Eliminate the need for the visit? (Use of technology to carry out appointments) ➤ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). ➤ Reduce the amount of time within our premises ➤ Limit the numbers of visitors (Appointment system, Access controls) <p>Restrict the number of visitors able to enter public access Council Premises (i.e. Libraries) where necessary.</p> <p>Non-essential visits to care facilities prohibited.</p>							

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		<p>Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible.</p> <p>Screening questionnaire when contractors/visitors attend site. Have you or anyone in your household displayed any of the following symptoms? If yes prevent access to the premises.</p> <p>Put up plexiglass barriers at all points of regular interaction to further reduce the risk of infection for all parties involved, cleaning the barriers regularly.</p> <p>You should still advise staff to keep 2 metres apart as much as possible.</p> <p>If plexiglass is not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff.</p> <p>Waiting room furniture to be rearranged to ensure social distancing.</p>							

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		<p>Information sent to contractors /visitors prior to their visit (where possible) on the expectations of SCC in relation to Covid-19. (Do not enter our premises if you are showing any signs or symptoms of COVID-19</p> <p>Visitors must wash their hands upon entering our premises.</p> <p>Personal details for the purposes of NHS Test and Trace must be logged for all customers / visitors to schools / council buildings. This should be carried out using the form previously distributed and which is available on the Schools Hub. This information should be held securely for 21 days before being disposed of in line with GDPR e.g. placed into confidential waste bins.</p> <p>*The information collected, must not be used for any other purpose e.g. marketing, mailshots etc.</p>							
Lifts	<p>Employees, contractors, visitors.</p> <p>Contracting</p>	<p>Lift to be operational only where necessary</p> <p>Reduce maximum occupancy to</p>	1	5	5	N/A – no lifts on premises.			

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	Coronavirus	<p>one person.</p> <p>Clear notice at each call point to identify maximum occupancy on each floor.</p> <p>Staff advised to use the backside of a pen or other item when using the lift call button.</p> <p>Where lifts are operational the button should form part of additional cleaning regimes.</p>							
Staircases	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>One-way systems where possible.</p> <p>If this is not achievable staff informed to stick to the left-hand side.</p> <p>All staff briefed to ensure that they are aware of these controls.</p>	1	5	5				
Corridors	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Staff advised to use elbow for opening door release where possible.</p> <p>One-way systems where possible.</p> <p>Stick to the left-hand side.</p>	1	5	5	Floor marked with 2m distancing tape and lanes created showing the direction of traffic using arrows.			

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		<p>Vision screens in door kept clear at all times</p> <p>Floor markings/graphics.</p> <p>Doors should not be wedged open where they are fire doors or security doors unless there is a doorgard or mag lock fitted and checked monthly. Those doors that are not there from a fire or security aspect can be wedged open. However, these doors should be clearly identified to help staff identify which doors can and cannot be wedged open</p> <p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent</p>							
Toilets	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door.</p>	1	5	5				

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		<p>Toilets are screened from each other – little concern in this regard. It must be ensured capacity of toilets are not exceeded.</p> <p>Consideration for the number of available urinals to ensure social distancing.</p>							
Meeting Rooms	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Avoid use – look at different ways of working. Keep locked.</p> <p>Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</p>	1	5	5	<p>Meetings to held by Zoom and Microsoft Teams. Meetings or training to be only held on site in exceptional circumstances and with prior agreement of Headteacher.</p>			
Offices	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Managers are responsible for calculating the maximum occupancy of their offices. The maximum occupancy should be communicated with staff. Displaying the occupancy on the door is a quick and simple method to communicate this information.</p> <p>Encourage increased natural ventilation in smaller offices.</p> <p>Staff should leave their desks as</p>	1	5	5	<p>Office staff working from home wherever possible and only attending workplace when collecting work or office based tasks are needed to be completed. Only one additional member of staff allowed to enter office and remain socially distanced at all times. A poster will be on display communicating this.</p> <p>Windows in office to remain open</p>			

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		<p>clear as possible so that it can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues, do not hot desk or share stationary.</p> <p>If working in a premise where hot desking is required, staff should wherever possible sit at the same desk each day. Where this is not possible disinfectant wipes to be supplied.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.</p> <p>Workstation barriers/separation Desks physically repositioned</p>				<p>throughout the day.</p> <p>All staff have been provided with their own pencil case and stationery. Stationery cupboard to remain locked.</p> <p>All bins for tissue and hand towel waste to be double bagged and emptied during the day. Swing lidded bins provided. Staff to use clean blue hand roll to push lid open to dispose of waste and wash hands thoroughly immediately after using bin.</p> <p>Pupils to use clean tissue to push open</p>			

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						lid to dispose of their waste. Pupils must then be told to wash their hands thoroughly immediately.			
Welfare including; Kitchen facilities and rest areas	Employees, contractors, visitors. Contracting Coronavirus	<p>Wherever possible stagger breaks to reduce the number using the facilities.</p> <p>Restrict the number of people using kitchens and rest areas at any one time.</p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p> <p>Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door.</p> <p>Staff encouraged to bring in flask rather than using a tea point. No tea rounds.</p> <p>Close off fridges.</p> <p>Smoking areas to be monitored. Staff should be reminded that social distancing applies outside</p>	1	5	5	<p>Maximum of 3 staff in staff room – notice posted directly outside of room communicating this.</p> <p>A second staff room has been created in the art room to provide further distancing between staff members.</p> <p>Staff must bring their own cup, crockery and cutlery (including teaspoon) to use and they are to remain in school. They must wash, dry and keep their own items separate from others. There must be NO sharing of crockery or cutlery.</p> <p>Staff must keep their packed lunch in a cool bag – the fridges are not to be used to store food items.</p> <p>Milk, tea and coffee are available for staff use, but staff are encouraged to provide their own and not to share. If using school refreshments, the canisters and milk bottles must be wiped down after each use.</p>			

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		<p>of the work premises.</p> <p>Disposable towels only – no multi use towels.</p> <p>All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished at periods not exceeding 1 day.</p> <p>Posters displayed in toilets and kitchens asking staff to wash their hands.</p> <p>Signage to be provided as to who to contact when stock requires replenished</p> <p>Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace.</p> <p>Spacing seats and tables to ensure social distancing.</p> <p>Markings on floor required in confined areas?</p> <p>Small canteens/social areas may</p>				<p>Fridge/kettle/microwave must be cleaned down with D10 spray and blue roll after each use. Staff to wash hands upon entering staff room, after using equipment and again before leaving the room.</p>			

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		<p>need to close.</p> <p>Ask employees to bring their own food and eat at their desk.</p>				<p>Stock replenished prior to start of day. Surplus stock held in close proximity should facilities need replenishing during the day.</p> <p>Poster highlighting the advice provided along with lidded bin for each room.</p> <p>Pupils to have lunch in hall and must bring their own packed lunch. Lunch staff to clean down tables once pupils have finished their lunch.</p>			

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Cleaning	Employees, contractors, visitors. Contracting Coronavirus	<p>Increased cleaning regimes. Cleaning frequently touched surfaces daily these include, door handles, light switches, seating areas, door releases, lift buttons, desks and keyboards etc.</p> <p>Deep cleans where a member of staff has been diagnosed with Covid-19 and have been in the premises within 72 hours.</p> <p>Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required.</p>	1	5	5	<p>Due to only having one bubble in school due to lockdown and the faster transmission of the virus, cleaning staff will not be entering the classroom whilst pupils are in school. They will be available from 1.30pm, cleaning unoccupied areas of school and available to clean up any accidents or sickness. A deep clean of all areas currently in use (cleaning staff are advised each day if any other areas in school have been used except for the new allocated areas) will be completed each afternoon, and classrooms deep cleaned once pupils have left for the day at 4pm.</p> <p>Each classroom is stocked with D10 spray and blue hand roll for cleaning during the day by on duty staff as required. COSHH assessed and staff have been provided with training and paperwork.</p>			
Deliveries	Employees, contractors, visitors. Contracting Coronavirus	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Decide on a location as a set drop-off point agreed in advance.</p>	1	5	5	Poster displayed outside of main office door advising of safe delivery process.			

Communication	Employees, contractors, visitors. Contracting Coronavirus	In conjunction with Operational Managers; ensure that staff receive specific premises information and instruction for any premises which they will potentially be working in. This information should include the control measures which have	1	5	5				
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		<p>been implemented to help protect staff and others whilst in Council Premises and specific instructions staff need to follow. Posters for staff in toilets to wash hand Information displayed in toilets.</p> <p>All staff to be advised of who and how they need to contact should welfare facilities either not work or require replenishing.</p> <p>Posters displayed throughout the premises to follow social distancing.</p> <p>Posters on the signs and symptoms of Covid-19.</p> <p>Posters are available from Property Services Michael.Whitaker@sunderland.gov.uk</p> <p>Use of Emails and The Hub to quickly cascade information when/if required.</p>							
Emergency Procedures	Employees, contractors, visitors. Contracting	Review emergency procedures to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained	1	5	5				

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	Coronavirus	<p>fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>Suspend all practice fire drills until further notice.</p> <p>Staff trained to use evac chairs to be provided with face masks.</p> <p>Social distancing enforced where possible at assembly points.</p> <p>Review current first aid provision to ensure we have enough first aiders including where required a Paediatric First Aider.</p> <p>First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers.</p> <p>Ensure First Aiders for the</p>							

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		<p>premises are issued with the current advice and guidance produced by St Johns Ambulance.</p> <p>Method to dispose of suspect Covid 19 waste.</p>				<p>Waste to be double bagged and taken immediately and disposed of in the medical waste unit located in the bin store.</p>			
Ventilation	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time</p> <p>At nights and weekends, do not switch ventilation off, but keep it running at lower speeds</p> <p>Ensure regular airing with windows Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation</p> <p>Occupants should flush toilet with the lid closed.</p> <p>Switch air handling units with</p>	1	5	5	<p>Staff toilets are fitted with a lid. Pupil toilets do not have a lid for safety measures (trapped finger hazard). Pupil toilet breaks are monitored by staff.</p>			

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		<p>recirculation to 100% outdoor air.</p> <p>Inspect heat recovery equipment to be ensure that leakages are under control.</p> <p><i>Most air conditioning system do not need adjustment, however, where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</i></p>				Staff member to remain outside of toilet block and remind children to flush the toilet and wash their hands before leaving the toilet block. Main door to toilet block will be pinned open (all cubicles have separate doors for privacy) to further reduce contact with surfaces.			
Re-opening closed premises.	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	Statutory checks/inspections to be completed prior to reoccupation	1	5	5	N/A checks have been completed throughout the lockdown period.			
Shared Premises	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Share notes on Risk Assessment and respect each other's RA.</p> <p>Landlord should have rules for common areas that they are in control of and communicate to relevant people.</p>	1	5	5	N/A			

To be completed by the Individual undertaking the risk assessment:

Name: Paula Thomson

Job Title: SBM

Signature:

Date: 7.1.21

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Gary Wright

Job Title: Headteacher

Signature:

Date: 7.1.21