

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	St. Mary's RC Primary School	Section:	Education
Date of Assessment:	September 2020	Date to be Reviewed:	January 2021		

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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	5	4	3	2	1
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

LIKELIHOOD

SEVERITY

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

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Spread of COVID 19 Management	Employees, contractors, pupils, visitors. Contracting Coronavirus	<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 <u>COVID-19 Code of Practice</u></p> <p>All staff contacted and those with screening letters are told to refrain from coming in. Distance work has been allocated to them where necessary.</p> <p>All senior leaders are up to speed with the document.</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	Employees, contractors, pupils visitors. Contracting Coronavirus	<p>Separate entry and exit gates. one gate for in, and another gate for out.</p> <p>Nursery 8:30-11:00/ 12:30-3:00</p> <p>Reception 8:30 -3:00</p> <p>Parents In: Nursery Gate</p> <p>Parents Out: Middle Gate</p> <p>Year 1 8:30- 3:05</p> <p>Year 2 8:35- 3:10</p>	1	5	5				

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		<p>Year 3 8:40- 3:15 Year 4 8:45- 3:20 Year 5 8:50- 3:25 Year 6 8:55- 3:30 Parents In: Top Gate Parents Out: Car Park Gate</p> <p>2 metre markings have been put in place leading to entrances. Automatic doors in use Yellow arrows guide people around two separate one way systems that have been created. Yellow distancing line around the classrooms for children to release their children to staff.</p>							
Visitors to premises: Including Contractors parents and pupils.	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Staggered drop off, pick up times. Encourage Parents to socially distance using markings.</p> <p>Signing in now done electronically to avoid contamination via writing materials.</p> <p>Children only to mix with children in their year group bubble. Reception and Nursery exist as one bubble.</p>	1	5	5				

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		<p>Children now to wear school uniform as social distancing within year bubbles is not as important.</p> <p>All non-essential contractors have been cancelled until further notice. No access to the building by parents/ carers.</p> <p>For all visits to the premises :</p> <ul style="list-style-type: none"> ➤ Laptops have been provided for those who need to work at home. ➤ Limit the numbers of visitors (Appointment system, Access controls) <p>Restriction on the number of visitors able to enter public access by 2 metre markings.</p> <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>Signage put up to instruct those coming to the school.</p> <p>Staff screened and thermal thermometers purchased.</p>			

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		<p>Hand sanitisers at the entrance.</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>Plexiglass has been installed in the entrance office.</p> <p>Cleaning rota has been increased</p> <p>Staff to keep 2 metres apart as much as possible.</p> <p>Floor markings to aid staff how to distance.</p> <p>No waiting rooms, meeting room to be used for isolating</p> <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</p>							

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		of COVID-19 Visitors must wash their hands upon entering our premises.							
Lifts	Employees, contractors, pupils visitors. Contracting Coronavirus	No lifts on site	0	0	0	N/A			
Staircases	Employees, contractors, pupils visitors. Contracting Coronavirus	No staircases on site	0	0	0	N/A			
Corridors	Employees, contractors, pupils visitors. Contracting Coronavirus	Staff advised to use elbow for opening door release where possible or rubber gloves to be worn. One-way systems where possible. Stick to the left-hand side. Vision screens in door kept clear at all times Floor markings/graphics.	1	5	5	.			

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		<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. Touch screen pens or gloves to be worn when using photocopier. Cleaning regimes are stepped up to clean more frequently.</p>							
Toilets	<p>Employees, contractors, pupils 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. Staff toilets already one person occupancy.</p> <p>Toilets are screened from each other – little concern in this regard. It must be ensured capacity of toilets are not</p>	1	5	5				

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		<p>exceeded.</p> <p>Toilets - allocated to specific groups of children and timetabled.</p> <p>Children to use one per urinal and one per cubicle.</p> <p>Capacity signage outside and handwashing instructions within.</p>							
Meeting Rooms and Classrooms	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Meeting room used as an isolation room. Staffroom now for meetings.</p> <p>All classrooms have been rearranged.</p> <p>All groups/bubbles in a classroom with a sink with running warm water, for extra handwashing except Year 6 and Year 4 where extra handwashing can be done in adjoining practical area.</p> <p>Markings on outdoor areas (yard and field) so groups of children do not mix.</p>	1	5	5				
Offices	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Only 1 person in front office.</p> <p>Only 3 people in back office.</p> <p>Only 1 person in Business Manager's Office.</p>	1	5	5				

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		<p>Only 3 people in Headteacher's office.</p> <p>Display on door.</p> <p>One person to leave back office if front office worker is entering.</p> <p>Open windows when possible. Signage to clear desks.</p> <p>Val and Deborah distanced and back to back.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Waste bins with peddles and lids provided which will be lined with a bag for easy removal.</p> <p>Workstation barriers/separation Desks physically repositioned</p>							
Welfare including; Kitchen classrooms, play areas and rest areas	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Staggered breaks to reduce the number using the facilities.</p> <p>First Break Yard and Field Year 1 and 2 10:00-10:30 Year 3 and 4 10:30-11:00 Year 5 and 6 11:00-11:30</p>	1	5	5				

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		<p>Lunchtime 12:00-1:00 Year 1,2 and 3 1:00-2:00 Year 4,5 and 6 Bubbles adhering to quadrants marked 4 bubbles on the field 2 on the yard. In the event of a water logged field a rota will be set up so bubbles can take turns on the yard.</p> <p>Afternoon break Yard and Field 2:00-2:30 Year 1,2 and 3 2:45-3:00 Year 4,5 and 6 Bubbles adhering to quadrants marked 4 bubbles on the field 2 on the yard. In the event of a water logged field a rota will be set up so bubbles can take turns on the yard. 2 people only in the kitchen. Staffroom marked out with maximum capacity on door.</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</p>							

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		<p>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. Gloves to be worn if using any of the taps.</p> <p>Fridges to have cleaning materials close by. Signage on door to remind staff to clean down after use.</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 14 days.</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>							

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		<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>Tissues and blue role and spray in each classroom.</p> <p>Markings on floor required in confined areas.</p> <p>Children able to bring in their own packed lunch but must remain under their desk or in lockers at all times and be taken home each day.</p> <p>Ask employees to bring their own food and eat whilst social distancing.</p> <p>Playground and field marked into quadrants to allow four bubbles to be out at a time.</p>							
Cleaning	Employees, contractors, pupils visitors.	Increased cleaning regimes. Cleaning frequently touched surfaces daily these include, door handles, light switches, seating	1	5	5				

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	Contracting Coronavirus	<p>areas, door releases, lift buttons, desks and keyboards etc.</p> <p>All desks wiped down before and after lunch children eating at their own tables.</p> <p>All toys disinfected at the end of each day. Bike handles, dolls 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>							
Deliveries	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Car park to be used as a set drop-off point.</p>	1	5	5				
Communication	<p>Employees, contractors pupils, visitors.</p> <p>Contracting</p>	<p>Staff will receive specific premises information and instruction for any premises which they will potentially be working in. This information</p>	1	5	5				

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	Coronavirus	<p>should include the control measures which have 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, pupils	Review emergency procedures to ensure that arrangements remain	1	5	5				

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	<p>visitors.</p> <p>Contracting Coronavirus</p>	<p>valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Everyone must maintain bubbles as far as possible during evacuation and at assembly points.</p> <p>Staff trained to use evac chairs to be provided with face masks.</p> <p>Social distancing enforced where possible at assembly points. In playground.</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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		premises are issued with the current advice and guidance produced by <u>St Johns Ambulance</u> . Method to dispose of suspect Covid 19 waste.							
Ventilation	Employees, contractors, pupils visitors. Contracting Coronavirus	No air conditioning in the building so we are able to open windows when possible. Occupants should flush toilet with the lid closed. Signage to go in toilets.	1	5	5				
Re-opening closed premises.	Employees, contractors, pupils visitors. Contracting Coronavirus	Statutory checks/inspections to be completed prior to reoccupation not applicable as school has remained open.	1	5	5				
Shared Premises	Employees, contractors, pupils visitors. Contracting Coronavirus	Share notes on Risk Assessment and respect each other's RA. Only applicable in terms of using Barbara Priestman School access.	1	5	5				

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To be completed by the Individual undertaking the risk assessment:

Name: Martin Clephane

Job Title: Headteacher

Signature:



Date: 1/09/20

To be completed by the Chair of Governors:

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: