

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:	January 2021	Date to be Reviewed:	March 2021		

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

	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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<p>Spread of COVID 19</p> <p>Management</p>	<p>Employees, contractors, pupils, 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 <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				
<p>Main Entrances</p>	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>Breakfast club for Key Worker children from 8 am entering main entrance.</p> <p>Separate entry and exit gates. one gate for in, and another gate for out.</p> <p>Nursery 8:30-11:30</p> <p>Reception 8:30 -3:00</p>	1	5	5				

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		<p>Parents In: Nursery Gate Parents Out: Middle Gate</p> <p>Year 1 8:30- 3:05 Year 2 8:35- 3:10 Year 3 8:40- 3:15 Year 4 8:45- 3:20 Year 5 8:50- 3:25 Year 6 8:55- 3:30</p> <p>Parents In: Top Gate Parents Out: Car Park Gate</p> <p>Flow will be reversed at exit time to prevent bottle neck of parents plus pupils near Year 5 and Year 6 classrooms.</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>							

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Visitors to premises: Including Contractors parents and pupils.	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>All parents must wear masks when dropping off and picking up children.</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 to wear school uniform.</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 staff who need to work at home. ➤ Those staff who are vulnerable are working from home. ➤ Limit the numbers of visitors (Appointment 	1	5	5	<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>system, Access controls)</p> <p>➤ Devices provided by the Government to be given out to children for remote learning where necessary.</p> <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>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>							

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		<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 only 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 of COVID-19)</p> <p>Visitors must wash their hands upon entering our premises.</p>							
Lifts	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	No lifts on site	0	0	0	N/A			
Staircases	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting</p>	No staircases on site	0	0	0	N/A			

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	Coronavirus								
Corridors	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>Staff advised to use elbow for opening door release where possible or rubber gloves to be worn.</p> <p>One-way systems where possible.</p> <p>Stick to the left-hand side.</p> <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</p>	1	5	5				

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		wash hands after use. Touch screen pens or gloves to be worn when using photocopier. Cleaning regimes are stepped up to clean more frequently.							
Toilets	Employees, contractors, pupils, visitors. Contracting Coronavirus	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. Toilets are screened from each other – little concern in this regard. It must be ensured capacity of toilets are not exceeded. Toilets - allocated to specific groups of children and timetabled. Children to use one per urinal and one per cubicle. Capacity signage outside and handwashing instructions within.	1	5	5				
Meeting Rooms and Classrooms	Employees, contractors, pupils, visitors. Contracting Coronavirus	Meeting room used as an isolation room and to be cleaned thoroughly if used to contain Covid. All classrooms have been	1	5	5				

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		<p>rearranged to create the maximum space between tables. Only the chairs needed for the pupils remain; maximum of 20 children per year bubble. Practical areas can also be used to minimise numbers when needed.</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. New EYFS guidance mentions bubbles of 1-8 adult -child ratio. Markings on outdoor areas (yard and field) so groups of children do not mix.</p> <p>Whole staff meetings will now take place on line. Teacher only staff meetings will be socially distanced in the hall.</p>							
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 2 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 pedals and lids provided which will be lined with a bag for easy removal.</p> <p>Workstation barriers/separation Desks physically repositioned</p>							
<p>Welfare including; Kitchen classrooms, play areas and rest areas</p>	<p>Employees, contractors, pupils visitors.</p> <p>Contracting Coronavirus</p>	<p>Staggered breaks to reduce the number using the facilities.</p> <p>Staggered Lunchtimes for year group bubbles</p> <p>Bubbles adhering to areas on the yard.</p>	1	5	5				

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		<p>Bubbles adhering to quadrants marked 4 bubbles on the field 2 on the yard.</p> <p>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 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>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</p>							

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		<p>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> <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>Classes have lunch in the hall within their own bubble.</p>							
Cleaning	Employees,	Increased cleaning regimes.	1	5	5				

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	contractors, pupils, visitors. Contracting Coronavirus	Cleaning frequently touched surfaces daily these include, door handles, light switches, seating areas, door releases, lift buttons, desks and keyboards etc. Children eat in the hall in their own bubbles. All toys disinfected at the end of each day. Bike handles, dolls etc. Deep cleans where a member of staff has been diagnosed with Covid-19 and have been in the premises within 72 hours. 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.							
Deliveries	Employees, contractors, pupils, visitors. Contracting Coronavirus	Advise all delivery drivers that no goods or food should be physically handed over. Car park to be used as a set drop-off point.	1	5	5				
Communication	Employees, contractors pupils, visitors.	Staff will receive specific premises information and instruction for any premises	1	5	5				

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	Contracting Coronavirus	<p>which they will potentially be working in. This information 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>							

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Emergency Procedures	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>Review emergency procedures to ensure that arrangements remain 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 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>Fire Alarm assembly points adjusted to ensure social distancing. 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)</p>	1	5	5				

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		<p>surgical masks and rubber gloves, hand sanitisers.</p> <p>Ensure First Aiders for the premises are issued with the current advice and guidance produced by <u>St John's Ambulance</u>.</p> <p>Method to dispose of suspect Covid 19 waste.</p>							
Ventilation	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>No air conditioning in the building so we are able to open windows when possible.</p> <p>Occupants should flush toilet with the lid closed. Signage to go in toilets.</p>	1	5	5				
Re-opening closed premises.	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting Coronavirus</p>	<p>Statutory checks/inspections to be completed prior to reoccupation not applicable as school has remained open.</p>	1	5	5				
Shared Premises	<p>Employees, contractors, pupils, visitors.</p> <p>Contracting</p>	<p>Share notes on Risk Assessment and respect each other's RA. Only applicable in terms of using Barbara Priestman School access.</p>	1	5	5				

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	Coronavirus								

To be completed by the Individual undertaking the risk assessment:

Name: Martin Clephane

Job Title: Headteacher

Signature:



Date: 06/01/21

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: