

HETTON LYONS PRIMARY SCHOOL - PREMISES SPECIFIC RISK ASSESSMENT

Work Activity/ Hazard:	Covid -19 Premises Specific Risk Assessment	Property	Hetton Lyons Primary School	Section:	Education
Date of Assessment:	January 27th 2021	Date to be Reviewed:	February 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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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

SEVERITY

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

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What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	L i k e l i h o o d	S e v e r i t y	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	L i k e l i h o o d	S e v e r i t y	Residual Risk L x S
Spread of COVID 19 Management	Employees, contractors, visitors. Contracting Coronavirus	Follow current government and HR advice on staff returning to work. Managers should familiarise themselves with the COVID-19 Code of Practice Managers to ensure that they have a task-based risk assessment developed and cascaded through to their staff.	1	5	5	<ul style="list-style-type: none"> Task based and other risk assessments shared with staff Follow current government, Trust, TfC and union guidelines Senior leaders know what to do if there is a case of COVID-19 in school Trust, SLT and Staff briefings as necessary Risk assessment shared with all staff and parents on the school website Regular review of risk assessments and adaptation where necessary All relevant policies updated for the COVID-19 risk- Business Continuity plan and emergency plan are up to date 	1	4	4

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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. Staff will enter the same door but follow social distancing rules.</p> <p>Automatic doors the preference.</p>	1	5	5	<ul style="list-style-type: none"> ● Only staff and approved visitors will enter by the main entrance ● The school office will be closed for parents. Parents can contact by email or phone. ● Items from home will not be accepted through the window ● Only one adult allowed in entrance hall ● Alcohol-based hand sanitiser will be available in the entrance ● The window in the office will be locked and only the small hatch will be opened ● Thorough cleaning to take place during the day and at the end of each day 	1	5	5
Visitors to premises: Including Contractors and customers	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Restrict visitors to essential visits only.</p> <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 	1	5	5	<ul style="list-style-type: none"> ● Where possible all visits to be pre-arranged via the school office, no more than two meetings to be scheduled for the same time. ● All arranged visits must be agreed by the Head of School, with the time, reason for visit and the estimated time of visit. This will go onto the school calendar to ensure everyone is aware of the visit. If not on 	1	5	5

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		<p>could potentially encounter (Out of hours working, school holidays, evenings weekends).</p> <ul style="list-style-type: none"> ➤ Reduce the amount of time within our premises ➤ Limit the numbers of visitors (Appointment system, Access controls) <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>Contact with the school office will be through plexiglass barrier 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>the calendar, visit cannot take place</p> <ul style="list-style-type: none"> ● Trust Visitor Protocol will be used to obtain Track and Trace Information ● If there is a queue, set out 2-metre markers on the ground for them to stand on. ● Alcohol-based hand sanitiser available on arrival. ● Meetings will be held in a room that has adequate ventilation ● School will provide written guidance on how to manage COVID-19 ● Visitors will be asked to sign to say they have read the guidance 			
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		Waiting room furniture to be rearranged to ensure social distancing.							
Corridors	Employees, contractors, visitors. Contracting Coronavirus	Staff advised to use elbow for opening door release where possible. One-way systems where possible. Stick to the left-hand side. Vision screens in door kept clear at all times Floor markings/graphics. Doors should not be wedged open where they are fire doors or security doors unless there is a door guard 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	1	5	5	<ul style="list-style-type: none"> ● All movements around the school will be planned and timetabled during the day including specific toilet times at set points during the day. ● External Classroom doors will be used for the majority of movement of children where possible ● Adults and children to be directed to walk on the left hand side of the corridor ● Make soap and water or alcohol-based hand sanitiser available on arrival. ● Regular wiping of surface with anti -bacterial hand wipes. ● Daily thorough clean to take place ● External corridor and classroom windows open for ventilation every day. ● As part of the school curriculum, children will be taught how to use the corridors safely on their return to school 	1	5	5

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		Use of photocopiers: Access to the photocopying room to be limited				<ul style="list-style-type: none"> All staff aware of the photocopying procedures Only 1 member of staff in the photocopying room at a time. Staff will be responsible for cleaning the touch screen throughout the day Staff have been provided with, and expected to wear, masks in communal areas 			
Toilets	Children, staff and visitors. Contracting Coronavirus	<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> <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>	1	5	5	<ul style="list-style-type: none"> Signage to be displayed on toilet doors regarding occupancy and good hygiene Information for visitors using the toilets, will be included in their written guidance Specific toilets allocated to groups of staff Toilets allocated to specific groups of children. Children's toilets monitored by staff and cleaned during the day Staff are aware of where to find additional cleaning products for use throughout the day Toilet windows to be kept open during the day 	1	5	5

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<p>Meeting Rooms</p>	<p>Employees, visitors. Contracting Coronavirus</p>	<p>Avoid use – look at different ways of working. Keep locked. Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> ● Encourage virtual meetings either online or by telephone ● All meeting will be scheduled in advance ● SB room allocated as designated meeting room ● PPA will take place in the library. ● Alcohol-based hand sanitiser available on arrival. ● Materials available for cleaning room after each meeting ● Staff meeting will be held virtually. 	<p>1</p>	<p>5</p>	<p>5</p>
<p>Office</p>	<p>Staff and visitors. Contracting Coronavirus</p>	<p>Managers are responsible for deciding the maximum occupancy of the office. The maximum occupancy should be communicated with staff. Displaying the occupancy on the door is a quick and simple method to communicate this information. Encourage increased natural ventilation in the office. Staff should leave their desks as clear as possible so that it can be easily cleaned.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> ● Admin office, maximum 2 staff apart. ● Office limited to admin and allocated staff only ● Make alcohol-based hand sanitiser available ● Regular wiping of surface with anti -bacterial hand wipes provided. ● Daily thorough clean of office. ● Windows kept open during the day for ventilation ● Only the bottom part of the external window to be open when dealing with visitors/queries etc. 	<p>1</p>	<p>5</p>	<p>5</p>

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		<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 waste bins</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>				<ul style="list-style-type: none"> ● Screen erected between the two office desks. ● Office staff will be responsible for the track and Trace procedures ● Only SLT staff allowed in office. ● Registers to be left in Sky Tower each morning and will be collected by office staff by 9:10am ● A radio will be available in Sky tower should staff require support from the Office staff. 			
<p>Welfare including; Kitchen facilities and rest areas</p>	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Wherever possible stagger breaks to reduce the number using the facilities.</p> <p>Restrict the number of people using staffroom at any one time.</p> <p>Maximum occupancies 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>	2	5	10	<ul style="list-style-type: none"> ● Staffroom maximum 10 people. ● Staff will be rostered for breaks and lunch times ● Staff will bring their own cutlery and lunch ● One way system set up for making hot drinks ● Make soap and water available on arrival. ● Items from the school kitchen to be returned to the kitchen immediately after use. 	1	5	5

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		<p>Disposable towels only in staffroom</p> <p>All toilets and staffroom provided with hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily and with additional stock available if necessary</p> <p>Posters displayed in toilets and staffroom 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>Advice for staff on spacing seats and tables to ensure social distancing.</p>				<ul style="list-style-type: none"> ● Regular wiping of surface with anti -bacterial hand wipes ● Daily thorough clean of areas ● Catering provider risk assessment available and shared ● Staff will know the routine for children eating in the hall ● Hall set up for socially distanced eating. Children eat their lunches in year group bubbles. ● Each bubble has its own one way system around the hall. ● Tables are cleaned and set before the children enter the hall ● Higher level of supervision in the smaller space. Staff wear visors, gloves, masks and tabards. 			
Cleaning	<p>Staff, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Increased cleaning regimes. Cleaning frequently touched surfaces daily these include, door handles, light switches, seating areas, door releases, desks and keyboards etc.</p>	1	5	5	<ul style="list-style-type: none"> ● Site supervisor and cleaning team in isolation. 1 contract cleaner has been employed with additional support from 1 midday supervisor. 	1	5	5

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		<p>Thorough cleans where a child or 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 or a child diagnosed has not been in the office for 72 hours no action required.</p>				<ul style="list-style-type: none"> ● HoS to prioritise areas across school into priority areas using numerical areas of importance to identify any areas that can be moved from daily cleaning This will ensure priority 1 areas receive priority cleaning. ● Supply staff will have induction carried out by the HoS . As part of this the risk assessment will be shared. They will be provided with disposable apron, gloves and mask. ● Key holder employed to open and close school each day during site supervisor isolation period. The key holder will be a person who carries out key holding across the Trust and has been agreed with the DfO ● H of S to take responsibility for deploying staff and resourcing areas. ● Contract cleaner to clean an identified area across school ● School staff to vacuum, clean the admin corridor and wipe down all handles and surfaces in corridors and the main reception area. 			
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						<ul style="list-style-type: none"> ● Teaching and support staff to wipe down surfaces in their own areas. ● Cleaning will follow the government guidelines COVID-19 Decontamination in non-healthcare settings ● Increased daily cleaning at key points during the day to include door handles, desks, toilets. This will be carried out by an additional member of staff during the isolation period. ● Thorough cleaning of the meeting room if it has been used as an isolation room including procedures for infection control ● Staff to wear PPE when cleaning an area that is potentially infected. Guidelines used for the removal of PPE and storage after use, ● All classrooms provided with cleaning materials to enable on the spot cleaning if required. 			
Deliveries	Staff, contractors, visitors. Contracting Coronavirus	Advise all delivery drivers of the school drop off arrangements	1	5	5	<ul style="list-style-type: none"> ● If there'll be a queue, set out 2-metre markers on the ground for them to stand on. ● Make alcohol-based hand sanitiser available on arrival. 	1	5	5

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		<p>Decide on a location as a set drop-off point agreed in advance for the schools and kitchens.</p> <p>School office closed to parents who may wish to drop something off for children during the day</p>				<ul style="list-style-type: none"> Deliveries will be unpacked by staff wearing gloves and mask. 			
Communication	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>All communication will be via email or in small groups ensuring social distancing.</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>	1	5	5	<ul style="list-style-type: none"> Communication with staff regarding social distancing and up to date guidance SW to lead on the premises cleaning regimes and stock control cleaning, toilet and hygiene products Staff consulted on the task based risk assessments HOS to ensure that communication is shared with all staff regarding cleaning of desks/chairs between lessons (if practical) replenishment of stock 	1	5	5
Emergency Procedures	<p>Employees, contractors, 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>	2	5	10	<ul style="list-style-type: none"> Fire Emergency Plan to be reviewed in light of Covid 19 – enforce social distancing this will include a fire drill with no alarm so that children in a different classroom know where the fire exit is an where they should stand 	1	5	5

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		<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>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 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>				<ul style="list-style-type: none"> Review fire exit pathways to maintain social distancing Review of all governance guidelines Waste bagged and kept separate for 72 hours in the designated bin then disposed of in the usual way 			
Ventilation	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>All staff ensure that the rooms they are working in are well ventilated: regular airing with windows</p> <p>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>	2	5	10	<ul style="list-style-type: none"> The computer room will be timetabled staff use. Children will use Chrome Books Staff will be responsible for ensuring maximum ventilation in their own rooms by having a window open at all times. 	1	5	5

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						<ul style="list-style-type: none"> Toilet windows will be kept open at all times 			
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	<ul style="list-style-type: none"> All statutory checks have been carried out throughout lockdown and the holidays. Legionella checks pre whole school opening completed during the summer break. 	1	5	5
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>The Trust will have rules for common areas that they are in control of and communicate to relevant people.</p>	1	5	5	<ul style="list-style-type: none"> Risk assessment for the Nursery to be shared with the Trust and school School risk assessment shared with the Trust and Nursery 	1	5	5

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To be completed by the Individual undertaking the risk assessment:

Name: Valerie Wilson

Job Title: Head of School

Signature:

Date: 28.01.21

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: Susan Bell

Job Title: On behalf of the Balmoral Learning Trust

Signature:

Date: 28.01.21