



Health and Safety Risk Assessment

Academy / School	St Dominic Savio Catholic Primary School	Assessment No.	1
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Site	N/A	Location	Western Avenue, Woodley RG5 3BH
Subject of Assessment	Managing school premises functions during the Coronavirus pandemic		
Assessed by	C Willoughby	Date	17 th August 2020
		Review date	Ongoing
Details of workplace/activity	School staff managing premises functions in school during the Coronavirus pandemic		Persons Affected (Who may be harmed)
			Staff, visitors and pupils

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Travel to and driving at work	- Staff travel to site alone using their own transport - Shared transport is not permitted unless suitable face coverings are worn. - Where public transport is to be used suitable face coverings must be worn and public health guidance must be followed.	Low	X
2.	Site access and egress:	- Only essential visits to the site are permitted - Alternative site access and egress points are considered in order to enable social distancing	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building - Hand sanitiser available at all access points of the building. - Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned and disinfected regularly.		
3.	Front of school/reception, contact with visitors and public behaviours which may not be in compliance with social distancing: Potential exposure to those infected with Covid-19.	- Foyer door to be left open, glass reception window to remain closed when 2m distancing not being adhered to. - Hand sanitising gel available and used at reception. - Hand sanitiser to be used by all staff after signing in. - Ensure clear distance of 2 metres between individual persons in reception areas. - Maintenance requests to be raised online or via phone. - Personal protective equipment and advice on social distancing provided to those dealing with the public. - Personal protective equipment and advice provided on delivering first aid. - Parents encouraged to phone or email with queries rather than come to reception.	Medium	X
4.	Fire: Unable to evacuate safely	- All staff are familiar with the evacuation process and where to go in the event of a fire - Contractors advised of fire safety arrangements on arrival - All staff have completed appropriate fire safety training	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- The school will only open if suitable numbers are trained fire wardens are present on site - All fire alarm testing regimes will remain in place during any school occupation - If required, the fire management plan will be reviewed and all occupants trained in new procedures - Prior to re-opening areas or buildings following a lengthy closure, fire safety systems should be checked by a competent person and appropriate remedial action taken as necessary to ensure all components of the fire safety system are in a satisfactory condition prior to re-opening		
5.	Lack of first aid provision: unable to respond to a medical emergency	- The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for the workers present and the activities that they are doing - The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for any children present - High risk activities prohibited where first aid provision not adequate - First aid kits will be available and replenished regularly - First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates reviewed and rolling programme for certificate renewals to continue.	Medium	✓
6.	Pre-existing health conditions	All staff to follow Government/NHS advice if they have any pre-existing health conditions	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
7.	Toilet facilities	- All staff toilets are individual use - Strict hygiene measures are applied throughout the school - Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced - Disinfectant wipes available in all staff toilets.	Medium	X
8.	Coronavirus - Working in close proximity: Spread of virus	Staff on site will be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 2m rule wherever possible whilst on site.	Medium	✓
9.	Coronavirus –Maintenance tasks: Spread of virus	- Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves, masks - PPE will be worn and removed as per training e.g. disposable of washing-up gloves and aprons for cleaning - All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - All tools, communication devices such as radios used will be cleaned with soap and warm water (except electrical items) or a sanitiser which must have 60% or higher alcohol content - Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds - Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		lone working risk identified in which case social distancing rules will apply		
10	Premises staff working alone on site: illness, accidents, lack of contact and supervision.	- Contact procedures are agreed, e.g. when the lone worker has safely left the site, a text message is sent to an agreed contact by a specific time - Employees who may work alone are provided with training in safe working procedures - A specific lone working risk assessment has been carried out, high risk work is avoided, including work on electrical equipment, work at height, confined space entry etc.	Low	X
11	Legionella	- Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment - In addition, the location of infrequently used outlets will be reviewed, bearing in mind the change in occupancy of the premises. Any additional infrequently used outlets will be added to the list of infrequently used outlets to be flushed weekly - If regular maintenance cannot be fulfilled then additional control measures will be introduced, such as locking showers or removing shower heads (if applicable) to prevent aerosol generation - Approx. 1 week before re-opening after a lengthy closure, a competent water treatment specialist will be commissioned to assess and take appropriate remedial action as necessary to certify the complete system for	Low	✓



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied		
12	Gas – Risk of leaks and build-up of gases	- Where gas equipment is not in use, the gas supply to the equipment will be isolated. - Where gas equipment has not been used for a lengthy period, equipment will be inspected by a competent person who will take appropriate remedial action to ensure gas equipment is safe to use before it is put back into service - Planned gas safety checks, including gas detection and/or interlocking will continue as planned	Low	✓
13	Kitchen equipment that holds water – risk of contamination due to bacterial growth	To minimise the likelihood and severity / extent of bacterial growth, kitchen equipment that holds water, e.g. dishwashers or combination ovens, will be run through a full cleaning cycle at least once per week	Low	✓
14	Security – Risk of accidental or malicious damage to premises or equipment	- Additional checks will be performed to ensure that access control and lockdown systems are operational - The advice from service providers that have remote monitoring stations (response centres) - i.e. intruder alarm/ lift/ fire alarm companies, etc. - will be followed and keyholder information to respond to out of hours incidents will be updated, as necessary	Low	X
15	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible	- All systems to remain energised in normal operating mode - Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical	Low	✓



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	presence of the Coronavirus in non-symptomatic occupants.	ventilation systems cannot be adjusted to full fresh air these will be switched off - Where possible, occupied room windows will be open - Ventilation to chemical stores will remain operational - Drainage systems will be checked to ensure traps have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers		
16	Failure of lifting or pressure equipment.	Thorough examinations and testing of lifting and pressure equipment will continue during the coronavirus outbreak, following the updated HSE guidance	Low	✓
17	Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus	- Procedures are in place to postpone non-essential maintenance - Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified - Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site - Visiting contractors are instructed to wear PPE before entering the site and avoid hand to face contact throughout - PPE will be disposed of in the normal way unless coronavirus contamination is expected	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems - Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction - Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site - Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site		
18	Coronavirus – cleaning tasks: Spread of virus	- Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, lift / door call panels and an enhanced cleaning regime is in place in communal toilets - Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff - Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout - PPE will be worn and removed as per training - Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds.	Low	✓
19	Breaks and access to canteens/rest areas:	Staff are encouraged to bring their own food	Medium	✓



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		• Staff are instructed to ensure they take all necessary precautions if they go to local shops and wash hands thoroughly on return to school. • Break and rest times are staggered in order to reduce congestion and contact • Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products – disinfectant wipes are available in shared areas • Enhanced cleaning measures of drinking water tap mechanisms should be in place • Hand cleaning facilities or hand sanitiser are made available at the entrance to any room where people eat and should be used by staff when entering and leaving the area • A distance of 2m should be maintained between users • Any tables used are cleaned between each use • Crockery, eating utensils, cups etc. are washed and dried between use • Additional rest area to be prepared in the Infant Hall		
20	Lack of hygiene: risk of cross infection/contamination of COVID-19	• Strict hygiene measures are applied throughout the school, i.e. as per Public Health England advice on washing hands more often and for 20 seconds, using soap and water or hand sanitiser when: ○ Coming into school or arriving home ○ Blowing nose, sneezing or coughing ○ Visiting other places ○ Eating or handling food	Medium	✓



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		• Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used • Hand and respiratory hygiene notices are posted around the school and should be followed by all staff • Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance • If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted • The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings' https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
21	Mental health pressure of those remaining on site: sickness absence due to stress, increased fear and anxiety among those left.	• Practice and promote staff/team distancing and good hygiene • Line Managers should regularly review welfare of staff and monitor any anxiety levels • An employee assistance programme and telephone counselling service is available to staff	Medium	✓
22	Contaminated workplace: A person catches Covid-19 due to contaminated surfaces.	• An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.). • Hand sanitisers have been placed in the workplace	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- Extra hygiene measures (handwashing etc.) are enforced - Multi-use hand towels are not used to dry hands - Respective information has been provided to staff - Incidents reported as per school procedure and under RIDDOR as per Government guidance		
23	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.	- School (respective building) should be closed down with no access for 72 hours where at all possible - Where not possible, guidance and personal protective equipment (apron, gloves etc.) should be provided - All building users advised re monitoring their own health, reporting of symptoms and self-isolating	Medium	X
24	Maintaining Health & Safety standards with reduced staff on site: Machinery is left running with no skilled support available to manage its' use, Increased number of incidents due to lack of supervision or relaxed standards, Breach of H&S legislation,	- No machinery requiring specialist use on site. - Line managers to ensure H&S guidance is still followed for those left on site - Monitor any areas/buildings that may be prone to malicious behaviour - High risk work is risk assessed to ensure suitable controls are in place - Lone working is avoided for high risk work including work on electrical equipment, work at height, confined space entry.	Low	X
25	Work planning to avoid close working	- Social distancing guidelines must be maintained and if not possible, work must not continue - Work will be planned and organised to avoid crowding and minimise the risk of spread of infection	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		- Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend school - Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures - Face to face contact will be avoided - Stairs will be used in preference to lifts - Site meetings will only take place if absolutely necessary, attendees should be at least two meters apart from each other and room should be well ventilated/windows open to allow fresh air circulation - Where possible remote meetings will be held using media such as Microsoft Teams		



ACTION PLAN (Additional Control Measures Required/Recommended Actions)		
Hazards and Risks		<i>Recommended Actions</i>
5	Lack of first aid provision: unable to respond to a medical emergency	First Aid training on November INSET
8	Coronavirus - Working in close proximity: Spread of virus	Review as necessary
11	Legionella	Regular legionella maintenance routine to continue.
12	Gas – Risk of leaks and build-up of gases	Caterlink have inspected all equipment and declared it for use. Continued use of boilers throughout the holiday period. Building has not been completely closed.
13	Kitchen equipment that holds water – risk of contamination due to bacterial growth	Kitchen staff ensure that this takes place
15	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants.	Only ICT suite affected. Where possible use natural ventilation rather than AC
16	Failure of lifting or pressure equipment.	Maintenance of lift up to date. Currently no pupils requiring to use it.
18	Coronavirus – cleaning tasks: Spread of virus	Continued dialogue with cleaning team to ensure that enhanced cleaning regime is adhered to
19	Breaks and access to canteens/rest areas:	Review to ensure that adequate areas are available for staff to use and remain socially distant. Set up staff area in Infant Hall
20	Lack of hygiene: risk of cross infection/contamination of COVID-19	Regular reminders to all staff that strict hygiene routines must be followed.
21	Mental health pressure of those remaining on site: sickness absence due to stress, increased fear and anxiety among those left.	Keep channels of communication open for all staff. Individual risk assessments for vulnerable staff.



Please note:

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.