

Risk Assessment

Work Activity/ Hazard:	Covid-19 Premises Specific Risk Assessment	Property	Beacon of Light School	Section:	Premises
Date of Assessment:	May 2020	Date to be Reviewed:	27/05/2020 12/06/2020		

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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Spread of COVID 19 Management	Employees, contractors, visitors. Contracting Coronavirus	Follow current government and HR advice on who can return to work and who should remain at home. Managers should familiarise themselves with the COVID-19 Code of Practice	1	5	5	Staffing list updated with covid related changes i.e. self-isolation, shielding etc. Documents and updates shared with staff.	1	3	3

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		<p>Managers to ensure that they have a task-based risk assessment developed and cascaded through to their staff.</p> <p>Government guidance document Working safely during COVID-19 in offices and contact centres.</p>							
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>Entry through main reception.</p> <p>Exit rear staircase to ground level.</p> <p>One-way system in place</p>	1	1	1
Visitors to premises: Including Contractors and customers	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Restrict visitors to non-public Council Premises (i.e. offices) 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) 	1	5	5	<p>Visit need eliminated wherever possible.</p> <p>Meetings encouraged to take place via virtual online platforms.</p> <p>Inductions to be carried out when no other users in school.</p> <p>Entry & exit procedure adhered to.</p> <p>Hand washing/sanitising procedures adhered to.</p>	1	5	5

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		<ul style="list-style-type: none"> ➤ 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> <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.</p> <p>Have you or anyone in your household displayed any of the</p>				<p>Touch points by visitors minimised – staff to open doors.</p> <p>Plexiglass screen to be installed on reception</p> <p>Infrared thermoscan to take temperature of students arriving on site</p> <p>Signing in to be completed by reception staff</p> <p>No lanyards required for visitors to reduce spread of infection. They will be accompanied at a social distance by a member of staff at all times while on site</p>			

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		<p>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> <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>							

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		Visitors must wash their hands upon entering our premises.							
Lifts	Employees, contractors, visitors. Contracting Coronavirus	Lift to be operational only where necessary Reduce maximum occupancy to one person. Clear notice at each call point to identify maximum occupancy on each floor. Staff advised to use the backside of a pen or other item when using the lift call button. Where lifts are operational the button should form part of additional cleaning regimes.	1	5	5	All to use stairs wherever possible	1	3	
Staircases	Employees, contractors, visitors. Contracting Coronavirus	One-way systems where possible. If this is not achievable staff informed to stick to the left-hand side. All staff briefed to ensure that they are aware of these controls.	1	5	5	Procedure in place, share with staff who will sign to confirm received, read and understood.	1	2	2
Corridors	Employees, contractors, visitors.	Staff advised to use elbow for opening door release where possible.	1	5	5	Door notices produced.	1	3	3

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	Contracting Coronavirus	<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 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</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>				<p>One-way system in place.</p> <p>Staff aware of non-fire doors to be wedged open.</p> <p>Photocopier moved to self-contained room.</p> <p>Staff reminded of appropriate protocols on staff training day.</p>			

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Toilets	Employees, contractors, 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. Toilets are screened from each other – little concern in this regard. It must be ensured capacity of toilets are not exceeded. Consideration for the number of available urinals to ensure social distancing.	1	5	5	Staff and student toilets identified Hand dryers switched off Access to toilets on a rota basis for students, monitored by staff. Individual toilet allocated to each student to avoid opportunities for cross-contamination Cleaning procedure after use	1	4	4
Meeting Rooms	Employees, contractors, visitors. Contracting Coronavirus	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.	1	5	5	Meeting room identified as additional first aid room	1	2	2
Offices	Employees, contractors, visitors. Contracting Coronavirus	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	1	5	5	Office doors to be wedged open if permissible. Fire Doors will not be wedged open unless closing device is fitted. Desks/working areas to be cleared by staff on staff training day.	1	3	3

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		<p>method to communicate this information.</p> <p>Encourage increased natural ventilation in smaller offices.</p> <p>Staff should leave their desks as 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</p>							

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		Desks physically repositioned							
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 of the work premises.</p> <p>Disposable towels only – no multi use towels.</p>	1	5	5	<p>Kitchen closed, no food preparation on site. Provisions to be brought from home.</p> <p>2 packed lunches (pre-packed sandwich and fruit) may be required for vulnerable/key worker students, distributed in a sealed bag. Contents/bag will be wiped clean prior to distribution.</p> <p>2 students will eat at a 2.5m square table at a social distance from each other.</p> <p>Water fountain switched off.</p> <p>Bottled water provided.</p>	1	1	1

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		<p>All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished as necessary.</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 need to close.</p> <p>Ask employees to bring their own food and eat at their desk.</p>							

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Cleaning	Employees, contractors, visitors. Contracting Coronavirus	Increased cleaning regimes. Cleaning frequently touched surfaces daily these include, door handles, light switches, seating areas, door releases, lift buttons, desks and keyboards 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.	1	5	5	SBM to liaise with cleaning staff and review procedures as necessary. Unused rooms identified and closed off. Fogging of all resources at the end of each school day. Cleaning caddies to be provided for all rooms	1	2	2
Deliveries	Employees, contractors, visitors. Contracting Coronavirus	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	1	5	5	No arrangements for lunch deliveries on-site required. Pre-packed sandwich and fruit will be bought and brought in by staff, cleaned and sealed in a disinfected plastic bag. Deliveries to main reception (access via Beacon)	1	3	3
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	1	5	5	Staff Training 11/12 June 2020 Signage arranged	1	2	2

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		<p>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>							
Emergency Procedures	Employees, contractors, visitors.	Review emergency procedures to ensure that arrangements	1	5	5	Staff Training w/c 15 June 2020.	1	5	5

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	Contracting Coronavirus	<p>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>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>First Aid Policy updated in response to covid-19</p> <ul style="list-style-type: none"> • Isolation room identified in main reception - first aid room • If a student presents with symptoms a procedure is in place to isolate/aid student return to home. <p>Fire Evacuation Policy and Plan updated in response to covid-19</p> <ul style="list-style-type: none"> • Appropriate PPE • RPI • Medical facilities • Symptoms • cuts 			

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		<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>							
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 recirculation to 100% outdoor air.</p>	1	5	5	Facilities Manager / HLA Services complete necessary checks.	1	2	2

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		<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>							
Re-opening closed premises.	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Statutory checks/inspections to be completed prior to reoccupation</p>	1	5	5	<p>SLT/Facilities Manager/SBM/HLA Services to liaise and share procedures/plans.</p> <p>Staff Training 11/12 June 2020</p>	1	2	2
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	<p>SLT/Facilities Manager/SBM/HLA Services to liaise and share procedures/plans.</p>	1	2	2

To be completed by the Individual undertaking the risk assessment:

Name: Jackie Smith

Job Title: School Business Manager

Signature:

Date:

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: Denise Taylor

Job Title: Principal

Signature: 

Date: 12/06/2020

Shared with Staff by;

Name: Denise Taylor Date: 12/06/2020