



## CUMBRIA COUNTY COUNCIL MODEL INFECTION PREVENTION CONTROL SCHOOLS PREMISES RISK ASSESSMENT



Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have been developed for maintained schools and settings in consultation with our trade union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings, will support and guide governing bodies and school leaders to manage a planned and safe gradual return to school, but recognises that local decisions to open or not **MUST** follow a risk-based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help governing bodies and headteachers develop and tailor a site-specific risk assessment in relation to infection prevention control including ongoing controls for COVID-19.

Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Controls shown follow current available guidance and best practice.

Headteachers and governing bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable, and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

**PLEASE NOTE:** Schools and trusts should work closely with parents and carers, staff and unions when agreeing the best approaches for their circumstances. Your risk assessments should outline **YOUR** agreed control measures following your local planning processes – any additional control measures you identify as being required should be added to the additional controls column, along with who is responsible and a timescale. Likewise any control measures included in this model that **do not apply** to your setting can be removed. All employees working within the premises should receive site-specific information on the controls implemented within their workplaces.

Help and support with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk) .

Please note that the Local Authority is liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – contractors are asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.



**Likelihood:**

Very unlikely, e.g. 1 in 1,000,000 chance of it happening  
 Unlikely, e.g. 1 in 100,000 chance of it happening  
 Possible, e.g. likely to occur during standard operations  
 Likely, e.g. has been known to happen before  
 Very likely, e.g. it is almost certain that something will happen

**Severity:**

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

**15-25 Unacceptable.**

Stop activity and make immediate improvements

**6-12 Tolerable**

Look to improve within a specified timescale

**1-5 Acceptable**

No further action, but ensure controls are maintained

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

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<b>RA reference</b>	2	<b>Activity description</b>	<b>Infection prevention and control – during COVID-19 pandemic</b>
<b>Assessment date</b>	Jan 2022	<b>Assessor name</b>	J. Harvey
<b>Assessment team members</b>	Admin/ Governors	<b>Planned review date</b>	Whenever national guidance changes
<b>Location</b>	Calthwaite Primary School	<b>Number of people exposed</b>	68 children/ 13 adults
<b>Overall residual risk level following implementation of effective control measures</b>	<p><b>Medium risk</b> Step 4 of the Government Roadmap came into force on Monday July 19th, 2021</p> <p>Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.</p>	<b>People exposed</b>	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders
<b>DfE helpline 0800 046 8687</b> (select option 1 for advice on action to take in response to a positive case)			
<b>Assessment last updated</b>	Jan 2022	<b>Is this an acceptable risk?</b>	<b>Yes/ No</b>
<p><b>Training:</b> All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p><b>Monitor and review:</b> This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p><b>Communication and consultation:</b> Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p>			

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<b>Hazards in relation to spread of COVID-19 in educational settings</b>	<b>High 15</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We will continue to follow national and local government guidance, HR and Public Health advice in respect of staff returning to the workplace.</li> <li><input type="checkbox"/> We will continue to plan for safe occupancy/staff ratios in the event that temporary measures are reintroduced such as social distancing and reduced classroom numbers.</li> <li><input type="checkbox"/> We continue to review, amend, update and communicate our school's Operations Risk Assessment.</li> <li><input type="checkbox"/> Our Induction/Staff Handbook has been updated to include information and guidance on dealing with the current COVID-19 pandemic.</li> <li><input type="checkbox"/> <a href="#">Catch it Kill it Bin it Posters</a> are prominently displayed around the building.</li> <li><input type="checkbox"/> The out-of-hours contact number for the Local Authority is prominently displayed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We may reintroduce bubbles for temporary periods to reduce mixing between groups in the event of a local outbreak situation.</li> </ul>	<b>Medium 12</b>	<b>Head</b>
<b>Re-occupation</b>	<b>Medium 10</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Premises/H&amp;S inspections and required statutory checks/inspections (buildings and outdoor areas inspections have been</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Annual School Premises H&amp;S inspection checklist</a></li> </ul>	<b>Medium 8</b>	<b>Head/ admin</b>

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Control of premises-related hazards  <b>School premises/ building-related health and safety management/outdoor spaces/ fixed/mobile equipment</b>		completed prior to the setting re-opening). <input type="checkbox"/> Essential remedial actions have been undertaken to ensure that the premises and outdoor areas are safe.			
	Medium 8	<b>Water systems</b> <input type="checkbox"/> Suitable remedial actions have taken place to ensure that water systems are fit for use with legionella/water hygiene controls in place. <input type="checkbox"/> Kitchen equipment and seldom-used outlets are included in flushing and cleaning regimes.		Low 4	Head
	Medium 8	<b>Gas and electrical systems</b> <input type="checkbox"/> Gas and electrical safety checks have been carried out and systems are safe to operate.		Low 4	Head
	Medium 8	<b>Fire safety management systems</b> <input type="checkbox"/> Fire safety management systems have been checked, fire alarms, emergency lighting, fire safety equipment are in place and functional.		Low 4	Head

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire risk assessment and emergency evacuation procedures are reviewed and in place with any changes to fire escape routes communicated to all staff.</li> <li><input type="checkbox"/> Fire drills will continue in line with normal procedures.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the event of the reintroduction of any restrictions we will continue to endeavour to maintain social distancing at assembly points.</li> </ul>		
	Medium 12	<p><b>Asbestos monitoring</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visual asbestos monitoring is undertaken to ensure that any in-situ ACMs remain in good condition.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where we are contacted regarding forthcoming asbestos surveys, we recognise this is classed as essential works and we will permit access to contractors.</li> </ul>	Medium 8	Inspected during summer 2021
	Medium 8	<p><b>Lifts and lifting equipment and pressure systems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thorough examinations and testing of lifts, lifting and pressure equipment carried out during the coronavirus outbreak following the <a href="#">HSE guidance</a></li> </ul>	Hoist in disabled toilet-delivered September 2021	Medium 6	On-going
	Medium 8	<p><b>Security systems</b></p>		Medium 6	Head

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> Security systems have been checked and are operational.</li> </ul>			
<b>Poor ventilation and heating issues</b>	Medium 12	<ul style="list-style-type: none"> <li><input type="checkbox"/> The building will remain well-ventilated where possible using natural ventilation.</li> <li><input type="checkbox"/> Classroom windows and doors will be kept partially open to allow acceptable ventilation whilst maintaining a reasonable temperature as required by the Workplace (Health, Safety and Welfare) Regulations.</li> <li><input type="checkbox"/> Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty, to air the rooms.</li> <li><input type="checkbox"/> Heaters will be operating to maintain a reasonable temperature during cold spells, and we will encourage staff and pupils to wear extra layers and warmer clothing.</li> <li><input type="checkbox"/> Mechanical ventilation systems have been serviced and checked.</li> <li><input type="checkbox"/> We will continue to follow <a href="#">HSE guidance</a> and <a href="#">CIBSE guidance</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We will open high level windows where possible.</li> <li><input type="checkbox"/> <a href="#">Where provided, CO2 monitors are placed in classrooms where ventilation may be an issue.</a></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/> The fire doors of all unoccupied rooms will remain closed when rooms are empty.</li> <li><input type="checkbox"/> Where classroom doors are not fire doors, they can be left open during break times.</li> <li><input type="checkbox"/> We will avoid opening windows in toilets where mechanical ventilation is in place to ensure the</li> </ul>	Medium 8	<b>All staff</b>



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		regarding ventilation and air conditioning.	right direction of ventilation.		
<b>Lack of cleaning/hygiene/waste management</b>	Medium 12	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supplies of hand sanitiser (60% alcohol) are available at all entrance points and where there are no sinks.</li> <li><input type="checkbox"/> We will continue to follow the government guidance <a href="#">Cleaning of non-healthcare settings outside the home</a> and ensure that regular cleaning continues.</li> <li><input type="checkbox"/> In the event of an outbreak or where necessary, we will agree on additional resources/cleaning regimes to ensure robust cleaning, including high contact touch points, is carried out.</li> <li><input type="checkbox"/> We maintain a supply of cleaning materials that are stored away safely. We have safety data sheets for all of our cleaning products.</li> <li><input type="checkbox"/> Kitchen and/or food preparation areas will be deep-cleaned prior to the resumption of any food preparation.</li> <li><input type="checkbox"/> Safe systems of work have been developed locally to ensure</li> </ul>		Medium 8	<b>Admin/Head</b>



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		<p>appropriate measures are in place for laundering, cleaning, and decontamination of soiled items and/or equipment.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrangements are in place for the disposal of clinical waste and general lidded bins provided where required.</li> <li><input type="checkbox"/> Pest control measures are in place.</li> </ul>			
<p><b>Access and egress</b></p> <p>Controlling the risks from visitors to premises including contractors/ deliveries</p>	<b>Medium 12</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We will update our website together with local cascade of clear guidance for parents on the precautions and sites rules to be followed.</li> <li><input type="checkbox"/> Use of lifts is permitted with limited occupancy and only when necessary.</li> <li><input type="checkbox"/> Non-essential visits are at the discretion of the headteacher/manager.</li> <li><input type="checkbox"/> Essential visits will be strictly managed on a case-by-case basis.</li> <li><input type="checkbox"/> Effective contractor management procedures are in place to manage access for essential works/statutory maintenance/testing.</li> <li><input type="checkbox"/> Delivery drop-off points have been agreed and will remain in place until further notice.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We will carry out 'end of day' security checks to ensure that all windows have been closed.</li> </ul>	<b>Medium 8</b>	<b>Admin/ Head</b>

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<b>Toilets</b>	Medium 12	<input type="checkbox"/> We will ensure sufficient supplies of soap and paper towels and ensure that the hand dryers have been serviced as per manufacturer's instructions. <input type="checkbox"/> Appropriate signage is displayed in toilets to remind about regular handwashing and good hygiene and to use the waste bins provided.		Medium 8	<b>Admin/Head</b>
<b>Lack of suitable PPE</b>	Medium 12	<input type="checkbox"/> Where required PPE will be made available through the <b>Call Centre</b> .	<b>Where required contact the call centre to order PPE 0800 783 1967 (manned from 09:00 – 17:00 Monday to Friday).</b>	Medium 8	<b>Head</b>

<b>To be completed by the individual undertaking the risk assessment:</b>			
<b>Name:</b>	Jonathan Harvey	<b>Job title:</b>	Head
<b>Signature</b>	<i>J. Harvey</i>	<b>Date:</b>	1 <sup>st</sup> September
<b>To be completed by the headteacher:</b>			
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.			

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Name:	Jonathan Harvey	Job title	Head
Signature:	<i>J. Harvey</i>	Date:	7/1/2022

**Useful links and guidance:**

[Schools COVID-19 operational guidance](#)

[Cleaning of non-healthcare settings outside the home](#)

[Assessment of fresh air \(ventilation\) in the workplace \(hse.gov.uk\)](#)

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)