

### Health and Safety Risk Assessment for Managing School Premises during Covid-19

<b>Academy / School</b>	The Boxing Academy	<b>Location</b>	Hackney
-------------------------	--------------------	-----------------	---------

<b>Subject of Assessment</b>	Managing school premises functions during the Coronavirus pandemic		
<b>Assessed by</b>	Anna Cain	<b>Date</b>	May 22, 2020
		<b>Review date</b>	Weekly
<b>Details of workplace/activity</b>	School staff managing premises functions in school during the Coronavirus pandemic		<b>Persons Affected</b> (Who may be harmed)
			Premises Team, Staff and visitors

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Travel to and from at work	<ul style="list-style-type: none"> <li>Staff travel to site alone using their own transport where possible. Parking permits will be provided for Hackney</li> <li>Shared transport is not permitted</li> <li>Where 2m social distancing cannot be achieved, travel to work will not be considered necessary</li> <li>To ensure staff can socially distance during travel, the school timings will be changed to allow for non-rush hour access</li> <li>.</li> </ul>	Low	x
2.	Site access and egress:	<ul style="list-style-type: none"> <li>Only essential visits to the site are permitted</li> <li>Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned and disinfected after each individual use</li> <li>Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
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.	<ul style="list-style-type: none"> <li>• Hand sanitising gel available and used at reception</li> <li>• Reduced number of staff on premises</li> <li>• Ensure clear distance of 2 metres between individual persons in reception areas</li> <li>• Maintenance requests to be raised online or via phone</li> <li>• Personal protective equipment and advice on social distancing provided to those dealing with the public</li> <li>• Personal protective equipment and advice provided on delivering first aid</li> </ul>	Medium	x
4.	Fire: Unable to evacuate safely	<ul style="list-style-type: none"> <li>• All staff are familiar with the evacuation process and where to go in the event of a fire</li> <li>• Contractors advised of fire safety arrangements on arrival</li> <li>• All staff have completed appropriate fire safety training</li> <li>• The school will only open if suitable numbers are trained fire wardens are present on site</li> <li>• All fire alarm testing regimes will remain in place during any school occupation</li> <li>• If required, the fire management plan will be reviewed and all occupants trained in new procedures</li> <li>• 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</li> </ul>	Low	x
5.	Lack of first aid provision: unable to respond to a medical emergency	<ul style="list-style-type: none"> <li>• 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</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for any children present</li> <li>High risk activities prohibited where first aid provision not adequate</li> <li>First aid kits will be available and replenished regularly</li> <li>First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of coronavirus may qualify for a 3-month extension.</li> </ul>		
6.	Pre-existing health conditions	<ul style="list-style-type: none"> <li>All staff to follow Government/<a href="#">NHS advice</a> if they have any pre-existing health conditions</li> </ul>	Low	x
7.	Toilet facilities	<ul style="list-style-type: none"> <li>Staff are informed the number of people using toilet facilities at any one time is restricted and to ensure 2 metre distance is maintained between people when queuing</li> <li>Strict hygiene measures are applied throughout the school</li> <li>Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced</li> </ul>	Medium	x
8.	Coronavirus - Working in close proximity: Spread of virus	<ul style="list-style-type: none"> <li>Staff on site will be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 2m Rule whilst on site</li> <li>Where 2m social distancing cannot be achieved, work will not be considered necessary</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
9.	Coronavirus – Premises team maintenance tasks: Spread of virus	<ul style="list-style-type: none"> <li>• Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves, masks</li> <li>• PPE will be worn and removed as per training e.g. disposable washing-up gloves and aprons for cleaning</li> <li>• All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• 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</li> <li>• Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds</li> <li>• 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 in which case social distancing rules will apply</li> </ul>	Medium	x
10.	Premises staff working alone on site: illness, accidents, lack of contact and supervision.	<ul style="list-style-type: none"> <li>• 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</li> <li>• Employees who may work alone are provided with training in safe working procedures</li> <li>• 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.</li> </ul>	Low	x
11.	Legionella	<ul style="list-style-type: none"> <li>• Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and</li> </ul>	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>controls/recommendations from the latest water management risk assessment</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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 all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied</li> </ul>		
12.	Gas – Risk of leaks and build-up of gases	<ul style="list-style-type: none"> <li>• Where gas equipment is not in use, the gas supply to the equipment will be isolated.</li> <li>• 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</li> <li>• Planned gas safety checks, including gas detection and/or interlocking will continue as planned</li> </ul>	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
13.	Kitchen equipment that holds water – risk of contamination due to bacterial growth	<ul style="list-style-type: none"> <li>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</li> </ul>	Low	x
14.	Security – Risk of accidental or malicious damage to premises or equipment	<ul style="list-style-type: none"> <li>A review of low use areas will be completed due to the change in use of various areas. Access to certain closed areas will be restricted to authorised relevant staff – for example, science laboratories, chemical stores and IT rooms</li> <li>Additional checks will be performed to ensure that access control and lockdown systems are operational</li> <li>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</li> </ul>	Low	x
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.	<ul style="list-style-type: none"> <li>All systems to remain energised in normal operating mode</li> <li>Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off</li> <li>Where possible, occupied room windows will be open</li> <li>Ventilation to chemical stores will remain operational</li> <li>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</li> </ul>	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
16.	Failure of lifting or pressure equipment.	<ul style="list-style-type: none"> <li>• Thorough examinations and testing of lifting and pressure equipment will continue during the coronavirus outbreak, following the <a href="#">updated HSE guidance</a></li> </ul>	Low	x
17.	Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus	<ul style="list-style-type: none"> <li>• Procedures are in place to postpone non-essential maintenance</li> <li>• 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</li> <li>• Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site</li> <li>• Visiting contractors are instructed to wear PPE before entering the site and avoid hand to face contact throughout</li> <li>• PPE will be disposed of in the normal way unless coronavirus contamination is expected</li> <li>• Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems</li> <li>• Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction</li> <li>• Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site</li> </ul>	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site</li> </ul>		
18.	Coronavirus – cleaning tasks: Spread of virus	<ul style="list-style-type: none"> <li>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</li> <li>Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff</li> <li>Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout</li> <li>PPE will be worn and removed as per training</li> <li>Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds.</li> </ul>	Medium	x
19.	Breaks and access to canteens/rest areas:	<ul style="list-style-type: none"> <li>Staff are encouraged to bring their own food</li> <li>Staff are instructed to stay on site and avoid using local shops</li> <li>Break and rest times are staggered in order to reduce congestion and contact</li> <li>Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products</li> <li>Enhanced cleaning measures of drinking water tap mechanisms should be in place</li> </ul>	Medium	x



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• 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</li> <li>• A distance of 2m should be maintained between users</li> <li>• Any tables used are cleaned between each use</li> <li>• Crockery, eating utensils, cups etc. are washed and dried between use</li> </ul>		
20.	Lack of hygiene: risk of cross infection/contamination of COVID-19	<ul style="list-style-type: none"> <li>• 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:               <ul style="list-style-type: none"> <li>○ Coming into school or arriving home</li> <li>○ Blowing nose, sneezing or coughing</li> <li>○ Visiting other places</li> <li>○ Eating or handling food</li> </ul> </li> <li>• Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used</li> <li>• Hand and respiratory hygiene notices are posted around the school and should be followed by all staff</li> <li>• Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance</li> <li>• If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted</li> <li>• The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings'  <a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a> </li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<a href="#">decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>		
21.	Mental health pressure of those remaining on site: sickness absence due to stress, increased fear and anxiety among those left.	<ul style="list-style-type: none"> <li>Practice and promote staff/team distancing and good hygiene</li> <li>Line Managers should regularly review welfare of staff and monitor any anxiety levels</li> <li>An employee assistance programme and telephone counselling service is available to staff</li> </ul>	Medium	x
22.	Contaminated workplace: A person catches Covid-19 due to contaminated surfaces.	<ul style="list-style-type: none"> <li>An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.).</li> <li>Hand sanitisers have been placed in the workplace</li> <li>Extra hygiene measures (handwashing etc.) are enforced</li> <li>Multi-use hand towels are not used to dry hands</li> <li>Respective information has been provided to staff</li> <li>Incidents reported as per school procedure and under RIDDOR as per Government guidance</li> </ul>	Medium	x
23.	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.	<ul style="list-style-type: none"> <li>School (respective building) should be closed down with no access for 72 hours where at all possible</li> <li>Where not possible, guidance and personal protective equipment (apron, gloves etc) should be provided</li> <li>All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
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,	<ul style="list-style-type: none"> <li>• Use technical/premises team staff to close down machinery safely</li> <li>• Close as many buildings/areas as possible and prevent entry</li> <li>• Line managers to ensure H&amp;S guidance is still followed for those left on site</li> <li>• Monitor any areas/buildings that may be prone to malicious behaviour</li> <li>• High risk work is risk assessed to ensure suitable controls are in place</li> <li>• Lone working is avoided for high risk work including work on electrical equipment, work at height, confined space entry.</li> </ul>	Low	x
25.	Work planning to avoid close working	<ul style="list-style-type: none"> <li>• Social distancing guidelines must be maintained and if not possible, work must not continue</li> <li>• Work will be planned and organised to avoid crowding and minimise the risk of spread of infection</li> <li>• Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend school</li> <li>• Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures</li> <li>• Face to face contact will be avoided</li> <li>• Stairs will be used in preference to lifts</li> <li>• 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</li> </ul>	Medium	x

<b>ACTION PLAN</b> <b>(Additional Control Measures Required/Recommended Actions)</b>		
<b>Hazards and Risks - as assessed on May 22<sup>nd</sup> 2020</b>		<b>Recommended Actions - COMPLETED June 9<sup>th</sup> 2020</b>
7.	Toilet facilities	A new full-time cleaning service has been arranged.
9.	Premises management	PPE has been sourced.
18.	Cleaning tasks	A new full-time cleaning service has been arranged.

**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.