



## Risk Assessment – Covid19 Estates – Site Specific

Location	Assessor	Date Completed
Petersfield	Ian Hawkins Reviewed and additions Leigh Bailey-Pearce & Richard Moore	04.06.20 08.06.20

Hazard (What have you identified?)	Risk (What could happen? Who can be affected?)	Description	Control Measures	Risk L/M/H	Further Actions	Timescale for action	Person/s responsible for implementation
Covid-19/First Aid Room	Transmission of virus  Staff  Students	Garden Room	<ul style="list-style-type: none"> <li>Hard coverings to all surfaces</li> <li>PPE required – Face masks, face shields, Disposable aprons, gloves.</li> <li>Disinfectant cleaning materials</li> <li>Communication method -Directly with reception</li> </ul>	L	<ul style="list-style-type: none"> <li>Full clean decontamination of area after use</li> <li>Disposal of PPE by the individual dealing with any suspected case</li> <li>Clean down of face shield by individual using particular item each time</li> </ul>	8 <sup>th</sup> June	Site Manager
Fire Evacuation	Not following the appropriate fire evacuation procedures or plan  Staff  Students	Fire Drill	<ul style="list-style-type: none"> <li>Full fire evacuation drill to be carried out with the first full week back</li> <li>Adopt new fire assembly points and evacuation plan</li> </ul>	M	<ul style="list-style-type: none"> <li>Review new evacuation and assembly points on completion of the fire drill</li> </ul>	By the 12 <sup>th</sup> June	Principal and Site manager
External and Internal marking/ signage	Confusion and cross contamination  Staff  Students	Clear defined routes external and internal markings and signage	<ul style="list-style-type: none"> <li>Give way system in the main reception area – prioritising staff access from staff room</li> <li>Flooring tape to define 2m zones</li> <li>Clearly defined signage to explain priority</li> <li>External painted zone markers for entrance.</li> </ul>	M	<ul style="list-style-type: none"> <li>Continually monitor</li> <li>Introducing new points of access</li> </ul>	12 <sup>th</sup> June	Site Manager  SLT



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Access control	Cross contamination of bubbles  Staff  Students	External markings to control entry	<ul style="list-style-type: none"><li>• Staggered access times</li><li>• Remain in the taxi until prompted to enter</li><li>• Radio communication between staff to inform of student arrival and correct allocated area</li><li>• Single point of entry and exit clearly defined by site map – Please see attached</li><li>• Staff member to control access at all times</li><li>• Restricted parent access</li></ul>	M	<ul style="list-style-type: none"><li>• Continual monitoring</li><li>• Points of access to be reviewed</li></ul>	12 <sup>th</sup> June	Site Manager  SLT



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Access control Updated additions after review by SLT and site Manager 08.06.20	Cross contamination of bubbles  Staff  Students	External markings to control entry	<ul style="list-style-type: none"> <li>All staff and pupils to have they temperature taken before entry</li> <li>External main door to be locked at 8.55am during briefing</li> <li>A Nominated Staff member to take pupils temperature and any phones etc. wearing the correct PPE</li> <li>A Nominated staff member to meet and greet pupils from the taxis and guide them to the front entrance</li> <li>All staff who have a pupil assigned to them will wait in the dining room to collect the pupil and take them to their class</li> <li>Internal main door to be locked at 10.00am and if any pupil or visitor arrives</li> <li>After that time reception will radio for the nominated staff member</li> <li>The door from reception to Dining room to be locked at 10.00 and all staff must walk around to the rear entrance of the staffroom to gain access to reception and toilets making the reception area 1 way.</li> <li>No pupil to use the front entrance to exit the building use exits within their class area</li> </ul>	M	<ul style="list-style-type: none"> <li>Continual monitoring</li> <li>Points of access to be reviewed</li> </ul>	12th June	Site Manager  SLT
External Play equipment	Cross contamination  Students	External play items such as the 'Muga'	<ul style="list-style-type: none"> <li>Do not use external play equipment</li> <li>Barrier off all equipment</li> </ul>	L	<ul style="list-style-type: none"> <li>If play equipment is to be used adequate cleaning after each use should take place.</li> </ul>	Ongoing	All staff



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Cleaning chemical usage	Inappropriate usage of provided chemicals  Staff	Cleaning equipment by all staff during the coronavirus pandemic	<ul style="list-style-type: none"> <li>Review COSHH file</li> </ul>	L	<ul style="list-style-type: none"> <li>Further guidance can be provided if required around the usage of chemicals</li> </ul>	Ongoing	All Staff
Transportation usage	Cross contamination  Students  Staff	Minibus use	<ul style="list-style-type: none"> <li>Do Not use the minibus for transporting students or staff</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual monitoring</li> </ul>	Immediate	Site Manager
Staff awareness	Cross contamination  Staff	Staff training	<ul style="list-style-type: none"> <li>Provide adequate training around hygiene around cleaning techniques</li> <li>Posters and signage</li> <li>Staff briefings – daily</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	8 <sup>TH</sup> June	Principal  Site Manager



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Use of specialist areas	Cross contamination  Students  Staff	IT Suite  Home Ec  Science lab	<ul style="list-style-type: none"> <li>All staff thoroughly clean done area after use.</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	Immediate	SLT  All staff  Site Manager
Staff numbers	Cross contamination  Staff	Number of staff in any one staffroom at one time	<ul style="list-style-type: none"> <li>Split staffrooms across the site</li> <li>Staggered breaks</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	Immediate	SLT  All staff  Site Manager
Classroom sizes	Cross contamination  Staff  Students	The number of students and staff that can be accommodated per class	<ul style="list-style-type: none"> <li>Uploaded spreadsheet showing maximum number of students and staff per classroom – compiled by the principal and SLT</li> <li>Signage to signify the classroom capacity</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	Immediate	SLT  Site Manager



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Social distancing – specifically during lunch and breaks	Cross contamination  Students  Staff	Maintaining the 2m recommended social distancing	<ul style="list-style-type: none"> <li>Lunch to eaten in the classrooms</li> <li>Signage and poster to remind of measures in place</li> <li>Floor marking in place to highlight 2m distancing</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	8 <sup>th</sup> June	Principal  SLT
Staff Toilet usage	Cross contamination  Staff	Use of and availability of toilets across the site	<ul style="list-style-type: none"> <li>Every member of staff that uses the toilets thoroughly clean them down after EACH use.</li> <li>Cleaning material provided in all toilets</li> </ul>	L	<ul style="list-style-type: none"> <li>Continual Monitoring</li> </ul>	Immediate	Site Manager
NASUWT checklist for the preparation of re-opening of the schools – Completion	Checklist Not being completed or considered  Staff  Students	Health and Safety checklist	<ul style="list-style-type: none"> <li>NASUWT checklist reviewed and completed with principal</li> <li>Also reviewed with the union representative when available</li> </ul>	L		Immediate	Trust Estates

**Next Review Date:**



**KEY:**

<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
Acceptable risk	Further Controls necessary	Unacceptable Risk, the task requires further assessments and changes.