

## BASIC RISK ASSESSMENT FORM

**NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.  
The general risk assessment below MUST be amended to reflect each buildings specific controls on an ongoing basis.**



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Building opening arrangements during COVID-19 Restrictions. This risk assessment has been prepared considering the fact that any staff who have the ability to work from home, are doing so during the current restrictions.

**Location of activity:**

<b>Team Address &amp; Contact details:</b>	St Andrews Primary School Springfield Street Oswaldtwistle BB5 3LG	<b>Name of Person(s) undertaking Assessment:</b>	C Wilkinson
		<b>Signature(s):</b>	
<b>Line Manager/ (Name/Title):</b>	Christina Wilkinson	<b>Date of Assessment:</b>	
<b>Signature:</b>		<b>Planned Review Date:</b>	On going
<b>How communicated to staff:</b>		<b>Date communicated to staff:</b>	

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official guidance and advice	Employees,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Manager to refer to guidance from <a href="#">LCC's Intranet</a>, <a href="#">Public Health England</a> and the <a href="#">H&amp;S COVID-19 web page</a>, which are updated on a regular basis.</li> <li>These are passed onto staff when guidance changes.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>All employees are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>furniture within the building</p>			<p>entry if available;</p> <ul style="list-style-type: none"> <li>• All employees will have their temperature tested on entering the building</li> <li>• All employees to wash their hands frequently particularly before eating and drinking, applying first aid, and after using the toilet; When coming into school</li> <li>• Antibacterial sprays, hand soaps and sanitisers will be available in each room. Steam cleaners are available upon request.</li> <li>• Posters are displayed throughout the building on general hand hygiene;</li> <li>• Employees should avoid touching their faces particularly with unwashed hands;</li> <li>• Employees will follow the "Catch it, Kill It, Bin it" guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);</li> <li>• Areas of the building that are in use are subject to frequent cleaning by employees and/or a cleaning contractor; Cleaning rotas are in place. Extra cleaning in classrooms are timetabled when children leave the room.</li> <li>• Employees <b>must not</b> share Skype telephones or headsets;</li> <li>• Cleaning and disinfection of frequently touched objects and surfaces is carried out by Facilities Management/cleaning team e.g. railings/bannisters, door and window handles, taps, desk/table tops, computer equipment, kitchen and employee break out areas; Rotas are in place.</li> <li>• Windows will be open as much as possible;</li> <li>• Good housekeeping is maintained at all times;</li> <li>• Waste bins are emptied regularly and the contents disposed of safely.</li> <li>• All children's desks have bags for personal rubbish which are collected x3 times a day.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p><b>Note:</b> For instances where it is necessary for a deep clean to be carried out following a suspected case of the COVID-19 virus on site, a deep clean will be required in accordance with the guidance <a href="#">COVID-19: cleaning in non-healthcare settings</a>. Please contact Facilities Management or LCC Grounds Maintenance and Cleaning Team to arrange for this to be undertaken.</p>
Spread of COVID-19 virus via air borne particles	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Guidance on Social Distancing <b>MUST</b> be strictly adhered to at all times. Employees will socially distance themselves from each other;</li> <li>Office layouts/desks should be adjusted to allow for social distancing e.g. spaced out to the recommended distance i.e. a minimum of 2 metres apart.</li> <li>Air conditioning units will to be set to none-circulating e.g. only to draw in fresh air from outside or switched off and open doors and windows instead.</li> </ul>
Employee displaying signs of COVID-19	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Employees are aware of the virus symptoms via government and LCC information (<a href="#">Intranet</a>) and are vigilant in reporting all concerns to their Line Manager/Supervisor who will reference <a href="#">PHE Guidance on COVID-19</a>: for advice on dealing with the situation;</li> <li>Any employee displaying symptoms must make arrangements to leave the building immediately and notify their Line Manager/Supervisor whilst being mindful not to come into contact with other staff;</li> <li>Should an employee not be able to leave the building immediately – they must notify their Line Manager by an appropriate means (email, telephone) and isolate themselves to another room. Once they have left the building, the Premises Manager must make arrangements for the room to be suitably cleaned. Access to this area must be prohibited until this task has been completed;</li> <li>If the symptomatic employee needs to go to the bathroom prior to vacating the building they will, where possible, use separate facilities. Line Manager, Facilities Management or cleaning team must be notified to ensure that the area is appropriately cleaned and disinfected before being</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>used by anyone else. The facilities must be marked as "out of order" until this task has been completed.</p> <ul style="list-style-type: none"> <li>Any employee who has assisted someone who has taken unwell with COVID-19 symptoms must wash their hands with hand soap and warm water for 20 seconds. They do not need to go home unless they display symptoms themselves.</li> <li>Employee displaying symptoms should self-isolate following current government guidance for staying at home;</li> </ul>
Need for Personal Protective Equipment (PPE)	Employees, visitors, contractors, users of the service	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning;</li> <li>Insufficient levels of PPE should be reported to the most senior member of staff;</li> <li>PPE is provided as detailed in task risk assessments.</li> </ul>
Reduced first aid provision	Employees	Untreated injuries	<ul style="list-style-type: none"> <li>Daily consideration is given to the reduced level of first aid provision in the building; First aid provided in all classrooms to minimise the movement around school and not to mix coloured groupings.</li> <li>First Aiders are aware of the <a href="#">Government guidance for first responders</a>;</li> <li>As a minimum an Appointed Person will be delegated to take charge in an emergency situation; SLT will do this.</li> <li>In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance;</li> <li>For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE has announced a 3 month extension to the validity of all first aid certificates.</li> </ul>
Effect on Fire and other responses to emergencies	Employees	Burns, smoke inhalation, fire	<ul style="list-style-type: none"> <li>FM/Premises Manager will advise on Emergency procedures including fire evacuation and lockdown procedures where necessary to reflect reduction</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
due to reduced building occupation		related injuries, death	<p>in staffing, areas of limited occupation, rooms not in use etc.;</p> <ul style="list-style-type: none"> <li>• Daily checks are made to ensure all required fire doors are kept unlocked and are will be available in the event of an emergency;</li> <li>• Nominated persons are identified each day/shift to clarify key roles and responsibilities i.e.: <ul style="list-style-type: none"> <li>In the event of a fire alarm - <ul style="list-style-type: none"> <li>○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked;</li> <li>○ to act as Fire Wardens, take out the emergency grab bag.</li> </ul> </li> <li>In the event of a lock-down - <ul style="list-style-type: none"> <li>○ to call/liaise with the Police.</li> <li>○ to lead persons to a 'safe area' depending upon the type of security threat/lock-down;</li> <li>○ social distancing rules will apply at all times unless there is an imminent risk to life.</li> </ul> </li> </ul> </li> </ul>
Use of LCC Vehicles	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Where employees have access to a LCC vehicle, the following should be adhered to: <ul style="list-style-type: none"> <li>○ Social distancing, only one person in each vehicle;</li> <li>○ Regular cleaning of the vehicle - door handles, steering wheel, keys, gear stick etc. before and after use; removal of rubbish etc.;</li> <li>○ No eating, drinking or smoking in LCC vehicles.</li> </ul> </li> </ul>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> <li>• Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> <li>○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc.</li> <li>○ <u>Asbestos inspections</u>: undertaken on any areas of the building</li> </ul> </li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</p> <ul style="list-style-type: none"> <li>○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria.</li> <li>○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). FM or the Building Maintenance Engineer will be contacted for advice prior to reopening areas of the building where it has not been possible to keep these up-to-date.</li> <li>○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, FM/Premises Manager will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc.</li> </ul> <ul style="list-style-type: none"> <li>● Records of all testing and checks will be kept;</li> <li>● Records will also be kept of those areas that have <b>not</b> been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.</li> </ul>
Contractors and visitors to the premises	Employees, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>● Visitors to the premises/office are limited to essential persons only;</li> <li>● All visitors will follow the Government's guidance and the premises strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>● Contractors must obtain permission before attending site;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the Premises Manager) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the Premises Manager prior to entry;</li> <li>Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;</li> <li>Alternative routes around or through the premises will be used as instructed by the Premises Manager e.g. the Premises Manager may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the building to reach their destination.</li> </ul>
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> <li>Employees are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19.</li> <li>Employees will be required to work from home where possible, in line with the needs of the Service, if they are unable to attend work to undertake their normal duties. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, yogas, tablets, phones, etc.;</li> <li>Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on <a href="#">Astute</a>;</li> <li>Where possible, employees will be provided with ancillary equipment to allow them to attain good working posture whilst using DSE at home e.g. a separate keyboard, mouse, laptop rise and foot rest;</li> <li>Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>experiencing any discomfort);</p> <ul style="list-style-type: none"> <li>• Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken;</li> <li>• DSE 'exercises' should be undertaken to avoid static postures at the workstation;</li> <li>• Employees are required to watch: <ul style="list-style-type: none"> <li>○ The HSE video on <a href="#">temporary working at home – workstation setup</a>; and, if they continue to experience any issues:</li> <li>○ the Posturite webinar – <a href="#">Working from home – quick fixes</a>; <b>Note:</b> Any queries arising from watching this webinar must be addressed to the LCC Health, Safety &amp; Quality Team on Tel: 01772 538877 or email <a href="#">HS&amp;Q Team</a> and <b>NOT</b> to Posturite;</li> </ul> </li> <li>• Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members;</li> <li>• Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home;</li> <li>• Employees are aware of other sources of useful H&amp;S information to assist homeworking arrangements such as: <ul style="list-style-type: none"> <li>○ <a href="#">Display Screen Equipment guidance and exercise sheets</a> (scroll down to DSE Forms, templates &amp; guidance section)</li> <li>○ <a href="#">Agile Working</a></li> <li>○ <a href="#">Employee Wellbeing</a></li> <li>○ <a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home')</li> </ul> </li> </ul> <p>Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.dafety@lancashire.gov.uk">health.dafety@lancashire.gov.uk</a></p>
Increased employee stress/anxiety	Employees	Increased levels of stress/anxiety and	<ul style="list-style-type: none"> <li>• Managers, and other senior personnel, will keep in regular contact with employees to monitor the working arrangements and offer support and</li> </ul>



**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
		lower than normal levels of wellbeing	<p>advice where necessary;</p> <ul style="list-style-type: none"> <li>• Communication with employees is accommodated via a variety of methods e.g. formal and information discussions, skype meetings, emails, text, phone calls, use of a shared drive on the LCC network, the Intranet etc.;</li> <li>• There is flexibility in working hours and the amount of work completed by employees due to the current exceptional circumstances where employees may be experiencing higher than normal levels of stress and anxiety;</li> <li>• Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day;</li> <li>• Employees are made aware of sources of information that will assist employee wellbeing such as:               <ul style="list-style-type: none"> <li>○ <a href="#">My Health &amp; Wellbeing</a></li> <li>○ <a href="#">Employee Wellbeing</a> (H&amp;S web site)</li> <li>○ <a href="#">MIND web site</a></li> </ul> </li> </ul>

This general risk assessment will apply to most premises providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in **St Andrews Primary School**

Signed:



Name:

C Wilkinson

Risk Assessor:

<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>