

Health and Safety Risk Assessment

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| Academy / School | Westminster Cathedral Primary School | Assessment No. | 1 |
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| Site | Westminster Cathedral Primary School | Location | Bessborough Place SW1V 3SE | | |
| Subject of Assessment | Managing school premises functions during the Coronavirus pandemic | | | | |
| Assessed by | Alexandra Stacey Headteacher | Date | 31st May 2020 | Review date | 15th June 2020 |
| Details of workplace/activity | School staff managing premises functions in school during the Coronavirus pandemic | | | Persons Affected <i>(Who may be harmed)</i> | |
| | | | | Premises Team, Staff and visitors | |

| Hazards and Risks | | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions √/X <i>(If √ See Actions)</i> |
|--------------------------|-------------------------------|---|--|---|
| 1. | Travel to and driving at work | <ul style="list-style-type: none"> • Staff travel to site alone using their own transport • Free parking is available to those who request it • Shared transport is not permitted within a car | Medium | |
| 2. | Site access : | <ul style="list-style-type: none"> • Only essential visits to the site are permitted • Entry systems that require skin contact (e.g. key | Low | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
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| | | <p>codes, push plates, handles etc.) are cleaned and disinfected regularly</p> <ul style="list-style-type: none"> Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building | | |
| 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"> Hand sanitising gel available and used at reception Reduced number of staff on premises when available to Ensure clear distance of 2 metres between individual persons in reception areas Maintenance requests to be raised online or via phone using the school's VOIP system Personal protective equipment and advice on social distancing provided to those dealing with the public Personal protective equipment and advice provided on delivering first aid | Low | |
| 4. | Fire: Unable to evacuate safely | <ul style="list-style-type: none"> All staff are familiar with the evacuation process and where to go in the event of a fire Contractors advised of fire safety arrangements on arrival All staff have completed appropriate fire safety training All fire alarm testing regimes will remain in place during any school occupation | Moderate In need to inform staff 1 st June and test w/b 15 th June | |

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|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> 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: Completed Friday 29th May 2020 | | |
| 5. | Lack of first aid provision: unable to respond to a medical emergency | <ul style="list-style-type: none"> 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 The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for any children present High risk activities prohibited where first aid provision not adequate First aid kits will be available and replenished regularly 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. | Low | |
| 6. | Pre-existing health conditions | <ul style="list-style-type: none"> All staff to follow Government/NHS advice if they have any pre-existing health conditions | Low | |

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| 7. | Toilet facilities | <ul style="list-style-type: none"> 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: 1 adult per bathroom. KS1 pupils 1 pupil per bathroom. KS2 pupils 2 pupils per bathroom. Strict hygiene measures are applied throughout the school Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced | Low | |
| 8. | Coronavirus - Working in close proximity: Spread of virus | <ul style="list-style-type: none"> 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 Where 2m social distancing cannot be achieved, work will not be considered necessary | Low | |
| 9. | Coronavirus – Premises team maintenance tasks: Spread of virus | <ul style="list-style-type: none"> Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves, masks PPE will be worn and removed as per training e.g. disposable of washing-up gloves and aprons for cleaning All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished | Low | |

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|-------------------|--|--|---|--|
| | | <ul style="list-style-type: none"> Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds 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 | | |
| 10. | Premises staff working alone on site: illness, accidents, lack of contact and supervision. | <ul style="list-style-type: none"> 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: Contact is Alex Stacey All staff must leave when the site manager locks up | Low | |
| 11. | Legionella | <ul style="list-style-type: none"> Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment 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 | Medium – finding documentation of the last test | |

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|-------------------|--|--|--|--|
| 12. | Kitchen equipment that holds water – risk of contamination due to bacterial growth | <ul style="list-style-type: none"> 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 | Low | |
| 13. | 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"> Where possible, occupied room windows will be open Ventilation to chemical stores will remain operational | Low | |
| 14. | Failure of lifting or pressure equipment. | <ul style="list-style-type: none"> Thorough examinations and testing of lifting and pressure equipment will continue during the coronavirus outbreak, following the updated HSE guidance | Low | |
| 15. | Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus | <ul style="list-style-type: none"> Procedures are in place to postpone non-essential maintenance 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 Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site Visiting contractors are instructed to wear PPE before entering the site and avoid hand to face | Low | |

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|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> contact throughout PPE will be disposed of in the normal way unless coronavirus contamination is expected Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site | | |
| 16. | Coronavirus – cleaning tasks: Spread of virus | <ul style="list-style-type: none"> 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 Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout- it is their choice to Cleaning staff must follow strict handwashing | Low | |

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|-------------------|--|--|--|--|
| | | guidance to wash hands and forearms with soap and water for at least 20 seconds. | | |
| 17. | Breaks and access to canteens/rest areas: | <ul style="list-style-type: none"> • Staff are encouraged to bring their own food • Staff are instructed to stay on site and avoid using local shops • Break and rest times are staggered in order to reduce congestion and contact • Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products • Enhanced cleaning measures of drinking water tap mechanisms should be in place • 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 • A distance of 2m should be maintained between users • Any tables used are cleaned between each use • Crockery, eating utensils, cups etc. are washed and dried between use | Low | |
| 18. | Lack of hygiene: risk of cross infection/contamination of COVID-19 | <ul style="list-style-type: none"> • 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"> ○ Coming into school or arriving home | Low | |

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|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> ○ Blowing nose, sneezing or coughing ○ Visiting other places ○ Eating or handling food • Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used • Hand and respiratory hygiene notices are posted around the school and should be followed by all staff • Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance • If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted • The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings' https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | | |
| 19. | 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"> • Practice and promote staff/team distancing and good hygiene • Line Managers should regularly review welfare of staff and monitor any anxiety levels | Low | |

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|-------------------|--|--|--|--|
| | | <ul style="list-style-type: none"> An employee assistance programme and telephone counselling service is available to staff | | |
| 20. | Contaminated workplace: A person catches Covid-19 due to contaminated surfaces. | <ul style="list-style-type: none"> An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.). Hand sanitisers have been placed in the workplace Extra hygiene measures (handwashing etc.) are enforced Multi-use hand towels are not used to dry hands Respective information has been provided to staff Incidents reported as per school procedure and under RIDDOR as per Government guidance | Low/ Medium | |
| 21. | Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue. | <ul style="list-style-type: none"> Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population prior to leaving the school site Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided The classroom area or work space the individual | Low/ medium | |

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|-------------------|---|--|--|--|
| | | <p>leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</p> <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating | | |
| 22. | 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"> • Use technical/premises team staff to close down machinery safely • ensure H&S guidance is still followed for those left on site • Monitor any areas/buildings that may be prone to malicious behaviour • High risk work is risk assessed to ensure suitable controls are in place • Lone working is avoided for high risk work including work on electrical equipment, work at height, confined space entry. | Low | |
| 23. | Work planning to avoid close working | <ul style="list-style-type: none"> • Social distancing guidelines must be maintained and if not possible, work must not continue | Low | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|-------------------|---|---|---|
| | <ul style="list-style-type: none"> • Work will be planned and organised to avoid crowding and minimise the risk of spread of infection • Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend school • Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures • Face to face contact will be avoided • Stairs will be used in preference to lifts • 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 | | |

