

# Coronavirus (COVID-19): Risk assessment for reopening

## COWBRIDGE COMPREHENSIVE SCHOOL

Assessment conducted by: B. Walters	Job title: School Business Manager (SBM)	Covered by this assessment: <b><u>staff, pupils, parents, visitors</u></b> and <b><u>volunteers</u></b> .
Date of assessment: 05/06/20 Updated 15/07/20 Reviewed 15/01/21 <b>Reviewed 03/03/21</b> <b>Reviewed 27/08/21</b> <b>Reviewed 04/01/22</b>	Review interval: In line with Welsh Government updates and as required	
<b>Related documents</b>		
Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy,		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L



		<p>All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email.</p> <p>The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.</p> <p>The SLT reviews relevant school policies to ensure they account for new provisions, e.g. staggered lunch / break time to include 3 breaks and 3 lunches, behaviour expectations and staffing ratios.</p>	<b>Yes</b>			
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Premises	<b>H</b>	<p>The Site Technicians check all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</p> <p>The Site Technicians identify any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</p> <p>The Site Technician checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</p> <p>A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</p> <p>Site Technicians check for any signs of pests, and any damage or loss of supplies as a result of pest activity.</p> <p>Any hazards found during checks on the premises are reported to the Headteacher as soon as possible and issues are resolved prior to school reopening to more pupils.</p> <p>The Headteacher, in conjunction with the Governing Body, ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>Site Technician</b></p> <p><b>SBM</b></p> <p><b>SBM</b></p>	<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p>

		<p>Areas of the premises which remain closed are adequately secured and clearly identifiable.</p> <p>The SBM arranges for any changes to the premises to be made to account for social distancing measures.</p> <p>The Headteacher limits access to the school for all visitors. All essential visitors e.g. supply teachers; primary mental health; contractors required for urgent works must be authorised by the Headteacher.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Gas supply, systems and equipment	<b>H</b>	<p>A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</p> <p>Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</p> <p>A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</p> <p>The SBM checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.</p>	<p><b>Yes</b></p> <p><b>N/A</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>SBM</b></p>	<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p>
Electrical supply, systems and equipment	<b>H</b>	<p>A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</p> <p>A suitably trained technician checks that the main and emergency lights are in working order.</p> <p>The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</p> <p>The SBM ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Heating and ventilation	M	<p>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</p> <p>The SBM checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</p> <p>All staff are informed to avoid being in any rooms which do not have adequate ventilation. This means more than one person must not spend time in any area of the school without a window that can be opened. All staff to keep windows opened to facilitate required air flow and ventilation.</p>	Yes	<p>SBM</p> <p>SBM</p>	Reviewed 04/01/22	L
Fire safety and evacuation routes	H	<p>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. •</p> <p>The Headteacher and SBM ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</p>	Yes	<p>External Contractor</p> <p>HT / SBM</p>	Reviewed 04/01/22	L

Water storage, drainage systems and sanitary appliances	<b>H</b>	<p>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build ups.</p> <p>All water systems are thoroughly flushed, e.g. toilets and taps, and the SBM commissions a water treatment specialist to chlorinate water systems where required.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p>	<b>Site Technician</b>	<b>Reviewed 04/01/22</b>	<b>L</b>

<b>Area for concern</b>	<b>Risk rating prior to action H/M/L</b>	<b>Recommended controls</b>	<b>In place? Yes/No</b>	<b>By whom?</b>	<b>Deadline</b>	<b>Risk rating following action H/M/L</b>
Lifts, automatic doors and plant equipment	<b>M</b>	<p>The Site Technicians check that lifts, automatic doors are in working order.</p> <p>The SBM ensures that any mandatory inspections for lifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.</p> <p>A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to-date – the SBM ensures any required inspections take place as soon as possible.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>Site Technician</b></p> <p><b>SBM</b></p> <p><b>External Contractor</b></p>	<b>Reviewed 04/01/22</b>	<b>L</b>



Cleaning	<b>H</b>	<p>The SBM arranges enhanced cleaning to be undertaken where required.</p> <p>Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of infection.</p> <p>The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with the COSHH Regulations.</p> <p>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</p> <p>PPE is available to members of staff who require it to carry out cleaning safely.</p> <p>Soft furnishings and items that are hard to clean are removed from classrooms and are stored separately.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>External Contractor</b></p>	<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p>
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Infection control	<b>H</b>	<p>Infection control procedures are adhered to as much as possible in accordance with the WG and PHW's guidance.</p> <p>Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitizer.</p> <p>Adequate amounts of soap, tissues and bins are available in the relevant areas.</p> <p>Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes.</p> <p>The school ensures pupils and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue.</p> <p>The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders.</p> <p>The Headteacher works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times.</p> <p>Instances of staff, pupils and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>Site Technician</b></p> <p><b>SLT</b></p> <p><b>SLT</b></p>	<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p>
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