

Risk assessment for school building January 2021

Persons at risk: All staff and children

Hazard	Control measures	Person/s responsible	Comments (including if control measures are not in place and why not)	
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.	LB, NL		
Fire – Fire detection / alarm systems not working – People not warned of fire	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	LB		
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Check all portable firefighting appliances are in place as designed.	LB		
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Check any installed, fixed firefighting systems are available, as designed.	LB		
Fire – Fire doors faulty – Fire not contained	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	LB		
Fire – Fire safety signage missing – People not given fire safety information	Check all necessary fire safety signage is in place, as designed.	LB		
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	LB		
Fire – Emergency escape routes are blocked – People unable to exit building safely	Check all emergency escape routes are clear and lead to a safe place away from buildings.	LB		
Fire – Muster points no longer available – People unable to muster after emergency exit	Check all school emergency muster points are still accessible / available.	LB		

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Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	LB	West Sussex Health and Safety Audit was conducted in March 2020. London Meed is compliant with all requirements.
Fire – External waste bins incorrectly stored – Available to arsonists	Check external waste bins are stored in secure storages, away from buildings.	LB	
Electricity – No supply to premises – Fire alarms, lighting etc inoperative	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	LB	
Electricity – Lighting not working – People unable to see to work or circulate safely	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	LB	
Electricity – Ventilation not working – Air quality is poor within buildings	Check all powered ventilation systems and installations are working as designed. Includes extractor fans set into windows and ceilings (e.g. in WCs).	LB	
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	LB + all staff	
Electricity – Alarm systems - Intruder / panic / accessible toilet alarms not working	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	LB	

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Gas safety – Gas supply disconnected – Unable to heat the building etc	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	LB	See West Sussex Health and Safety Audit March 2020. London Meed is compliant with all requirements.
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Check all gas appliances are in-date for annual statutory service / examination / inspection.	LB	
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	LB	
Water supply – Legionella bacteria – People at risk of infection	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	LB	
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	LB	
Lifting equipment – Equipment not functioning correctly	Check all lifting equipment to ensure that it is functioning as designed.	LB	Staff to clean chairs and tables at the end of the day and spray any equipment used with anti-bacterial solution.
Workplace - Classrooms, offices, corridors, stairs etc, unclean and defective	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Thoroughly clean all touchable surfaces.	LB + NL to oversee All staff to check	

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Workplace - Doors, windows and skylights etc are defective and affecting circulation and ventilation	Check all doors (inc. manual, powered, revolving, roller shutter etc), windows and skylights etc, to ensure that they open and close as designed and are free from defects.	LB All staff responsibility to report any not working	See West Sussex Health and Safety Audit March 2020.
Workplace - WCs and washing facilities are unclean – people unable to practise personal hygiene	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	LB + cleaning staff	All teachers will clean tables and “touch” points at the end of every day with anti- bacterial solution. Children’s toilets will be cleaned twice a day with the “fogger”. Staff will clean staff toilets after individual use. Cleaning staff will thoroughly clean the workplace at the end of the day and replenish supplies of soap, toilet roll.
Workplace - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	Check all classrooms, offices, corridors, stairs, toilets etc, are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area.	LB / NL All staff to check	
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Check all 1st aid kits are in place as designed and the kits are fully stocked.	KB and Office staff	Class teachers and MDMS keep replenished.
First Aid – 1 st aid signage missing – People not given 1 st aid information	Check all necessary 1 st aid signage is in place, as designed.	KB and Office staff	Lists of children with medical needs are up to date and in the Staff Room and office.
‘Sharps’ - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Check the grounds for any ‘sharps’ that may have been left by vandals etc.	LB	Daily walk around the grounds to check for glass.
Gates – Not operating correctly – People unable to circulate	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	LB	Checked daily and new padlocks bought and installed as necessary.
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	LB	School will be deep cleaned over a two week period in August. Pest Control will be contacted if necessary.

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Lack of social distancing waiting to enter building	Separate entrances and staggered arrival and departure times.	LB and SLT	See attached
	Parents have been told not to park in front of the school to avoid congregating		
	SLT members will be visible to direct parents and carers, supervising front gate and playgrounds.		
	KS2 children will enter/leave through KS2 playground double gates, Reception and Y1 will enter/leave through car park gates at staggered intervals.		
	2m distance markers from bollards in front of school, through the car park and across the playgrounds will help adults and children maintain distance from each other.		
	Years 1,2,3,5 and 6 will enter and exit through their classroom doors. Reception will be accompanied by their parent/carer and met on the playground by their class teacher and will enter through The Orchard entrance. Year 4 will enter through the Year 4 cloakroom doors.		
Lack of social distancing when using the building could transmit the virus	Control measures	Person/s responsible	Comments (including if control measures are not in place and why not)
	Breaks will be conducted in year group "bubbles". Apples and Cherries will use Orchard playground, Y1 have their outside area and KS1 playground, Upper KS2 will use the top half of KS2 playground including "The Mound" and half of the field, Lower KS2 pupils will have bottom half of KS2 playground and half of the field.		
	All outside climbing frames will be cordoned off and will not be used.		
	The Computing room will not be used. I-pads can be used but must be disinfected at the end of the day		
	Each year group will use the toilets they normally use.		
	Toilets will be cleaned at intervals throughout the day by LB using the "Fogger".		
	At the end of each day classroom tables and chairs, equipment used and touch points will be cleaned class teachers, communal areas and halls by cleaners.		
	Large Hall and Small Hall will be set up for lunch times and will not be used for P.E or assemblies.		
	Tables and chairs will be cleaned in between sittings.		