

STAINES PREPARATORY SCHOOL



Facilities Management Risk Assessment

Review Procedure:	Reviewed daily prior to School opening on 1 st September 2020.
Persons Responsible: Business Manager	Jon Philpott
Reviewed	14.9.20
Approved by: Headmistress	Samantha Sawyer

1st September Re-opening Facilities Management Risk Assessment – All year groups

Location / Site	Staines Preparatory School 3 Gresham Road, Staines-Upon-Thames TW18 2BT.
Activity / Procedure	Reopening up to whole school
Assessment date	24 th August 2020 until opening – constant review

This Risk Assessment has been created and updated reflecting the latest Government guidance available on the following website:

<https://www.gov.uk/coronavirus/education-and-childcare>

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Insufficient heating and/or cooling system			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Annual service and inspection of all boilers carried out by contractors. 2. Annual service and inspection of air conditioning system carried out by contractors. 3. Ventilation fans cleaned during holiday deep cleans. 4. Additional cooling / heating fans available if needed. 5. Classrooms in direct sunlight have wall mounted fans fitted. 6. Windows and doors to be kept open unless weather conditions do not allow 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Insufficient gas supply, venting and valves			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Annual service and inspection of all boilers carried out by contractors.
2. Annual service and inspection of kitchen equipment carried out by contractors.
3. Gas shut off points signposted in each building.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Air conditioning units, ducts not checked on re-occupying school facilities			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Air conditioning units serviced. 2. Additional disinfecting service in place before re-opening of school. 3. Air vents cleaned as part of school deep clean. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Ventilation and extraction systems not checked.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Scheduled kitchen extraction system services annually by contractors. 2. Air vents cleaned as part of school deep clean. 3. Doors/windows to be open at all times. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Electrical tests not up-to-date including emergency lighting and PAT			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. PAT testing took place summer 2020. 2. Annual emergency light test by contractor in date – next test due October 2020. 3. Schedule in place for monthly emergency light tests. 			

4. Schedule in place for fixed wire testing – next test due July 2023.			
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Water testing for temperature, flow and legionella not in date for test.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Monthly inspection and report for water temperature carried out by contractor. 2. Adjustments made where necessary by facilities staff. 3. Schedule for legionella testing by contractor in place. 4. Weekly flushing of infrequently used outlets by facilities staff. 5. All water outlets and toilet cisterns flushed weekly during lockdown. 6. Legionella testing in date. Additional tests carried out 19th May 2020. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Water supply not tested for legionella on re-opening facilities			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Legionella samples taken for testing from one hot and one cold outlet prior to re-opening. Testing carried out 19th May 2020. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Fire alarm panel, system and extinguishers not in date and not serviced.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Schedule in place for Fire alarm and smoke detector servicing – next service due August 21. 2. Fire alarm call points tested weekly on rotation. 3. Fire alarm call points tested as per schedule during lockdown. 4. Schedule in place for fire extinguisher service – next service due August 2021. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Kitchen not reconfigured, stocked and cleaned if closed over a long period.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Kitchen cleared and surfaces covered over prior to holiday periods. 2. Kitchen cleaned prior to closure. 3. Stock moved to prep area or disposed of. 4. Kitchen deep cleaned by Caterers (Chartwells) staff prior to re-opening. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Capacity for Caterers to increase staff as required 2. Cleaning of dining hall can also be carried out by SPS Facilities team 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Servery and dining room rules not properly considered, inadequate or safe			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Servery being used 2. Staggered lunches, with maximum of 3 year groups socially distanced 3. Chartwell staff to wear PPE 4. Perspex screen put in place of servery 			
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	

Insufficient drinking supplies and hydration available in dining room.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Pupils all have own water bottles with opportunities to refill in school 2. Water provided at lunch time for EYFS and KS1 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Washing machine checked for serviceability before use. 2. Tumble dryer checked for serviceability before use. 3. Sufficient stock of washing powder available. 4. Facilities team to advise FM when new stock is required. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Suspended services not re-set.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All key services have been maintained 2. Servicing all in line with annual schedule 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Approach not agreed to any scheduled or ongoing building works.			
Existing level of risk		Consider current level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Where possible non urgent works scheduled for outside of normal school hours. 2. Urgent repairs to be carried with facilities team staff accompaniment. 3. SLT made aware of any of any delays in expected finish times of building works. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Suppliers not following appropriate SD and hygiene measures			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Support staff / Facilities Manager to inform delivery drivers / contractors of site requirements and SD rules. 2. Facilities team and Support staff to monitor delivery drivers and contractors not complying with SD and instruction of site requirements. 3. Breaches reported to Facilities manager to inform company of issues. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Waste procedures not reviewed or sufficient.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Procedures for normal waste removal reviewed. 2. Non-hazardous / food waste collections to carry on as normal. 3. Any hazardous / contaminated waste to be disposed of in line with government recommendations. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pest control services not recorded, deficiencies not identified or actioned.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Schedule in place for pest control servicing by contractor. 2. No additional servicing required at this point. 3. Pest control engineer in place for any outbreaks or emergency incidents. 4. Food is disposed of in sealed bags. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Schedule in place for 10 week inspections of school buses. 2. Daily pre-use checks carried out by facilities team and recorded in check and defect book. 3. Schedule in place for MOT and road fund licence renewal. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
All electrical equipment bought in to school PAT tested?			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff aware that any electrical item bought in from outside need to be submitted to FM for PAT testing. 2. School caretaker qualified to carry out PAT testing. 3. Any items found without PAT test label during weekly H&S walk will be removed for testing. 			