

SCHOOL Greenvale			Risk Assessment No	009	
Topic:	SCHOOL PREMISES		People at Risk:	Staff, Pupils, Visitors, Contractors	
Assessment carried out by:	Ann Sharp/Bill Poore	Date:	October 2020	Date of Review:	Every Half term/Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>Fire</b> <b>How:</b> <b>Fire causing injury / loss due to:</b> Staff not aware of any new designated fire evacuation routes and assembly points. Fire alarms and systems not working correctly Emergency lighting units not working Fire fighting equipment not in designated areas. Fire signage not displayed and visible to users of the building. School plant and equipment not serviced / maintained as per the statutory requirement.</p>	<p>All groups are aware the fire evacuation assembly points as they remain the same. The evacuation routes for most areas of the building remain unchanged, If the escape route from an area of the building is on the new one-way system, the one-way system should be observed only if safe to do so during a fire evacuation.</p> <p>Premises staff have continued with reporting of ongoing statutory maintenance during the lockdown that the fire alarms have been serviced (within last 6 months in April 20) and call point checks have been undertaken – rotated to ensure all points have been picked up.</p> <p>Ongoing checks/ visual inspections undertaken and by Bouygues Premises staff and reported to facilities manager and a member of SLT during the lockdown (as school was open) to ensure all the fire equipment is in the correct</p>	L	<p>Ongoing communication and liaison with Bouygues</p> <p>School has a programme of statutory maintenance inspections and servicing and the Premises staff will ensure they are undertaken (in time) – including PAT testing / 5-year hard wiring inspection / boilers service</p>	SBM/ FM In place	L

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	<p>place, emergency lighting units are working correctly and fire signage (including directional signage) is visible and displayed. Sprinkler system and fire doors checked on a weekly basis. Last boiler inspection was mid May 2020</p> <p>Fire drill planned for second half term of Autumn term to enable year 7 new students to become accustomed to the school and routines. See Fire Risk Assessment – No 6 See Site Inspection Checklist</p>				
<p><b>Water</b> <b>How:</b> Risk of legionella outbreak due to insufficient use of the systems / water tanks unable to empty sufficiently, no flushing and water temperature testing undertaken. No water sampling undertaken by competent contractor</p>	<p>Premises staff undertake monthly temperature checks of all sentinel taps and various other outlets on rotation. Little used outlets are being flushed more regularly as per water risk assessment more regularly as required on the water risk assessment. This currently includes a number of classrooms, the cleaners' cupboards and will also now include the hydro pool area as it is currently not being used.</p> <p>Showers flushed and shower heads descaled as per the recommendations on the school water risk assessment.</p> <p>Limescale removed from taps to reduce the risk of contamination. Premises staff trained in Legionella Awareness.</p>	M	<p>Ongoing communication and liaison with Bouygues</p> <p>Bouygues to take appropriate swift action if needed.</p>	SBM / FM In place	L

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<p><b>Repairs and Maintenance</b> <b>How:</b> Hazards from equipment (including play equipment) / furniture / outside areas / fabric of the building that are present (since closure of school) causing injury or risk to the users of the building.</p>	<p>Full site inspections have continued as usual and existing hazards have been addressed and if required remedial works booked in by both Premises staff and competent contractors.</p> <p>Outside areas including green spaces have continued to be inspected by premises to ensure the areas are safe to use after reduced numbers of pupils at the school. Gardeners employed as usual</p> <p>Play equipment inspected by facilities manager and Premises staff. Annual service / maintenance / inspection undertaken by competent contractor. Currently outdoor play equipment is not in use except static gym pieces.</p>	L	<p>Ongoing communication and liaison with Bouygues</p> <p>Staff to report any areas of concern when they visually inspect the playground before use.</p>	SBM / FM In place	L
<p><b>Waste</b> <b>How:</b> <b>Exposure to the virus due to:</b> No procedures in place for waste on site. Premises staff not aware of the precautions to implement for disposal of waste products from suspected Covid person on site, inadequate supplies available.</p>	<p>School has a waste policy and procedure in place and it refers to Bouygues own waste management procedures. The procedure covers the disposal of clinical waste due to the needs of the school.</p> <p>Bouygues and Greenvale SLT/ facilities manager will ensure there is adequate amounts of supplies for the management of waste on site (bags, bins, PPE etc.) Bouygues and Greenvale are currently fully stocked and Greenvale have assigned another member of staff to</p>	M	<p>Ongoing communication and liaison with Bouygues</p> <p>Bouygues staff reminded of waste procedures if a case of Covid is suspected.</p> <p>Greenvale staff to be given additional guidance on safe use of PPE (written guidance on donning and doffing aprons, gloves and masks plus a video showing correct procedures)</p>	SBM/ FM Sept 20	L

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	<p>check the stock levels of school PPE and ensure new orders are placed regularly</p> <p>The existing clinical waste bins have been identified for the storage of waste, generated from the cleaning and sanitising of an area where a suspected case of corona virus was present.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>				
<p><b>Cleaning and Sanitising</b> <b>How:</b> <b>Pupils coming into contact with dangerous chemicals and Exposure to staff / pupils / visitors to the virus due to:</b> Insufficient cleaning regimes in place, inadequate numbers of staff available to clean and sanitise, inadequate supplies available, no procedures, unauthorised access to</p>	<p>A COSHH Policy is in place for Bouygues and Greenvale School</p> <p>A cleaning and sanitising rota has been developed for additional the cleaning of the building– Bouygues staff are responsible for this and it will take place at 11am and 1pm daily.</p> <p>A list of all the areas / equipment that have to be cleaned during the school day is located in each classroom / area on the cleaning checklist.</p> <p>Bouygues are responsible for ordering the most effective chemicals to deal with the virus</p> <p>Bouygues responsible for ensuring there</p>	M	<p>Ongoing communication and liaison with Bouygues</p> <p>Additional digi-locks fitted to two staff toilets so that spray disinfectant can be placed there for staff to use. This will prevent students from accessing the toilets.</p>	SBM / FM Sept 20	L

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chemicals / sanitising products, no training - causing increased risk of contracting the infection, unable to sanitise suitably, persons becoming unwell and suffering injury.	<p>is adequate building cleaning supplies available The facilities manager is responsible for ensuring adequate cleaning supplies are available for the cleaning of student resources and equipment</p> <p>Bouygues Premises staff have all attended COSHH training.</p> <p>All cleaning products and hand sanitisers are stored in lockable cupboards.</p> <p>COSHH Safety Data Sheets are available for all chemicals in the school and copies are available They are stored in the Bouygues office and school reception office</p> <p>Cleaners regime has changed throughout the day. The regime now includes 2 x additional cleans at 11am and 1pm of door handles/door plates access buttons etc.</p>				
<p><b>Deliveries</b> <b>How:</b> Staff coming into contact with the virus from delivery personnel and packages and parcels</p>	<p>See <u>Office Risk Assessment 008</u> Premises staff to arrange for deliveries to be taken to the toilet area accessed from the hydro pool corridor (this is no longer being used as a toilet) Parcels and packages not unwrapped for at least 24 hours unless urgent when staff</p>	M	Ongoing communication and liaison with Bouygues	SBM / FM June 20	L

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	will use suitable PPE and cleaning products.				
<b>Contractors</b> <b>How:</b> Staff / pupils coming into contact with contractors who may be transmitting the virus. Contractor contaminates surfaces due to the transmission of the virus	See <u>Contractors on Site During Pandemic Checklist</u>  Premises staff to restrict the areas contractors are working in and implement protective control measures. See Bouygues risk assessment Only urgent / vital works should be undertaken – or if it is a legal requirement / compliance Additional cleaning of the site should decontaminate any surfaces touched by contractors.	M	Ongoing communication and liaison with Bouygues	SBM / FM June 20	L

**Signed:**

**Role:**

**Date:**