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| **– Community Lettings (SCHOOL)** | | |  |
| **PART A. ASSESSMENT DETAILS:** | | | |
| **Community Lettings at SCHOOL** | | | |
| **Team/School name:**  **Address & Contact details:** |  | **Name of Person(s) undertaking Assessment:** |  |
| **Line Manager/ Headteacher (Name/Title):** |  | **Date of Assessment:** |  |
| **Planned Review Date:** |  |
| **How communicated to staff:** |  | **Date communicated to and user groups** |  |

| **PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:** | | | |
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| **List of significant hazards**  (something with the potential to cause harm) | **Who might**  **be harmed** | **Type of harm** | **Existing and new controls to minimise risk**  (actions already taken to control the risk -  include procedure for the task/activity where these are specified) |
| Changes to official COVID19 guidance and advice | Employees, members of the public, pupils, visitors, external contractors. | Potential spread of infectious disease | * School regularly refers to official advice from the DfE, PHE, H&S and HR; * [COVID-19: guidance for education settings](about:blank) * [COVID-19: maintaining educational provision](about:blank) * [Schools HR guidance](about:blank) * [Health & Safety COVID-19 web page](about:blank) * Extended services in schools Guidance * Lettings guidance rv2020 * GOV.UK: COVID-19 guidance for providers of grassroots sport/leisure facilities * GOV.UK: COVID-19 guidance for providers of outdoor facilities * Headteacher or other senior person keeps up to date with [official COVID-19 Guidance](about:blank) and informs employees/school arrangements as required; |
| Impact of opening facilities to community – members of the public | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease,  stress, injury or harm from accidents/incidents | * Following procedures to be implemented:  1. Face coverings to be worn by adults and children aged 12+ in reception and communal areas. 2. Sanitising station available in reception. 3. Regular cleaning of high use areas throughout the opening times – especially of touch points (door handles etc). 4. Facility to be cleaned before school pupils return. 5. Maintain social distancing – use of 2m signage. 6. Turn people away who display symptoms – use of symptom signage. 7. Increase ventilation by keeping doors and windows open. 8. Operate a one-way system for users. 9. Display NHS QR Code for test and trace (each organisation to also maintain own records) 10. Clubs and organisations to follow the guidance of their national governing body return to play framework. 11. Each club/organisation to undertake their own risk assessment for their activity, have a designated COVID-19 officer and maintain test and trace records of their members. 12. Each club/organisation Risk Assessment to be submitted and approved prior to use of the facilities, (including any updates as and when required). 13. All users to arrive activity ready. No changing facilities available. 14. In the event of the fire alarm going off, all visitors will safely make their way out of school via the fire doors. A centre employee will communicate with each user group to ensure all members are accounted for.  * All employees of SSP have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns * The Headteacher reports to CEO & COG to inform of the current working arrangements; |
| Spread of COVID-19 virus via germs on surfaces, playing equipment and furniture within the facility | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | * All users, are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry/exit. * Clubs and organisations will be expected to provide their own risk assessment and collate member contact details for test and trace. * Clubs and organisations to follow guidance from their national governing body return to play framework. * Display NHS QR code for test and trace. * Posters are displayed on [general hand hygiene](about:blank). * Poster on [cleaning and disinfection guidance](about:blank) is on display. * Everyone follows the Catch it, Bin it, kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). * Tissues are readily available in the areas being used. * Users and staff are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. * Areas of the building that are in use are subject to frequent cleaning by employees and/or a cleaning contractor. * Employees have been instructed on cleaning and sanitising requirements. * As numbers have increased, the numbers of cleaning staff have also increased. * All key areas and surfaces are cleaned regularly during and after use. * Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g., railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities, etc. * Good housekeeping is maintained at all times. * Waste bins are emptied daily, and the contents disposed of safely; * Employees who are required to clean bodily fluids are aware of and implement the controls as in: ***Coronavirus (Covid-19): Implementing Protective Measures in Education and Childcare Settings***. * PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed e.g. gloves, face masks etc.   **Note:** For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance [COVID-19: cleaning in non-healthcare settings](about:blank). The area/s of the facility affected by the suspected case shall be closed until the ‘deep cleaning’ has been completed. |
| Spread of COViD-19 virus via air borne particles | Users, employees, coaches, volunteers | Potential spread of infectious disease | * Guidance on Social Distancing **MUST** be adhered to at all times. * Each organisation/club must adhere to the return to play guidance from their governing national governing body. * Employees and users are socially distancing themselves from each other and are wearing face coverings in reception areas. |
| Employee, or Users displaying signs of COVID-19 whilst in community facility | Users, employees, coaches, volunteers | Potential spread of infectious disease | * Employees, users, coaches and volunteers are aware of the virus symptoms and use the relevant reporting mechanisms that are in place for their club. * Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves. * Employees/users showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home. * Ideally, a window will be opened in the room for increased ventilation. * If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use the staff toilet. This will then be cleaned and disinfected before being used by anyone else. * Any adult, child, coach or volunteer from any club/organisation will be advised to be tested and must inform their COVID-19 officer of the result so test and trace can be actioned if necessary. Where a positive case is confirmed child, the rest of their club or group within their setting should be advised to self-isolate for 14 days. Each club/organisation to follow their own COVID-19 measures. * Where an employee of the facility tests positive the user groups will be notified via the nominated COVID-19 officer. |
| Need for Personal Protective Equipment (PPE) | Employees, users, coaches, volunteers | Potential spread of infectious disease | * Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning * All cleaning staff and site staff now wear face masks, gloves and aprons whilst going about their daily work * Insufficient levels of PPE should be reported to the most senior member of staff * PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids * PPE should be used when administering first aid. * Each club/organisation should have their own first aid and PPE equipment. |
| Altered fire and lock-down arrangements | All building occupants | Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression | * Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc; * There is a SLT procedure booklet outlining key points regarding safety procedures and expectations. This is shared with staff in school. This will be added to as the different groups of pupils return to school; * Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency; * Room fire safety capacity levels are considered when deciding which areas of the building are to be used; * Nominated persons are identified each day/shift:   In the event of a fire alarm -   * to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked; * to act as Fire Wardens, SCHOOL community staff to take out the signing in sheets and liaise with designated lead of each user group. Each group to take responsibility for registering own participants.   In the event of a lock-down -   * to call/liaise with the Police; * *to safely support the designated lead from each user group to ensure participants can be safely locked in area by barricading the door if possible; depending upon the type of security threat/lock-down;* * social distancing rules will apply at all times unless there is an imminent risk to life. |
| Reduced premises inspections, tests, servicing and maintenance | All building occupants | Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis | * Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: * Fire Checks: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc; * Legionella/ Water hygiene: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria; * Contractor servicing and maintenance: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date; * Testing of electrical items (PAT): PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc; * Records of all testing and checks will be kept. SLT will liaise with Site Manager fortnightly. |
| Contractors and visitors to site | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | * Visitors to site are limited to essential persons only; * All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; * Contractors must obtain permission before attending site; * Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; * Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; * Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. |

This general risk assessment will apply to this area/task/activity in most schools providing the controlmeasures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies, please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in

Signed: Name: Date: