

Example Template – COVID 19 School Community Use Groups

Risk assessment carried out by – Margaret Little and Sarah Leigh Nicholson	Job title – Play Care Manager/Committee Chair	Date of assessment – 17/06/2021
Review interval -	Date reviews carried out -	

Staff covered by this assessment - Community groups attending activities held at school premises.	Activities involved - use of school facilities by community, for meeting venue, classes for groups etc.
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Contracting or spread coronavirus with the school site	H	<ul style="list-style-type: none"> No community groups staff / volunteers / attendees must access the school if they are experiencing COVID 19 Symptoms or have tested positive and are required to isolate. They must also not attend if the have to isolate following being in close contact with someone who has tested positive / had symptoms of COVID 19. 	<ul style="list-style-type: none"> Community groups leaders / organisers to communicate this information to all attendees. 	L	School & Community Group Leader / Organiser

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		<p><i>Close contacts are defined as:</i></p> <ul style="list-style-type: none"> -Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 -Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> - Face-to-face contact including being coughed on or having a face-to-face conversation within one metre. -Been within one metre for one minute or longer without face-to-face contact. -Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day -Travelled in the same vehicle or a plane. <ul style="list-style-type: none"> • Test and Trace contact information to be completed by all persons attending school site. (School visitor pro-forma could be used to record information / use of QR code). 			
Hand hygiene measures to reduce transmission of COVID 19	H	<ul style="list-style-type: none"> • Ensure sufficient level of hand washing facilities / hand sanitiser available to use particularly on entering and leaving school site. • Toilet facilities used by community groups are well stocked with soap and hand dryer / paper towels. 	<ul style="list-style-type: none"> • Community groups leaders / organisers to communicate hand hygiene information to all attendees. • Use of hand hygiene signage with school. 	L	School & Community Group Leader / Organiser
Social Distancing reduce transmission of COVID 19	H	<ul style="list-style-type: none"> • Any community use within the school site is either outside school core times, or if operating within school time the activity is in separate area of the school where there is no interaction with pupils/ teaching staff. (This includes use of separate entrance / exit routes and separate toilets facilities etc). 	<ul style="list-style-type: none"> • Community group leaders / organisers to communicate social distancing instructions to all attendees and ensure it is adhered to. • General signage in place at school reminding people to maintain social distancing. 	L	School & Community Group Leader / Organiser

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		<ul style="list-style-type: none"> Community groups at school are limited to accessing specific areas such as meeting rooms, hall etc where the activity is held. Provide allocated toilet facility for community groups to use, as close as possible to where activity is being held (to reduce movement around site). Area / room which community group are using to be set up to ensure social distancing 2m is maintained between attendees. This may involve limiting numbers for activities. Clear routes identified in and out of school to where activity is being held. Where feasible have non fire doors open on corridor routes to reduce high contact areas such door handles etc. 	<ul style="list-style-type: none"> Reduce need for groups to use kitchen facilities. If refreshments are required, such as water or tea and coffee could, these be served in room used by group via flasks etc. Only cold snacks are brought in by children, bags sanitised and stored in fridges Provision of clear signage in place advising of arrangements for moving around site i.e. one-way system or using left hand side of corridor 		
Ventilation	H	<ul style="list-style-type: none"> Ensure sufficient levels of ventilation maintained with windows being opened, and where feasible non fire doors being open in the room being used. 	<ul style="list-style-type: none"> If using mechanical ventilation, ensure this has a fresh air feed. Ventilation and air conditioning during the coronavirus (COVID-19) pandemic N/A windows and doors remain open 	L	School & Community Group Leader / Organiser
Use of face coverings	H	<ul style="list-style-type: none"> Everyone attending community activities within school building should wear a face covering (unless medically exempt) when accessing the site and moving around the building. Room / area used by community group should be set up to allow social distancing between attendees. Where social distancing (2m) can be maintained within this area, attendees can remove face covering for activity. 	<ul style="list-style-type: none"> Community groups leaders / organisers to communicate face covering instructions to all attendees and ensure it is adhered to. 	L	School & Community Group Leader / Organiser

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Cleaning arrangements	H	<ul style="list-style-type: none"> • Provision of cleaning materials in room / area for community group to use during activity where required to clean equipment after use by individuals etc. • Ensure regular cleaning of high contact areas around the school daily i.e. door handles and handrail etc. • Ensure cleaning of room / area after use by community group, including any equipment and furniture used in line with cleaning guidance for non-healthcare settings: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK • Ensure cleaning of other facilities such as toilets etc following use by community groups. 	<ul style="list-style-type: none"> • School to communicate arrangements with Community groups leaders / organisers regarding cleaning arrangements and role and responsibilities of school and community groups. • Where rooms / areas that community activities are held in are also used by school staff and pupils during the day, cleaning needs to be undertaken in between uses by different pupil / staff bubbles and community groups. • This also includes cleaning of facilities such a toilet in between school and community group use. 	L	School & Community Group Leader / Organiser

Date of Assessment	Signature
17/06/2021	M Little
17/06/2021	S L Nicholson

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