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| Coronavirus Risk Assessment for Ventilation in Schools |
| This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Continuity Plan.You must review and update this risk assessment to ensure it reflects your school’s activities and the specific risks and controls you have in place.  |
| **School Name:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Ventilation in school |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Lack of/poor ventilation within Trust/school(s) building | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitorsVolunteers | 5 | 5 | 25 | Fire Risk Assessment (FRA) and fire strategy reviewed.Non-fire doors propped open with a wedge. Managed Use Policy is in place and all staff are aware of its contents.Windows opened just enough to provide background ventilation.Windows opened more fully during breaks.External doors opened where deemed safe to do so and where this doesn’t breach fire/security/lockdown concerns.Building Management System (BMS) / Air Handling Units (AHU) / Air Conditioning serviced and reviewed by HVAC contractor. Systems are not recirculating air. Where this is not possible, we will only use these systems in a single room and supplemented with an outdoor air supply.Centralised Ventilating Systems turned off.Ceiling or desk fans used to improve the circulation of outside air.Heating systems serviced by HVAC contractor.Wall thermometers displayed throughout.Appropriate clothing worn by staff and pupils.Comfort breaks agreed with staff. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=2cb5fae3-cb14-4355-a083-333022c1cb40&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate><https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> <https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/NFCC_Protection_-_COVID-19_Protection_Advice_to_Businesses_-_9_April_-_FINAL.pdf> <https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/Schools_Guidance_Issue_3.pdf> <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=ventilation-video&utm_content=ventilation-22-jul-21#ventilation-video> Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

We have identified the following areas as poorly-ventilated spaces:

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| **Space** | **Action Required** |
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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| Review Record  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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