

School Covid-19 Risk Assessment & Checklist

School:	Grimsargh St Michael's C of E Primary
Address:	Preston Road, Grimsargh, Preston, PR2 5SD
Completed by:	Stuart Booth (Headteacher)
Date:	3/09/21
Proposed review date:	When Government Guidance is updated

Instructions

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the advice on the government website: [health and safety advice for schools or the Health and Safety webpages via the Schools Portal.](#)

<p align="center">Potential hazards & guidance on how to control them</p>	<p align="center">Do you believe the hazard is adequately controlled? Yes or No</p>	<p align="center">Recommended Controls Measures</p> <p align="center">Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</p>
<p>Reduce the risk of the virus spreading through aerosols</p>		
<p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Schools should follow LCC's Simple Steps for Good Ventilation guidance and complete the Ventilation Checklist.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers duty.engineer@lancashire.gov.uk.</p>		<ul style="list-style-type: none"> • The Ventilation Inspection Checklist has been completed and is attached as an appendix to the "COVID Secure Risk Assessment". • Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section). • In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces. • Any areas identified with poor ventilation have been raised with the building services engineer.
<p>Reduce the risk of the virus spreading through social contact</p>		
<p>COVID-19 can still be spread through social contact. The risk can be mitigated by reducing the number of people staff and pupils come into contact with during the day.</p> <p>It is no longer necessary to keep children in consistent groups ("bubbles"). This means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.</p>		<ul style="list-style-type: none"> • New guidance means that there are no restrictions in place for schools. However, all staff and pupils remain aware of the benefits of social distancing.
<p>Maintain good hygiene throughout the day</p>		

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<p>Effective hand washing your hands is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p> <p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice guidance on how to wash your hands</p>		<ul style="list-style-type: none"> • Staff, pupils and visitors are instructed to wash hands or use hand sanitiser regularly throughout the day particularly when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. • Staff have frequent opportunities to wash their hands when providing care to non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting. • Pupils 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; • Posters display good hand washing technique and government guidelines on good respiratory hygiene; • Staff supporting others to evacuate are aware of the need to follow hand washing or sanitising instructions. • First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid. • Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines. • Staff handling deliveries will observe good hand hygiene.

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<p>Reduce the risk of the virus spreading through contact with contaminated surfaces</p>		
<p>COVID-19 can still be spread through touching contaminated surfaces.</p> <p>An appropriate cleaning schedule must be in place and maintained. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>Where cleaning is required after a known or suspected case of COVID-19, refer to the guidance on cleaning in non-healthcare settings.</p> <p>Provide extra non recycling bins for the disposal of single use face coverings and PPE.</p> <p>Refer to the guidance on how to dispose of personal or business waste including face coverings and PPE.</p>		<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place. • Rooms/shared areas are cleaned regularly; at least twice day. • Repeatedly touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, computer equipment, MFDs, telephones and toilet facilities are frequently cleaned. • Where non-symptomatic children present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting there will be increased vigilance of cleaning of frequently touched surfaces. • Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is discouraged; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance <u>Cleaning in Non-Health Care Settings</u> following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste;

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		<ul style="list-style-type: none"> • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor;
<p>Personal protective equipment & face coverings</p>		
<p>Face coverings are no longer advised for pupils/students, staff and visitors either in classrooms or in communal areas. The Government has removed the requirement to wear face coverings in law, but it still expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary • when performing aerosol generating procedures (AGPs) <p>Non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting or who require care that cannot be provided</p>		<ul style="list-style-type: none"> • Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace. • First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic. • When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • Additional PPE is made available in First Aid boxes and alongside Defibrillators. • Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn. • Staff are aware of the need to report insufficient levels of PPE to their line manager.

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<p>without close hands-on contact, should continue to receive care in the same way as before COVID-19, including any existing routine use of PPE.</p> <p>No additional PPE should be necessary because staff are dealing with non-symptomatic children in a non-healthcare setting, therefore the risk of viral transmission is very low.</p> <p>Delivering First Aid to pupils Children and young people who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have symptoms.</p> <p>First Aiders should familiarise themselves with the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic.</p> <p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government guidance on the use of personal protective equipment.</p> <p>Disposal of PPE Disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home.</p> <p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		<ul style="list-style-type: none"> • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms. • Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.

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<p>Protecting people at higher risk of infection</p>		
<p>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on who is at higher risk and protecting people who are clinically extremely vulnerable.</p> <p>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop on-site provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the Lancashire County Council.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Extra consideration needs to be given to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield but must continue to be supported by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p> <p>Please refer to Government Guidance, Coronavirus (COVID-19): advice for pregnant employees,</p>		<ul style="list-style-type: none"> The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;
<p>Reduce the spread of COVID-19 by ensuring people isolate when they are legally required to do so</p>		

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<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Managers and employees should refer to the government guidance NHS Test and Trace in the workplace</p> <p>An individual is legally required to self-isolate if they</p> <ul style="list-style-type: none"> • have tested positive for COVID-19 • have COVID-19 symptoms • live in a household with someone who has symptoms, unless they're exempt from self-isolation • have been told to self-isolate by NHS Test and Trace <p>Close contacts without symptoms are exempt from self-isolation if;</p> <ul style="list-style-type: none"> • they are fully vaccinated • aged under 18 and 6 months • they are taking part in a vaccine trial • are not vaccinated for medical reasons <p>Instead they will be advised to take a PCR test. They do not need to self-isolate whilst awaiting the results.</p> <p>Refer to the latest government guidance Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection for further information.</p>		<ul style="list-style-type: none"> • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack which provides advice on managing positive cases and who to contact for help; • Staff and pupils are required to stay at home if they have COVID-19 symptoms and to seek a confirmation PCR test. • If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and advised to take a PCR test. Any staff displaying symptoms will be mindful not to come into contact with other staff. Any rooms they have used will be cleaned after they have left. • If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE will be used if close contact is necessary. Any rooms they have used will be cleaned after they have left. • Staff and pupils identified as a close contact by NHS Test & Trace will be required to take a PCR test but will not be required to self-isolate whilst awaiting the results. • Staff and pupils with a positive PCR test result will be required to self-isolate for 10 days and will be supported to do so. • Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.
<p>Asymptomatic testing</p>		

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<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>The government sharing platform provides information and guidance for schools on testing arrangements.</p>		<ul style="list-style-type: none"> • Staff are required to undertake twice weekly home LFD tests. • Staff and pupils who have a positive LFD test are required to self-isolate and to seek a confirmation PCR test.
<p>Reduce the risk for visitors and contractors</p>		
<p>Provide clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive.</p> <p>Coordinate and cooperate with other occupiers, where the site and facilities are shared including landlords and other tenants.</p>		<ul style="list-style-type: none"> • Site guidance on social distancing and hygiene will be explained to visitors, parents/carers and contractors on or before arrival- site rules are prominently displayed at all access points, including sanitising, handwashing, social distancing, not entering if symptomatic etc.
<p>Reduce the spread of COVID-19 during Educational Visits</p>		
<p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p>		<ul style="list-style-type: none"> • A full and thorough risk assessment will be completed taking account of any public health advice, such as hygiene and ventilation requirements. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place.

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<p>Risk assessments should consider contingency arrangements for a number of possibilities including a participant developing COVID-19 symptoms during the visit or a member of staff having to self-isolate and being unable to attend.</p> <p>General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>		<ul style="list-style-type: none"> • Risk assessments will consider contingency arrangements for a number of possibilities including staff having to self-isolate or participants developing COVID symptoms whilst on the visit. • The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection. Preliminary visits to the venue will be carried out if deemed necessary to check measures are place.
<p>Keep pupils and staff safe when travelling</p>		
<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>Up to date guidance on COVID-19 and school travel is available from the School Transport team.</p>		<ul style="list-style-type: none"> • The control measures for dedicated transport have been aligned as far as possible with the principles underpinning the system of controls set out in school including ventilation, cleaning and hygiene. • When travelling on public or dedicated transport pupils, staff and parents are expected and recommended to wear a face covering.
<p>Managing a COVID-19 outbreak in school</p>		
<p>Please refer to PHE North West Schools Resource Pack for advice on managing COVID-19 cases and outbreaks</p> <p>For support on outbreak management please contact; COVID19-HealthProtection@lancashire.gov.uk</p>		<ul style="list-style-type: none"> • An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area. • Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team.

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<p>School should have contingency plans outlining what action to take if pupils or staff test positive for COVID-19, or how school would operate if advised to take extra measures to help break chains of transmission.</p> <p>Guidance on what to include in contingency framework and information on what circumstances might lead to additional action, and the steps to work through, are contained the government guidance Contingency framework: education and childcare settings August 2021.</p>		<ul style="list-style-type: none"> • School continues to record COVID-19 related absence in accordance with the information contained within the PHE North West Schools Resource Pack. • In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing.
<p>Communication, consultation and training</p>		
<p>Employers have a legal duty to consult workers on health and safety matters.</p> <p>To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading.</p> <p>Schools continue to engage with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p>		<ul style="list-style-type: none"> • Clear and up to date information and guidance on how to manage the risks associated with Covid-19 is available via the schools portal and Government website. • Staff are consulted when considering local arrangements. • Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
<p>Stress & Anxiety</p>		
<p>Mental health is important, especially during times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p>		<ul style="list-style-type: none"> • The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary.

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<p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>		<ul style="list-style-type: none"> • A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. • Staff are made aware of sources of information via the school portal that will assist their wellbeing such as: <ul style="list-style-type: none"> ▪ Employee Wellbeing ▪ MIND web site ▪ H&S COVID-19 web page

Ventilation Inspection Checklist			Lancashire County Council 
Premise/School	Grimsargh St Michael's C of E Primary	Name of person(s) undertaking the inspection checklist	Stuart Booth
Date checklist completed	3/09/21	Review dates	When Government Guidance is updated

This inspection checklist has been developed based on increasing evidence that ventilation is one of the key ways to reduce the spread of Coronavirus. It should be used in conjunction with the county councils guidance on simple steps to good ventilation available on the [intranet](#) and the [school portal](#) and the premises local COVID-19 secure workplace risk assessment. Completion of the checklist requires consideration of **every** room within the building to identify and assess the suitability of the ventilation. To help you in this task, examples of ventilation types are provided at the end of this document.

Once completed the checklist should be reviewed twice a year to take account of the change in seasons or in the event of any changes/upgrades etc in ventilation systems. October and March are recommended as appropriate review dates.

A copy of the completed checklist should be retained with your building or COVID Secure Risk Assessment.

Ventilation Types

Natural

Air flow through openings such as doors (ideally external) and windows.

- Ensure windows are opened regularly to allow sufficient air flow, ideally leave them open a little throughout the day.
- Doors should be opened when possible to ensure sufficient air flow or to purge the air after periods of high occupancy.
- In each case please consider the security of the building.
- If the room has automated windows/vents, ensure the controls are set to operate during occupied hours.

Mechanical – air conditioning

This type of ventilation may only condition the air and recirculate it within the same room. Such a system could be left to run, as this will prevent stagnation, but it may not be immediately obvious whether the system draws in fresh outside air to dilute any airborne pathogens. Premise Managers should consider the use of and access to the room and consult their Building Services Engineer or Appointed Building Consultant if they are unsure.

Mechanical - supply and extract

Outside air drawn into ducting by fans and inside air extracted out by fans.

- Consider how this is controlled. E.g. switched on as and when needed, on a timer or on demand via CO₂ monitoring.
- For either type ensure it comes on an hour before occupancy at a nominal speed.
- If it has a CO₂ monitor, ensure the set point has been lowered to operate the ventilation at to 400ppm.

Mechanical – extract only

Commonly used for toilet blocks and wet rooms. This type of ventilation should be set to run continuously during opening hours.

Mechanical - heat recovery

Extracts heat from indoor air to warm incoming outside air. Might recirculate a portion of the indoor air back into the room.

This type of ventilation is suitable for use, as long as it doesn't serve other rooms and there is the ability to increase the amount of outside air in the room.

Specialist localised exhaust ventilation

This includes cooker hoods, local exhaust on workshop machinery and fume hoods.

Do not use specialist localised extract ventilation systems without some additional means of supplying fresh air such as ability to open windows.

Rooms with Sufficient Ventilation

<p>Identify the type of ventilation in each room, if there is more than 1 type, identify each:</p> <p>Natural (N) Mechanical - supply and extract (MSE) Mechanical - heat recovery (MHR) Mechanical – extract only (MEO) Mechanical – air conditioning (drawing in outside air) (MAC) Specialist localised exhaust ventilation (SLEV) No ventilation (NV) Not known (NK)</p> <p><u>Determining sufficient Ventilation</u></p> <p>For rooms with mechanical or air con systems: There must be no recirculation or transfer of air between one room to another.</p> <p>Indicators of insufficient ventilation:</p> <ul style="list-style-type: none"> • Room feels stuffy or has a lingering odour. • Room is small with limited outside air supply. • Room is landlocked with only internal doors and no external windows/grills/vents. <p>When determining if the ventilation is sufficient, consider what the rooms are used for and by whom. More ventilation is recommended in rooms where there is/are:</p> <ul style="list-style-type: none"> • physical activity. • raised voices including singing. • vulnerable people including the elderly. • members of the public. 	List all rooms where there is an obvious and effective source of ventilation including corridors and stairways and identify the ventilation type		
	Room No.	Ventilation Type	Transfer/ Recirculation of air? Yes/No
Hall	Natural	No	
HT Office	Natural	No	
Office	Natural	No	
Entrance	Natural	No	
Corridors	Natural	No	
Classrooms	Natural	No	
IT suite	Mechanical	Yes	Air conditioning. Room is fairly large. Limited to approximately 15 children. Outside air to supply from open windows in adjacent corridor
Staffroom	Natural	No	
KS2 library	Natural	No	No external doors. Outside air supply from open windows in 3 adjacent classrooms and corridor
KS1 library	Natural	No	No external doors. Outside air supply from open windows in 2 adjacent classrooms and corridor.
Photocopier room	Natural	No	
Nurture room	Natural	No	

<ul style="list-style-type: none"> inability to maintain other measures such as social distancing. regular changes in occupancy. 	Toilets (child)	Mechanical (extract only)	Yes	Not occupied for longer than a few minutes
	Toilets (child)	Natural Mechanical	No	Some have windows direct to outside. Some have windows that open onto corridors that receive a natural air supply
	Toilets (adult)	Natural Mechanical (extract only)	No	Small vents allow a natural air supply
	Kitchen	Natural	No	

Rooms with Insufficient or No Ventilation		
	List all rooms with insufficient or no ventilation Room No.	Comments
Indicators of insufficient ventilation: <ul style="list-style-type: none"> Room feels stuffy or has a lingering odour. Room is small with limited outside air supply. 	Leadership office	Occupied mainly by 1 member of staff but not full-time. One afternoon each week, possibility of 2 members of staff. Natural air supply but through the KS2 library which receives air supply from adjacent classrooms.

<ul style="list-style-type: none"> Room is landlocked with only internal doors and no external windows/grills/vents. <p>Consider what the rooms will be used for and by who. More ventilation is recommended in rooms where there is:</p> <ul style="list-style-type: none"> physical activity. raised voices including singing. vulnerable people including the elderly. members of the public. regular changes in occupancy. inability to maintain other measures such as social distancing. 	KS2 cloakroom area	Used for very short periods of time as walkway into leadership office, IT suite and KS2 cloakroom. Never occupied for longer than minutes
	KS2 cloakroom	Used for very short periods of time. Children from one class use to store bags.
	KS1 resource room	Used for very short periods of time to collect and return items.
	Peace pod	Not occupied often and not for prolonged periods. When occupied, mainly by 1 child. Natural air supply from open windows in adjacent corridor.

Actions/Control Measures to Consider

You need to do all you can to ensure there is sufficient ventilation in each room within your building. The following provides examples of simple measures that can be taken to increase the ventilation in each room. Any control measures should also be documented in your building/COVID secure risk assessment.

Where necessary prohibit use of any rooms until further action is taken to improve ventilation.

If you have a CO₂ monitor, check levels of CO₂ in areas suspected of having poor ventilation. Where levels are consistently measured at more than 1500ppm, this is an indicator of poor ventilation and action is required to improve natural ventilation in the area. Your Building Services Engineer or Appointed Building Consultant will be able to advise on any action required or advise on the purchase of CO₂ monitors.

Turn off ventilation systems where they recirculate indoor air from one room/area to another.

Set mechanical ventilation to come on an hour before occupancy and an hour after or CO₂ setpoint lowered to 400ppm.

Restrict room occupancy in small rooms with limited outside air supply.

Increase supply of outside air in stuffy rooms or those with lingering odours.

Open windows along stairs and corridors. Ensure you maintain fire safety and security measures.

Increase natural ventilation rates without compromising thermal comfort by carrying out intermittent airing of the room/space and partial window opening.

Open windows and vents frequently taking account of security and any hazards to people walking outside by an open window.

Open windows at least 15 minutes prior to room occupation.

In cooler weather open windows on vents to reduce loss of heat but to maintain air flow.

In cooler weather open high level windows in preference to those lower down to reduce draughts whilst maintaining air circulation.

Relocate room occupants away from open windows/draughts.

Consider whether internal doors need to be closed to prevent recirculation of air from one room/area to another, or whether internal doors need to be open to increase the total volume flow rate of outside air. This will depend on the layout of the building. Take care not to compromise fire safety measures and security measures.

Wherever the opening an external door to provide a source of ventilation to a room could compromise safeguarding and fire safety, Premise Managers are required to consider the continuing use of the room. If use of the room is essential, do not compromise safety, seek guidance from your Building Services Engineer or Appointed Building Consultant.

Inform staff of the measures in place and the importance of maintaining them.

Review locking up procedures to ensure all windows are closed at the end of the day.

Fan convection heaters can be used **if** a suitable supply of outdoor air is available to dilute levels of airborne pathogens.

If external doors are opened for ventilation, ensure this does not compromise security or safeguarding.

Restrictors should not be removed from windows unless a separate risk assessment is completed to consider other risks such as falls from height or people walking into open windows on the ground floor and security etc.

Desk, ceiling or foot stand fans should not be used in poorly ventilated areas.
Fans may be used only in rooms with a good source of outside air as they can help circulate air flow and prevent stagnation. Where fans are used, they must be cleaned on a regular basis.

If Premise Managers are unsure of the type of ventilation systems installed they can seek technical guidance from their Building Services Engineer, or contact duty.engineer@lancashire.gov.uk. Premise Managers who do not buy into the LCC Design & Construction Property Maintenance Service Level Agreement, retain the statutory responsibility to appoint a suitably skilled, trained, qualified and insured responsible person and are advised to seek their professional advice on this matter.

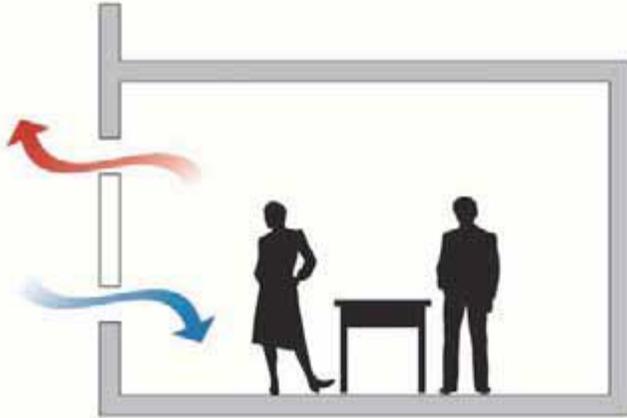
The HS&Q Team may be able to offer support in completing the checklist as part of your health and safety SLA visit. Please contact your nominated Health & Safety Officer or email health.safety@lancashire.gov.uk to discuss.

The following section should be used to identify any action required.

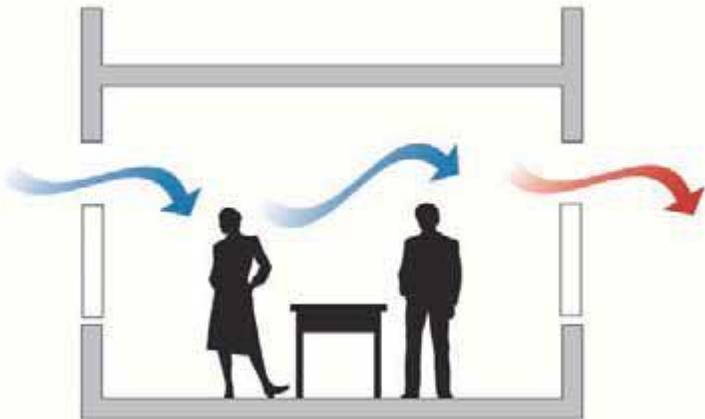
Room/Area/Zone	Level of risk High/Medium/Low	Action required	By whom and timescale	Completed
All rooms with insufficient or no ventilation to have a CO ₂ monitor to check levels.	Medium	Use CO ₂ monitors- check the levels of CO ₂ for poor ventilation.	HT	

Examples - for reference only

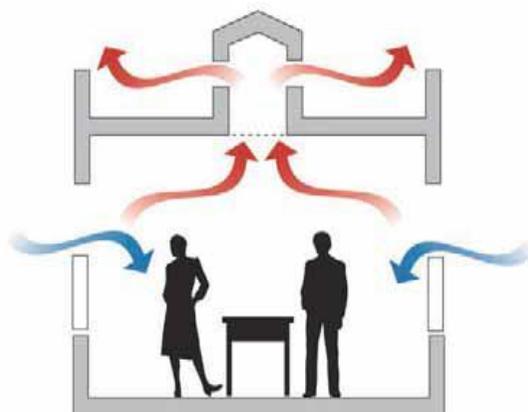
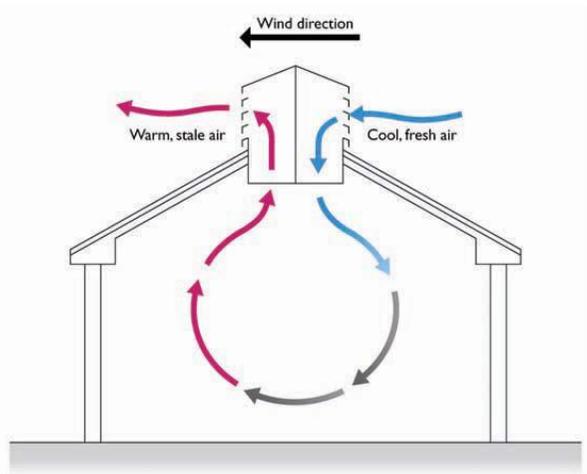
Natural Ventilation (N)



Single sided ventilation – via opening window, drawing air in by natural convection currents. This air will typically mix with warm air rising from radiators, etc.



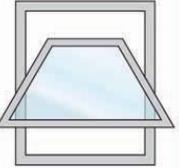
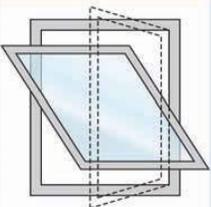
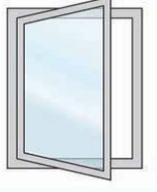
Cross Ventilation, could also draw fresh air from a central corridor or atrium. See Mechanical Supply Only below.



Passive Ventilation, such as "Windcatcher" on the left and "Stack" effect on the right, use a combination of natural convection and wind speed to draw fresh air in. They can also incorporate supply fans, to supplement supply air when wind direction or strength fluctuates and typically include external weather sensing, and automated controls.

"As Installed Records" and Service Records should be reviewed to identify the type of system in use

Typical Window Styles

<p>Bottom-hung inward opening fanlight</p> <table border="0"> <tr><td>Air flow</td><td>😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊😊😊😊</td></tr> <tr><td>Relative cost</td><td>Medium</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>May obstruct blinds. Good sound control.</p> 	Air flow	😊😊	Ventilation control	😊😊😊	Weather protection	😊😊😊😊	Night ventilation	😊😊😊😊😊	Relative cost	Medium	BMS controllable	Yes	<p>Centre pivot</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊😊😊😊</td></tr> <tr><td>Relative cost</td><td>Medium</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>May obstruct blinds preventing adequate glare control for users of computer screens. Can reflect external noise.</p> 	Air flow	😊😊😊😊	Ventilation control	😊😊😊	Weather protection	😊😊😊😊	Night ventilation	😊😊😊😊😊	Relative cost	Medium	BMS controllable	Yes
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Night ventilation	😊😊😊😊😊																								
Relative cost	Medium																								
BMS controllable	Yes																								
<p>Upper fanlight and outward opening casement</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊😊😊😊</td></tr> <tr><td>Relative cost</td><td>High</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>Upper fanlight can be motorised. Good all round performance.</p> 	Air flow	😊😊😊😊	Ventilation control	😊😊😊😊	Weather protection	😊😊😊😊	Night ventilation	😊😊😊😊😊	Relative cost	High	BMS controllable	Yes	<p>Tilt and turn</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊</td></tr> <tr><td>Relative cost</td><td>High</td></tr> <tr><td>BMS controllable</td><td>Yes*</td></tr> </table> <p>*BMS controllable in one plane only. Complex.</p> 	Air flow	😊😊😊	Ventilation control	😊😊😊	Weather protection	😊😊😊	Night ventilation	😊😊	Relative cost	High	BMS controllable	Yes*
Air flow	😊😊😊😊																								
Ventilation control	😊😊😊😊																								
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Night ventilation	😊😊😊😊😊																								
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Weather protection	😊😊😊																								
Night ventilation	😊😊																								
Relative cost	High																								
BMS controllable	Yes*																								
<p>Top-hung outward opening casement</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊😊</td></tr> <tr><td>Relative cost</td><td>Medium</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>Can reflect noise into room. Secure night vent. May need a governor to restrict opening.</p> 	Air flow	😊😊😊	Ventilation control	😊😊😊	Weather protection	😊😊😊😊	Night ventilation	😊😊😊	Relative cost	Medium	BMS controllable	Yes	<p>Horizontal sliding sash</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊</td></tr> <tr><td>Relative cost</td><td>Low</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>No obstruction of internal blinds. Tall openings enable localised stack effect.</p> 	Air flow	😊😊😊😊	Ventilation control	😊😊😊	Weather protection	😊😊😊	Night ventilation	😊😊	Relative cost	Low	BMS controllable	Yes
Air flow	😊😊😊																								
Ventilation control	😊😊😊																								
Weather protection	😊😊😊😊																								
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BMS controllable	Yes																								
<p>Side-hung casement</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊</td></tr> <tr><td>Night ventilation</td><td>😊</td></tr> <tr><td>Relative cost</td><td>Medium</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>Poor security when open. Rain can enter.</p> 	Air flow	😊😊😊	Ventilation control	😊😊😊	Weather protection	😊😊	Night ventilation	😊	Relative cost	Medium	BMS controllable	Yes	<p>Vertical double sash</p> <table border="0"> <tr><td>Air flow</td><td>😊😊😊😊</td></tr> <tr><td>Ventilation control</td><td>😊😊😊😊</td></tr> <tr><td>Weather protection</td><td>😊😊😊</td></tr> <tr><td>Night ventilation</td><td>😊😊</td></tr> <tr><td>Relative cost</td><td>Low</td></tr> <tr><td>BMS controllable</td><td>Yes</td></tr> </table> <p>No obstruction of internal blinds. Localised stack effect.</p> 	Air flow	😊😊😊😊	Ventilation control	😊😊😊😊	Weather protection	😊😊😊	Night ventilation	😊😊	Relative cost	Low	BMS controllable	Yes
Air flow	😊😊😊																								
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Night ventilation	😊😊																								
Relative cost	Low																								
BMS controllable	Yes																								

Mechanical Ventilation

Some mechanical systems can be concealed with the building fabric, ceiling spaces etc, but there will be elements on show

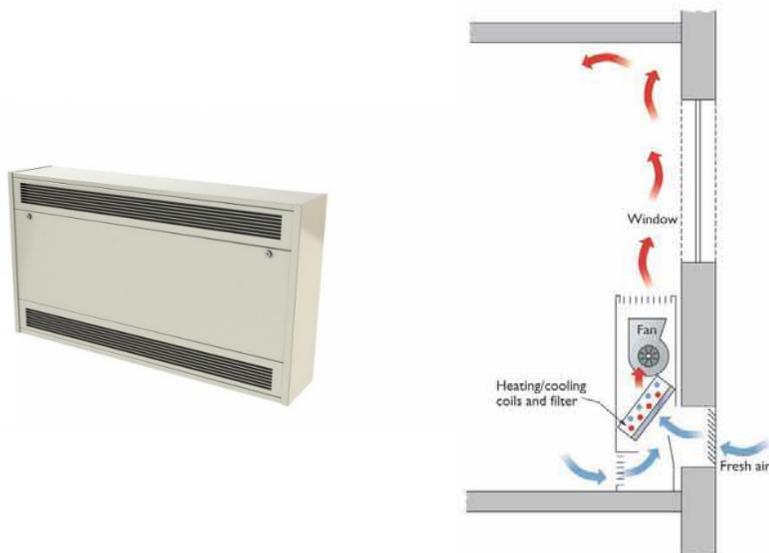
Mechanical – Extract only (MEO) – typically used in kitchens, bathrooms/toilets, sluice rooms, etc., and reliant on windows, doors, etc being open, or having been fitted with transfer grilles, should security be an issue. Typical examples, a wall mounted fan or a canopy over catering equipment, alternatively the fan may be positioned remotely, to reduce noise and only the grille will be visible, on the wall or ceiling.



Mechanical - Supply Only –, as per this example of a large supply fan unit, used to provide air to a central atrium or corridor. Or smaller fans, installed in a wall or window to provide extra ventilation to the room, e.g. a kitchen. In some instances, the controls for the fan will enable it to be switched between supply to extract, in which case the fan should be left in the supply mode.



Additionally, Supply Only fans can be incorporated into units to provide cooling / heating to rooms, as the diagram below.



Mechanical - Supply and Extract (MSE), For ducted systems, typically concealed within a ceiling voids, only the grilles or diffusers will be visible.
Typical supply diffuser:-



Typical extract grilles are simpler in design, as per the Extract Only example above.

The diffuser and grilles will be distanced from each other to draw air across the room.

Equally, the most basic system may not be ducted, or even concealed and would simply consist of a supply fan at one end of the room and an extract fan at the other.

Large rooms may be serviced with Air Handling Unit (AHU), which has both supply and extract fans within the same enclosure. Typically, the AHU will be remote from the room, possibly even roof mounted, with a series of rectangular ducts connected.



Mechanical – air conditioning – split system – no outside air.

These units recirculate the conditioned air back into the room and as such the occupation of the room should be limited. Such units should continue to run to prevent stagnation of the air. Periodically opening the door to the room will assist and introduce fresh air. Such units will also have an external condenser unit and may also include the capability for heat recovery.



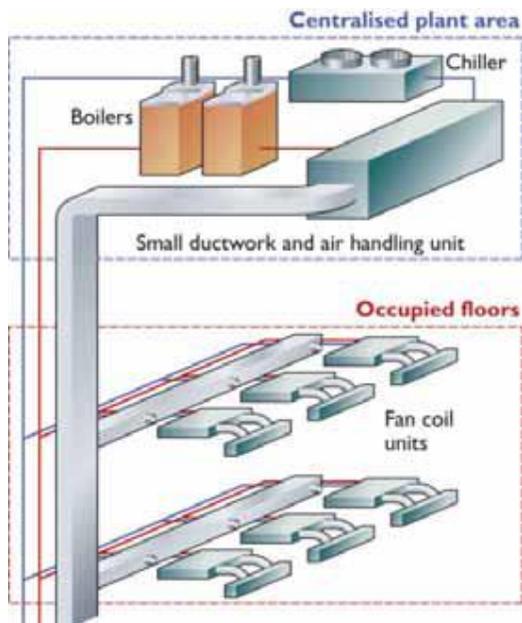
It should be noted that locations with Air Source, Ground Source Heat Pumps will have visually similar external equipment and the Service Records should be consulted to determine the type installed.

Mechanical - heat recovery (MHR)

Installations are generally concealed and therefore the layout of supply and extract grilles will resemble MSE and MAC systems. The waste heat from the extract air passed over a heat exchange matrix inside the unit, to temper the fresh supply air, thus creating free heating. These systems should be adjusted to minimise recirculated air and Service Records should be reviewed to identify the type of system in use.

Mechanical – air conditioning (drawing in outside air) (MAC)

As with MSE and MHR, MAC systems have characteristic multiple ceiling mounted diffusers and grilles and are generally used for larger open workspaces. The bulk of the system will be centralised plant, remote from the workplace, ducted to smaller units for local distribution and control of volume and temperature. Various other types of local units can be used, to suit particular applications, however the principle of a centralised supply and distribution to local outlets is the same. This diagram only shows the internal Supply Air ducting, for clarity. Service Records should be reviewed to identify the type of system in use.



Specialist localised exhaust ventilation (SLEV) – typically used in workshops with an extract canopy or hood above each machine, welding bays, etc.

