

## School Covid-19 Risk Assessment & Checklist

<b>School:</b>	<b>Moor Park High School and Sixth Form</b>
<b>Address:</b>	<b>Moor Park Avenue, Preston, Lancashire, PR1 6DT</b>
<b>Completed by:</b>	<b>Ben Corbett</b>
<b>Date:</b>	<b>02/12/2021</b>
<b>Proposed review date:</b>	<b>08/02/2021</b>

### 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 web pages](#) via the Schools Portal.

<p style="text-align: center;"><b>Potential hazards &amp; guidance on how to control them</b></p>	<p style="text-align: center;"><b>Do you believe the hazard is adequately controlled?</b> <b>Yes</b></p>	<p style="text-align: center;"><b>Recommended Controls Measures</b></p> <p style="text-align: center;"><b>Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</b></p>
<p><b>Reduce the risk of the virus spreading through aerosols</b></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 <a href="#">Simple Steps for Good Ventilation guidance</a> and complete the <a href="#">Ventilation Checklist</a>.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers <a href="mailto:duty.engineer@lancashire.gov.uk">duty.engineer@lancashire.gov.uk</a>.</p>		<ul style="list-style-type: none"> <li>• The Ventilation Inspection Checklist has been completed and is attached as an appendix to the "COVID Secure Risk Assessment".</li> <li>• Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section).</li> <li>• In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces.</li> <li>• Any areas identified with poor ventilation have been raised with the building services engineer.</li> </ul>
<p><b>Reduce the risk of the virus spreading through social contact</b></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>		<p>4. 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>
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		<p>6. Staff supporting others to evacuate are aware of the need to follow hand washing or sanitising instructions.</p> <p>7. First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.</p> <p>8. Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines.</p> <p>9. Staff handling deliveries will observe good hand hygiene.</p>
<p align="center"><b>Reduce the risk of the virus spreading through contact with contaminated surfaces</b></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 <a href="#">guidance on cleaning in non-healthcare settings</a>.</p> <p>Provide extra non recycling bins for the disposal of single use face coverings and PPE.</p> <p>Refer to the <a href="#">guidance on how to dispose of personal or business waste including face coverings and PPE</a>.</p>		<p>10. An enhanced cleaning schedule is in place. A documented cleaning checklist identifies cleaning requirements and individual responsibilities.</p> <p>11. Rooms/shared areas are cleaned regularly; sanitising wipes are available in all shared areas for pupils to wipe down their work areas.</p> <p>12. Repeatedly touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, computer equipment, MFDs, telephones and toilet facilities are frequently cleaned.</p> <p>13. Classroom based resources that are shared such as books, play equipment, toys, sports equipment, outdoor play equipment, art and science equipment are cleaned regularly.</p> <p>14. Where equipment/machinery cannot be washed down regularly alternative protective measures have been designed.</p> <p>15. Where non-symptomatic children present behaviours which may increase the risk of droplet transmission such as biting, licking,</p>
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		<p>kissing or spitting there will be increased vigilance of cleaning of frequently touched surfaces.</p> <p>16. Staff and pupils are encouraged to have their pens and pencils to avoid the need to share items that cannot be easily cleaned.</p> <p>17. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is discouraged.</p> <p>18. 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 <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</p> <p>19. Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste.</p> <p>20. 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>
<p><b>Personal protective equipment &amp; face coverings</b></p>		
<p>Face coverings should be worn in communal areas <b>in all settings</b> by staff, visitors and pupils or students in year 7 and above, unless they are exempt.</p>		<p>1. 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.</p> <p>2.</p>

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<p>Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> 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> <p><a href="#">1- if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary</a></p> <p><a href="#">2- when performing aerosol generating procedures (AGPs)</a></p> <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 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><del>3- Staff, pupils, visitors and pupils in year 7 and above are required to wear face coverings in communal areas and on public and dedicated transport to school.</del></p> <p><del>4- First Aiders have read and follow the <a href="#">Government guidance for first responders</a> and the <a href="#">HSE Guidance on First Aid during the coronavirus pandemic</a>.</del></p> <p><del>5- 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.</del></p> <p><del>6- Additional PPE is made available in First Aid boxes and alongside Defibrillators.</del></p> <p><del>7- 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.</del></p> <p><del>8- Staff are aware of the need to report insufficient levels of PPE to their line manager.</del></p> <p><del>9- Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms.</del></p> <p><del>10- Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.</del></p>

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<p><b>Delivering First Aid to pupils</b> 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 <a href="#">Government guidance for first responders</a> and the <a href="#">HSE Guidance on First Aid during the coronavirus pandemic</a>.</p> <p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government <a href="#">guidance on the use of personal protective equipment</a>.</p> <p><b>Disposal of PPE</b> Disposal of used PPE and other waste should be in line with <a href="#">cleaning non-healthcare settings outside the home</a>.</p> <p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		
<p><b>Protecting people at higher risk of infection</b></p>		
<p>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on <a href="#">who is at higher risk</a> and <a href="#">protecting people who are clinically extremely vulnerable</a>.</p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• An <a href="#">individual risk assessment</a> has been completed for any staff member who is in a vulnerable category, significant risk factors or who is experiencing mental health issues due to COVID-19.</li> </ul>
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<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 <a href="#">supporting pupils at school with medical conditions</a>.</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 <a href="#">Government Guidance, Coronavirus (COVID-19): advice for pregnant employees</a>.</p>		<ul style="list-style-type: none"> <li>• A <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 risk assessment</a> has been completed for all pregnant staff.</li> </ul>
<p><b>Reduce the spread of COVID-19 by ensuring people isolate when they are legally required to do so</b></p>		
<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 <a href="#">NHS Test and Trace in the workplace</a>.</p> <p>An individual is legally required to self-isolate if they</p> <ul style="list-style-type: none"> <li>• have tested positive for COVID-19</li> <li>• have COVID-19 symptoms</li> </ul>		<ul style="list-style-type: none"> <li>• School will follow the guidance in the latest <a href="#">PHE (Lancashire) Schools Resource Pack</a> which provides advice on managing positive cases and who to contact for help.</li> <li>• Staff and pupils are required to stay at home if they have COVID-19 symptoms and to seek a confirmation PCR test.</li> <li>• If anyone in school develops <a href="#">COVID-19 symptoms</a>, 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</li> </ul>
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<ul style="list-style-type: none"> <li>• live in a household with someone who has symptoms, unless they're <a href="#">exempt from self-isolation</a></li> <li>• have been told to self-isolate by <a href="#">NHS Test and Trace</a></li> </ul> <p>Close contacts without symptoms are exempt from self-isolation if;</p> <ol style="list-style-type: none"> <li>1. they are fully vaccinated</li> <li>2. aged under 18 and 6 months</li> <li>3. they are taking part in a vaccine trial</li> <li>4. are not vaccinated for medical reasons</li> </ol> <p>Instead they will be advised to take a <a href="#">PCR test</a>. They do not need to self-isolate whilst awaiting the results.</p> <p>Any suspected or confirmed close contacts of the Omicron variant will be required to isolate for 10 days regardless of vaccination status or age. You will be contacted directly by NHS Test &amp; Trace and told to isolate.</p> <p>Refer to the latest government guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection</a> for further information.</p>		<p>other staff. Any rooms they have used will be cleaned after they have left.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff and pupils identified as a close contact by NHS Test &amp; Trace will be required to take a PCR test but will not be required to self-isolate whilst awaiting the results.</li> <li>• 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.</li> <li>• Staff and pupils who are a suspected or confirmed close contacts of the Omicron variant will be supported to self-isolate for 10 days regardless of vaccination status or age.</li> <li>• Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.</li> </ul>
<b>Asymptomatic testing</b>		
<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>		<ul style="list-style-type: none"> <li>• Staff and High School pupils are required to undertake twice weekly home LFD tests.</li> <li>• Pupils have undertaken 2 on-site LFD tests on their return to school in September. (High Schools only)</li> </ul>

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<p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Staff and High School pupils should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <p><a href="#">The government sharing platform</a> provides information and guidance for schools on testing arrangements.</p>		<ul style="list-style-type: none"> <li>• Staff and pupils who have a positive LFD test are required to self-isolate and to seek a confirmation PCR test.</li> <li>• The school has a small asymptomatic testing site (ATS) on-site for pupils who are unable to test themselves at home. (High Schools only)</li> <li>• A separate risk assessment is in place for the <a href="#">LFD on-site testing programme</a> and <a href="#">home testing programme</a>.</li> </ul>
<p><b>Reduce the risk of transmission through vaccination</b></p>		
<p>Vaccines are the best defence against COVID-19. They help protect young people and adults, and benefit those around them. Vaccination makes people less likely to catch virus and less likely to pass it on.</p> <p>To book a vaccination, please visit: <a href="#">Book or manage a coronavirus (COVID-19) vaccination – NHS (www.nhs.uk)</a>.</p>		<p>4. All eligible staff and students aged 12 and over are encouraged to take up the offer of the vaccine, including boosters.</p>
<p><b>Reduce the risk for visitors and contractors</b></p>		
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<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"> <li>• Site guidance on social distancing and hygiene will be explained to visitors, parents/carers and contractors on or before arrival.</li> </ul>
<p><b>Reduce the spread of COVID-19 during Educational Visits</b></p>		
<p>The travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</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> <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><a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>		<ol style="list-style-type: none"> <li>1. International travel legislation will be complied with and contingency plans put in place to take into account the possible short notice changes to travel policy and restrictions.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> </ol>
<p><b>Keep pupils and staff safe when travelling</b></p>		

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<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 <a href="#">guidance on COVID-19 and school travel</a> is available from the School Transport team.</p>		<ul style="list-style-type: none"> <li>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.</li> <li>When travelling on public or dedicated transport pupils, staff and parents are expected and recommended to wear a face covering.</li> </ul>
<p><b>Managing a COVID-19 outbreak in school</b></p>		
<p>Please refer to <a href="#">PHE North West Schools Resource Pack</a> for advice on managing COVID-19 cases and outbreaks</p> <p>For support on outbreak management please contact; <a href="mailto:COVID19-HealthProtection@lancashire.gov.uk">COVID19-HealthProtection@lancashire.gov.uk</a></p> <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 <a href="#">Contingency framework: education and childcare settings August 2021</a>.</p>		<ul style="list-style-type: none"> <li>An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area.</li> <li>Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team.</li> <li>School continues to record COVID-19 related absence in accordance with the information contained within the <a href="#">PHE North West Schools Resource Pack</a>.</li> <li>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.</li> <li>A homeworking checklist and risk assessment has been completed for any staff working from home for a prolonged period which is reviewed on a 3-monthly basis.</li> </ul>
<p><b>Communication, consultation and training</b></p>		

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<p style="text-align: center;"><b>Potential hazards &amp; guidance on how to control them</b></p>	<p style="text-align: center;"><b>Do you believe the hazard is adequately controlled?</b> <b>Yes</b></p>	<p style="text-align: center;"><b>Recommended Controls Measures</b></p> <p style="text-align: center;"><b>Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</b></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"> <li>• 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 <a href="#">Government website</a>.</li> <li>• Staff are consulted when considering local arrangements.</li> <li>• 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.</li> </ul>
<p><b>Stress &amp; Anxiety</b></p>		
<p>Mental health is important, especially during times of uncertainty. The government has published <a href="#">guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>		<ul style="list-style-type: none"> <li>☞ The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary.</li> <li>☞ A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.</li> <li>☞ A <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> has been completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.</li> <li>☞ 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"> <li>▪ <a href="#">Employee Wellbeing</a></li> <li>▪ <a href="#">MIND web site</a></li> </ul> </li> </ul>
<p>Issue: 1 Issued by: H&amp;S Team</p>	<p style="text-align: right;">School Covid-19 Risk Assessment &amp; Checklist Page 13 of 33</p>	

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<b>Potential hazards &amp; guidance on how to control them</b>	<b>Do you believe the hazard is adequately controlled?</b> <b>Yes</b>	<b>Recommended Controls Measures</b> <b>Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.</b>
		<ul style="list-style-type: none"><li>▪ <a href="#">H&amp;S COVID-19 web page</a></li></ul>

Ventilation Inspection Checklist		Lancashire County Council 	
<b>Premise/School</b>	Moor Park High School and Sixth Form	<b>Name of person(s) undertaking the inspection checklist</b>	Owen Saunders – Premises Manager
<b>Date checklist completed</b>	08/09/21	<b>Review dates</b>	08/03/22

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.

1. Ensure windows are opened regularly to allow sufficient air flow, ideally leave them open a little throughout the day.
2. Doors should be opened when possible to ensure sufficient air flow or to purge the air after periods of high occupancy.
3. In each case please consider the security of the building.
4. 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.

1. Consider how this is controlled. E.g. switched on as and when needed, on a timer or on demand via CO<sub>2</sub> monitoring.
2. For either type ensure it comes on an hour before occupancy at a nominal speed.
3. If it has a CO<sub>2</sub> 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.

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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><b><u>Determining sufficient Ventilation</u></b></p> <p><b>For rooms with mechanical or air con systems:</b> There must be no recirculation or transfer of air between one room to another.</p> <p><b>Indicators of insufficient ventilation:</b></p> <p>1. Room feels stuffy or has a lingering odour. 2. Room is small with limited outside air supply. 3. Room is landlocked with only internal doors and no external windows/grills/vents.</p> <p><b>When determining if the ventilation is sufficient, consider what the rooms are used for and by whom.</b> More ventilation is recommended in rooms where there is/are:</p> <p>1. physical activity. 2. raised voices including singing. 3. vulnerable people including the elderly. 4. members of the public. 5. inability to maintain other measures such as social distancing. 6. regular changes in occupancy.</p>	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
1	N		
2	N/MEO	YES	
3	N		
3 RR1	MHR	YES	
3 RR2	MHR	YES	
3 RR3	MHR	YES	
4	N		
5	N		
6	N		
7	N		
8	N		
9	N/ MAC	YES	
10	N / SLEV	YES	
11	N / SLEV	YES	
12	MHR	YES	
13	N/ MHR		
14	N/ MHR		
15	N/ MHR		
16	MHR	YES	
17	N/ MHR	YES	
18	N/ MHR	YES	
19	N/ MHR	YES	
20	N/ MHR	YES	
21	MAC MEO	YES	
22	MHR	YES	
23	MHR	YES	

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	24	MAC		
	25	N/ MAC	YES	
	26	N		
	27	N		
	29	N		
	30	N/MAC	YES	
	31	N		
	32	N		
	E-WC'S	MEO		INDIVIDUAL WC UNITS FOR ALL PUPILS. NO CONCERNS
	W-WC'S	MEO		INDIVIDUAL WC UNITS FOR ALL PUPILS. NO CONCERNS
	STAFF WC'S	MEO		CURRENT PRACTICES OF MONITORING AND MANAGING OVER POPULATION OF THE WC'S IS IN PLACE
	OFFICE1	N		*STARTING AT THE RECEPTION OFFICE WORKING ALONG IN ORDER
	OFFICE2	N		
	OFFICE3	N		
	OFFICE4	MHR	YES	
	OFFICE5	MHR	YES	
	OFFICE6	N/MHR	YES	
	OFFICE7	N/MHR	YES	
	FINANC E	N		
	YR 7 OFFICE	N		

	DMC OFFICE	MEO	YES	
	SCIENCE PREP		YES	
	DINING	N		
	KITCHEN	N/ MEO	YES	
	SQR	N		
	THE BASE	N		
	INCLUSION	N		
	SEN OFFICE	N		
	PASTORAL OFFICE	N		
	SECLUSION	N		
	IT 1	N		
	IT 2	N		
	LEARNING SUPPORT OFFICE	N		
	UPPER FLOOR CORR	N		DOORS AND WINDOWS OPENED ALONG THE ENTIRITY
	LOWER FLOOR CORR	N		DOORS AND WINDOWS OPENED ALONG THE ENTIRITY

	THE POD	N		
	SPORTS HALL	MSU/MH U N	YES	THIS IS A VERY LARGE SPACE AND HAS NATURAL VENTILATION TO SUPPORT EXISTING MEASURES
	BOYS CHANGI NG	MEO		
	GIRLS CHANGI NG	MEO		
	DANCE STUDIO	MEO/MA C	YES	
	SPORTS ROOM	MEO/MA C	YES	
	LOWER WC	MEO		
	UPPER WC	MEO		
	SF RECEP	MSE	YES	
	QUIET ROOM	MAC/N	YES	
	SF HEAD	MSE	YES	
	S1	N		
	SG2/3	N		
	SF1	MSE/N		
	SF2	MSE/N		
	SF3	MSE/N		
	SF4	MSE/N		
	SF6	MAC/N	YES	

	SF7	N		
	SF8	MSE/N		
	SFGIRLS WC	MEO/N		
	SF BOYS WC	MEO/N		
				THE SCHOOL HAS EXCELLENT VENTILATION AND CURRENT PRACTICES USING DOOR AND WINDOW VENTING ARE EXCELLENT

Rooms with Insufficient or No Ventilation			
	List all rooms with insufficient or no ventilation Room No.	Comments	
<p><b>Indicators of insufficient ventilation:</b></p> <ul style="list-style-type: none"> <li>1. Room feels stuffy or has a lingering odour.</li> <li>2. Room is small with limited outside air supply.</li> <li>3. Room is landlocked with only internal doors and no external windows/grills/vents.</li> </ul> <p><b>Consider what the rooms will be used for and by who.</b> More ventilation is recommended in rooms where there is:</p> <ul style="list-style-type: none"> <li>1. physical activity.</li> <li>2. raised voices including singing.</li> </ul>	JBO OFFICE	VERY MINOR MEO UNIT SOLUTIONS TO BE LOOKED AT	
	FINANCE OFFICE	VERY LITTLE VENTILATION, SOLUTIONS TO BE LOOKED AT.	
	DMC OFFICE	VERY LITTLE VENTILATION ONLY OCCUPIED BY ONE PERSON. SOLUTIONS TO BE LOOKED AT.	
	SF 5	VERY LITTLE VENTILATION, SOLUTIONS TO BE LOOKED AT.	

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<ul style="list-style-type: none"> <li>1. vulnerable people including the elderly.</li> <li>2. members of the public.</li> <li>3. regular changes in occupancy.</li> <li>4. inability to maintain other measures such as social distancing.</li> </ul>		

<b>Actions/Control Measures to Consider</b>
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 CO <sub>2</sub> monitor, check levels of CO <sub>2</sub> 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 CO <sub>2</sub> 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 CO <sub>2</sub> 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](mailto: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](mailto:health.safety@lancashire.gov.uk) to discuss.

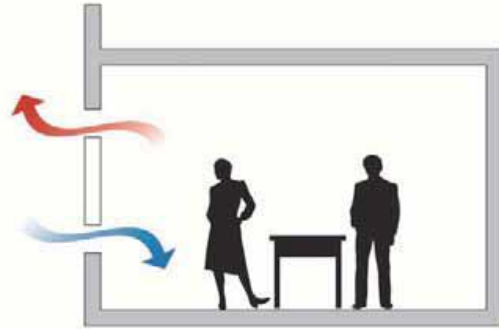
The following section should be used to identify any action required.

Room/Area/Zone	Level of risk High/Medium/Low	Action required	By whom and timescale	Completed
FINANCE OFFICE	LOW/MEDIUM	WE NEED TO LOOK AT AIR QUALITY IN THIS SPACE WITH A VIEW TO IMPROVING VENTILATION AND AIR QUALITY FOR THE STAFF USING IT.	OSA/MJO/BCO 14 DAYS	
DMC OFFICE	LOW	WE NEED TO MONITOR THE AIR QUALITY IN THIS ROOM	OSA 28 DAYS	
JBO OFFICE	LOW	WE NEED TO MONITOR THE AIR QUALITY IN THIS ROOM	OSA 28 DAYS	
SF5	LOW/MEDIUM	WE NEED TO LOOK AT AIR QUALITY IN THIS SPACE WITH A VIEW TO IMPROVING VENTILATION AND AIR QUALITY FOR THE STUDENTS AND STAFF USING IT.		

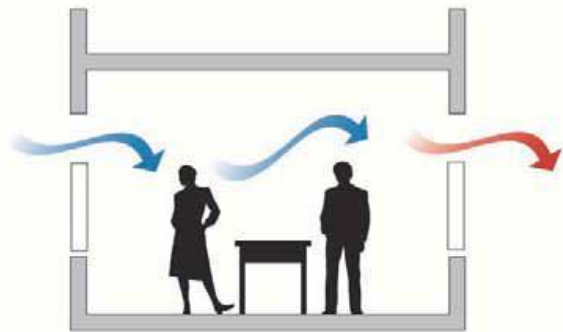


**Examples - for reference only**

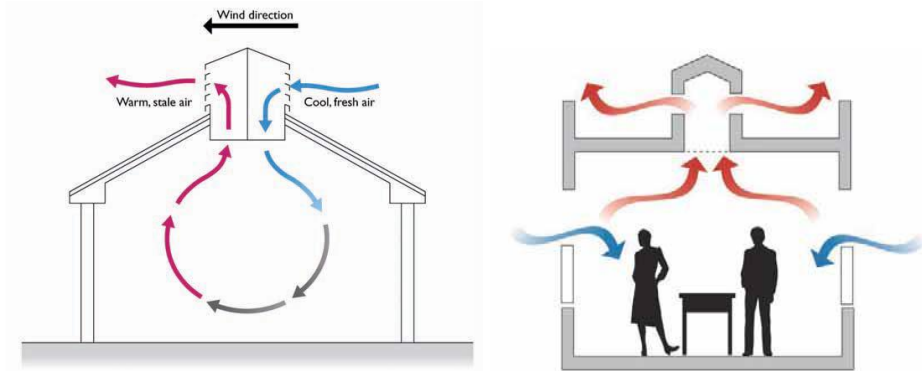
**Natural Ventilation (N)**



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.



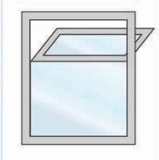
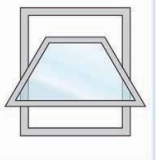
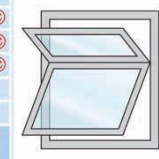
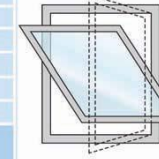
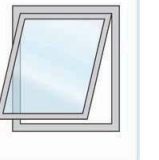



Cross Ventilation, could also draw fresh air from a central corridor or atrium. See Mechanical Supply Only below.



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



## 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.



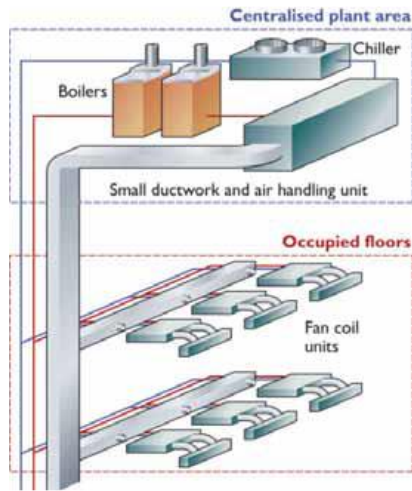
It should be noted that locations with Air Source, Ground Source Heat Pumps will have visually similar external equipment and the Service Records should be consulted to determine the type installed.

**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.

