



# REDCAR AND CLEVELAND BOROUGH COUNCIL RISK ASSESSMENT

As required by the Health and Safety at Work Regulations 1999

Type of Work: Re-opening of site – COVID Restrictions

Date: September 2020

Department: Highcliffe Primary School

Assessment carried out by: Nicky King

Who is at Risk? Staff, pupils, visitors

HAZARD		RISK					CONTROL MEASURES	Residual Risk L. M. H.
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	
Not maintaining staff health and wellbeing	Increased risk of others contracting/spread of coronavirus, illness, fatality, exacerbation of existing medical conditions	M	X	H	=	H	<ul style="list-style-type: none"> <li>If any staff members feel unwell with possible COVID symptoms, they should not come to work/leave work immediately and get tested – even if symptoms are extremely mild</li> <li>Make available a thermometer to allow staff to check their temperature</li> <li>If any member of staff presents a temperature of 37.8 degrees celsius or above they should go home immediately</li> <li>If staff are clinically vulnerable (e.g. asthmatic/diabetic) and need to be in work, they will be offered the safest role possible, with the appropriate precautions in place</li> </ul>	L
Lack of hand hygiene	Increased risk of contracting/spread of COVID, illness, fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>Ensure staff regularly wash hands with soap and water</li> <li>If soap and water isn't immediately available, hand sanitiser will be used</li> <li>Ensure staff sanitise their hands <b>before and after each use</b> of shared touch points – photocopiers, kettles, keyboards, etc.</li> <li>Ensure staff use anti-bac wipes on all touch points <b>after each use</b></li> </ul>	L

							<ul style="list-style-type: none"> <li>• Hand sanitisers will be in situ in various locations around the site and in all classrooms</li> <li>• Disposable towels only – no multi use towels</li> <li>• No hand dryers</li> <li>• Bins available in each location for paper towels and wipes</li> </ul>	
Ventilation issues/movement of potential virus particles	Increased risk of transmission						<ul style="list-style-type: none"> <li>• Windows and internal doors to be kept open</li> <li>• AC units/fans to be switched off</li> <li>• Heaters that blow out air to be switched off</li> <li>• Avoidance of people sitting too close to drafts</li> </ul>	
Donning and doffing Personal Protective Equipment (PPE)	Increased risk of contracting/spread of COVID, illness, fatality	<b>M</b>	X	<b>H</b>	+	<b>H</b>	<ul style="list-style-type: none"> <li>• PPE in the form of disposable gloves, aprons, face masks and shields will be available to staff who require it</li> <li>• Where necessary, staff will wear the appropriate PPE</li> <li>• Used PPE will be disposed of in the bins available</li> <li>• Between each change of PPE, hands will be washed with soap and water if readily available, or hand sanitiser</li> <li>• Where a COVID 19 case is suspected in the building, used PPE should be placed in a yellow bag, in clinical waste (a bin with a lid) and stored for 72 hours in the compound prior to placing in rubbish skip.</li> </ul>	<b>L</b>
Not maintaining current 2 metre social distancing guidance	Increased risk of contracting/spread of COVID, illness, fatality	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff are reminded of social distancing rules via regular staff briefings</li> <li>• Use of one-way system around site with marked areas and arrows dictating direction and spacing</li> <li>• Staff asked to remain within specific areas of building and not to travel around unless absolutely necessary</li> <li>• Use of external routes rather than internal routes to be used where possible</li> <li>• Staggered start and finish times for bubbles</li> <li>• Use of different entrances and exits for bubbles</li> <li>• Reducing contact by limiting number of people in each space – capacities to be displayed on each door</li> <li>• Staff rooms and other shared staff spaces to be set up to allow for social distancing</li> </ul>	<b>L</b>

Uncontrolled contact with others	Increased risk of contracting/spread of COVID, illness, fatality						<ul style="list-style-type: none"> <li>• Staff to adhere to social distancing with other adults</li> <li>• Use of one-way system around site with marked areas</li> <li>• Reducing the number of people that a person has contact with by using bubbles</li> <li>• Staff asked to remain within specific areas of building and not to travel around building unless absolutely necessary</li> <li>• Use of external routes rather than internal routes to be used where possible</li> <li>• Staggered start and finish times for bubbles</li> <li>• Use of different entrances and exits for bubbles</li> <li>• Reducing contact by limiting number of people in each space – capacities to be displayed on each door</li> <li>• Using back to back or side by side working rather than face to face</li> <li>• Limiting periods where people will work together</li> <li>• Using Perspex screens in smaller office spaces</li> <li>• Staff rooms and other shared staff spaces to be set up to allow for social distancing</li> <li>• Cleaning materials to be left in toilets so staff can spray/wipe toilet before and after use</li> <li>• Staff to stick to using the same toilet</li> <li>• Staff to sit in the same seats and use same/own cups etc. wherever possible</li> </ul>	<b>L</b>
Increased number of pupils and adults in close proximity	Increased risk of contracting/spread of COVID, illness, fatality	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• Regular briefings for children about how to move around the room/school in order to keep everybody safe</li> <li>• Use of bubbles that do not mix</li> <li>• Staggered start and finish times</li> <li>• 2 metre distance between adults and between adults and children where possible</li> <li>• PPE to be used by staff where appropriate/risk assessed</li> <li>• Adult spaces in classroom marked out that children are not to access</li> <li>• From Year 1, children to face the same direction, in rows, with spaces between tables where possible</li> </ul>	<b>L</b>


							<ul style="list-style-type: none"> <li>• In EYFS, markers used for children to sit/stand at to minimise face to face contact with other children during continuous provision</li> <li>• Regular hand washing/sanitising</li> <li>• Tissues available</li> <li>• Use of catch it; bin it; kill it</li> <li>• Children and staff to wash hands after coughing or sneezing</li> <li>• No hugging between children and minimal physical contact</li> <li>• Full responsibility taken for own personal property</li> <li>• Cleared, uncluttered spaces in each room</li> <li>• Use of individual trays/equipment where possible</li> <li>• Regular cleaning of shared spaces and equipment</li> <li>• Children to only use toilets closest to their classroom during break times and lunch times</li> <li>• Avoidance of raised voices/shouting/chanting</li> </ul>	
Unsatisfactory cleaning of site/equipment	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• Increased level of cleaning regime on site is maintained – cleaners on site after children and staff enter in the morning and during the lunch sessions</li> <li>• Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day</li> <li>• Cleaning stations are placed around the site so that staff can clean an area before and after they use it</li> <li>• Hand sanitisers will be in situ in various locations around the site</li> </ul>	<b>L</b>
Visitors to the school: including parents, contractors and delivery people.	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• Restrict visitors – appointments/essential visits only</li> <li>• Screening questionnaire when contractors/visitors attend site. Have you or anyone in your household displayed any of the Covid-19 symptoms? If yes prevent access to the premises</li> <li>• A one-way walking system around the external site for drop offs and pick ups</li> <li>• Staff at pick up and drop off times to show parents where to walk</li> <li>• Visitors must use sanitisers upon entering our premises</li> </ul>	<b>L</b>
Risk of transmission in	Increased risk of contracting/spread of	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• Staggered breaks to reduce the number using the facilities</li> </ul>	<b>L</b>

welfare facilities including kitchen facilities and rest areas	Coronavirus, Illness, Fatality						<ul style="list-style-type: none"> <li>• Restrict the number of people using staffrooms, toilets and shared areas at any one time</li> <li>• Maximum occupancies (1 person every 2 metres) identified on the door</li> <li>• Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door</li> <li>• Doors kept open whenever possible</li> <li>• Hand washing facilities with soap and hot running water</li> <li>• Disposable towels only – no multi use towels</li> <li>• No hand dryers</li> <li>• Spacing seats to ensure social distancing</li> <li>• Ask staff to bring their own food and drink wherever possible</li> <li>• Staff to follow all hygiene routines when using shared touch points</li> </ul>	
Risk of transmission from contaminated surfaces	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the building. These are maintained on a daily basis</li> <li>• Where safe, doors to be propped open, to reduce the need to touch them</li> <li>• Hand washing/sanitising after all deliveries</li> <li>• Hand washing/sanitising after contact with all shared areas/equipment</li> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, children’s equipment and computers</li> <li>• Thorough cleaning of all desks carried out at end of each working day by cleaning staff</li> <li>• Specific cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area</li> </ul>	L
Increased risk of transmission during meetings	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Where possible meetings are to be held using remote working tools such as Microsoft Teams.</li> <li>• If meetings must be held in face to face setting consideration should be given to holding meeting in outdoor setting</li> </ul>	L



**FURTHER CONTROLS:**

- All staff will receive regular information of the COVID 19 procedures
- Corridors and walkways kept clear
- 2 metre social distancing rules will be met throughout the site
- One-way system will be observed throughout the site
- Any confirmed cases of COVID 19 that have arisen from the workplace will be reported to RCBC Health & Safety Team immediately
- Signage/posters to confirm procedures/restrictions will be displayed across the whole site

<u>Probability Key:</u>	<u>Severity Key</u>	<u>Key:</u>	<u>Residual Risk</u>
L = Low Chance M = Medium Chance H = High Chance, Very High Chance	L = No injury/Minor first aid M = First aid treatment, Doctor or Hospital. H = Major injury/Reportable Accident.	L X L = L L X M = M L X H = M M X M = M M X H = H H X H = H	Low = Acceptable Medium & High Requires additional Action to reduce risk
At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.			<u>Review date:</u> October 2020
<b>Signature:</b> 	<b>Position: Head Teacher</b>		
<b>Date: 28<sup>th</sup> September 2020</b>			