



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: March 2021

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"> 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 Make available a thermometer to allow staff to check their temperature If any member of staff presents a temperature of 37.8 degrees celsius or above they should go home immediately 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 	L
Lack of hand hygiene	Increased risk of contracting/spread of COVID, illness, fatality	M	X	H	=	H	<ul style="list-style-type: none"> Ensure staff regularly wash hands with soap and water If soap and water isn't immediately available, hand sanitiser will be used Ensure staff sanitise their hands before and after each use of shared touch points – photocopiers, kettles, keyboards, etc. Ensure staff use anti-bac wipes on all touch points after each use 	L

							<ul style="list-style-type: none"> • Hand sanitisers will be in situ in various locations around the site and in all classrooms • Disposable towels only – no multi use towels • No hand dryers • Bins available in each location for paper towels and wipes 	
Ventilation issues/movement of potential virus particles	Increased risk of transmission						<ul style="list-style-type: none"> • Windows and internal doors to be kept open • AC units/fans to be switched off • Heaters that blow out air to be switched off • Avoidance of people sitting too close to drafts 	
Donning and doffing Personal Protective Equipment (PPE)	Increased risk of contracting/spread of COVID, illness, fatality	M	X	H	+	H	<ul style="list-style-type: none"> • PPE in the form of disposable gloves, aprons, face masks and shields will be available to staff who require it • Staff will be asked to wear face coverings and visors whenever they cannot guarantee a two metre distance – including in communal areas and outside • Used PPE will be disposed of in the bins available • Between each change of PPE, hands will be washed with soap and water if readily available, or hand sanitiser • 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. 	L
Not maintaining current 2 metre social distancing guidance	Increased risk of contracting/spread of COVID, illness, fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Staff are reminded of social distancing rules via regular staff briefings and signage • Use of one-way system around site with marked areas and arrows dictating direction and spacing • Staff asked to remain within specific areas of building and not to travel around unless absolutely necessary • Use of external routes rather than internal routes to be used where possible • Staggered start and finish times for bubbles • Use of different entrances and exits for bubbles • Staff not to enter school kitchen – numbers should be left on the table outside and lunches collected from the trolleys 	L

						<ul style="list-style-type: none"> • Reducing contact by limiting number of people in each space – capacities to be displayed on each door/in each area • Staff to wait at doorways of offices and classrooms • Maximum number of 2 adults to use dining tables • Staff rooms and other shared staff spaces to be set up to allow for social distancing 	
Uncontrolled contact with others	Increased risk of contracting/spread of COVID, illness, fatality					<ul style="list-style-type: none"> • Staff to adhere to social distancing with other adults • Use of one-way system around site with marked areas • Reducing the number of people that a person has contact with by using bubbles • Wherever possible, staff are to stay within own bubbles and not move between them • Staff asked to remain within specific areas of building and not to travel around building unless absolutely necessary • Use of external routes rather than internal routes to be used where possible • Staggered start and finish times for bubbles • Use of different entrances and exits for bubbles • Prompt finishing times with children at their exit points by their finishing time to keep the lines moving and reduce the length of time parents are on site • Reducing contact by limiting number of people in each space – capacities to be displayed on each door • Using back to back or side by side working rather than face to face • From Year 1, children's tables in rows, facing the same direction, with gaps in between where possible • Seating plans in place • Limiting periods where people will work together • Using Perspex screens in smaller office spaces • Staff rooms and other shared staff spaces to be set up to allow for social distancing • Cleaning materials to be left in toilets so staff can spray/wipe toilet before and after use • Staff to stick to using the same toilet 	L

							<ul style="list-style-type: none"> • Staff to sit in the same seats and use same/own cups etc. wherever possible • Staff will be asked to wear face coverings and visors whenever they cannot guarantee a two metre distance – including in communal areas and outside • All parents/carers and visitors will be asked to wear face coverings whilst on site 	
Increased number of pupils and adults in close proximity	Increased risk of contracting/spread of COVID, illness, fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Regular briefings for children about how to move around the room/school in order to keep everybody safe • Use of bubbles with minimal mixing • Staggered start and finish times • 2 metre distance between adults and between adults and children where possible • Children's personal property kept to a minimum and with them in the classrooms where possible • PPE to be used by staff where appropriate/risk assessed • Adult spaces in classroom marked out that children are not to access • From Year 1, children to face the same direction, in rows, with spaces between tables where possible • Seating plans in place • In EYFS, markers used for children to sit/stand at to minimise face to face contact with other children during continuous provision • Regular hand washing/sanitising • Tissues available • Use of catch it; bin it; kill it • Children and staff to wash hands after coughing or sneezing • No hugging between children and minimal physical contact • Full responsibility taken for own personal property • Cleared, uncluttered spaces in each room • Use of individual trays/equipment where possible • Regular cleaning of shared spaces and equipment • Children to only use toilets closest to their classroom during break times and lunch times 	L

							<ul style="list-style-type: none"> Avoidance of raised voices/shouting/chanting 	
Unsatisfactory cleaning of site/equipment	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> 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 Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day Cleaning stations placed around the site and used so that staff can clean an area before and after they use it Hand sanitisers will be in situ in various locations around the site 	L
Visitors to the school: including parents, contactors and delivery people.	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Restrict visitors – appointments/essential visits only 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 A one-way walking system around the external site for drop offs and pick ups Staff at pick up and drop off times to show parents where to walk Visitors must use sanitisers upon entering our premises All parents/carers and visitors will be asked to wear face coverings whilst on site 	L
Risk of transmission in welfare facilities including kitchen facilities and rest areas	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Staggered breaks to reduce the number using the facilities Restrict the number of people using staffrooms, toilets and shared areas at any one time Maximum occupancies (1 person every 2 metres) identified on the door 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 Doors kept open whenever possible Hand washing facilities with soap and hot running water Disposable towels only – no multi use towels No hand dryers 	L


							<ul style="list-style-type: none"> • Spacing seats to ensure social distancing • Ask staff to bring their own food and drink wherever possible • Staff to follow all hygiene routines when using shared touch points 	
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"> • 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 • Where safe, doors to be propped open, to reduce the need to touch them • Hand washing/sanitising after all deliveries • Hand washing/sanitising after contact with all shared areas/equipment • Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, children's equipment and computers • Thorough cleaning of all desks carried out at end of each working day by cleaning staff • Specific cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area 	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"> • All meetings are to be held using remote working tools such as Microsoft Teams. • If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be implemented • Signage to be posted informing personnel of maximum capacity of room to allow social distancing to be effective. • Hand sanitiser dispenser to be positioned in meeting rooms • Windows in meeting rooms to be opened prior to meeting to aid ventilation • Cleaning procedure to be implemented following meeting 	L
Lack of clarity/understand		M	X	H	=	H	<ul style="list-style-type: none"> • All staff to receive regular briefing from headteacher/SLT highlighting all control measures. 	L

ing/adherence of procedures leading to lack of compliance with safety measures	Increased risk of contracting/spread of Coronavirus, Illness, Fatality							
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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

<p><u>Probability Key:</u></p> <p>L = Low Chance</p> <p>M = Medium Chance</p> <p>H = High Chance, Very High Chance</p>	<p><u>Severity Key</u></p> <p>L = No injury/Minor first aid</p> <p>M = First aid treatment, Doctor or Hospital.</p> <p>H = Major injury/Reportable Accident.</p>	<p><u>Key:</u></p> <p>L X L = L</p> <p>L X M = M</p> <p>L X H = M</p> <p>M X M = M</p> <p>M X H = H</p> <p>H X H = H</p>	<p><u>Residual Risk</u></p> <p>Low = Acceptable</p> <p>Medium & High Requires additional Action to reduce risk</p>
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<p>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.</p> <p>Signature: </p> <p>Date: 25th February 2021</p> <p>Position: Head Teacher</p>	<p><u>Review date:</u></p> <p>12th April 2021</p>
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