



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

Department: Highcliffe Primary School

Date: May 2020

Assessment carried out by: Michelle Dickerson and 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"> • Make available a thermometer to allow staff to check their temperature. • If any member of staff presents a temperature of 37.5 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 	L
Lack of hand hygiene	Increased risk of contracting/spread of Coronavirus, 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 • Hand sanitisers will be in situ in various locations around the site • Hand sanitiser will be available at reception 	L
Donning and	Risk of others	M	X	H	+	H	<ul style="list-style-type: none"> • PPE in the form of disposable 	L

doffing Personal Protective Equipment (PPE)	contracting Coronavirus, Illness, Fatality						<p>gloves, aprons, glasses and face masks will be available to staff who require it</p> <ul style="list-style-type: none"> • Where necessary, staff will wear the appropriate PPE • Used PPE will be disposed of in the correct manner • 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 clinical waste and stored for 72 hours prior to placing in rubbish skip. 	
Not maintaining current 2 metre social distancing guidance	Increased risk of contracting/spread of Coronavirus, Illness, Fatality,	M	X	H	=	H	<ul style="list-style-type: none"> • Staff are reminded of social distancing rules via staff briefing • Introduction of one-way system around site with marked areas with arrows dictating direction • If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager 	L
Uncontrolled contact with others	Increased risk of contracting/spread of Coronavirus, Illness, Fatality						<ul style="list-style-type: none"> • Introduction of one-way system around site with marked areas • Reducing the amount of people that a person has contact with by using 'bubbles' • Using back to back or side by side working rather than face to face • Limiting periods where people will work together 	L
Number of pupils in class	Increased risk of contracting/spread of	M	X	H	=	H	<ul style="list-style-type: none"> • Clearly marked walkways in classrooms 	L

	Coronavirus, Illness, Fatality						<ul style="list-style-type: none"> • Reduced class size – approx 8 pupils per 1 teacher per class • 2 metre distance between each pupil • Teacher is allocated 2-3 meters of space at front of class which is not accessible to pupils 	
Uncontrolled use of welfare facilities (Toilets and staff room)	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Only 1 person to use the toilet area at any 1 time • Staff rooms should be marked to comply with 2 metre social distancing • Staff instructed to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc). • Building managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap, paper towels. • Cleaning materials to be left in toilets so staff can clean the toilet seat etc.. if they wish. 	L
Unsatisfactory Cleaning of site.	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Level of cleaning regime on site is increased • Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day • Cleaning stations are placed around the site so that staff can cleanse an area before and after they use it • Hand sanitisers will be in situ in 	L


							various locations around the site	
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 to outside the school building. Essential visits only to be allowed inside the building. • Office to operate virtually, Tuesday to Friday • A one way walking system around the external site. Staff at pick up and drop off times to show parents where to walk. • 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. • Visitors must use sanitisers upon entering our premises. 	L
Lack of social distancing arrangements when entering and exiting building	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> • Separate entry and exit doors where possible, i.e. one door for in, and another door for out. • Staggered start and finish times to limit number of persons accessing or leaving building at one time. 	L
Lack of Social distancing arrangements within office working spaces	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> • The maximum occupancy for the offices should be communicated with staff. Displaying the occupancy on the door is a quick and simple method to communicate this information. 	L

						<ul style="list-style-type: none"> • Personnel are instructed to remain within specific areas of building and not to travel around building unless absolutely necessary. • Safety markers to be indicated on floor to assist with social distancing arrangements. • Encourage increased natural ventilation in all rooms • Suitable numbers of cleaning stations to be positioned in all areas of the building containing antibacterial wipes or cleaner and paper towels to enable cleaning of desks • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 		
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"> • Wherever possible stagger breaks to reduce the number using the facilities. • Restrict the number of people using kitchens and rest 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. • Disposable towels only – no multi use towels. • Kitchens provided with hand washing facilities with soap, disposable towels and hot 	L

							<ul style="list-style-type: none"> running water. • Spacing seats to ensure social distancing. • Ask employees to bring their own food and drink wherever possible 	
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 • 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"> • Where possible meetings are to be held using remote working tools such as Microsoft Teams. • If meetings must be held in face to face setting consideration should be given to holding meeting in outdoor setting • If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be 	L

FURTHER CONTROLS:

- All staff will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- 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 should 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>
<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: M Dickerson  Teacher</p> <p>Date: 1st June 2020</p> <p>Position: Assistant Health & Safety Officer and Head</p>			<p><u>Review date:</u></p>