



# 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:** Various

**Date:** March 2021

**Assessment carried out by:** Kirsty Reilly

**Who is at Risk?** Staff, pupils, visitors

HAZARD		RISK					CONTROL MEASURES	
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	Residual Risk L. M. H.
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>Staff provided with Lateral Flow Tests to be tested twice a week. Positive test must go for a PCT Test and isolate for recommended period</li> <li>Staff must check and record their temperature upon arrival at school. A digital thermometer is available for this purpose at the front of school.</li> <li>If any member of staff presents a temperature of 37.5 degrees celsius or above, they will be sent home immediately and if temperature persists after 24 hours, they will commence isolation in line with government guidance.</li> <li>This process will occur daily and on entry of each staff member</li> </ul>	L

							<ul style="list-style-type: none"> <li>Where staff have an existing health condition and are deemed clinically vulnerable, a personal risk assessment has been completed for each individual.</li> <li>Staff to wear PPE when moving around school and when breaking 2M barrier</li> <li>Review of current risk assessments for areas of the curriculum to ensure covid 19 compliance</li> </ul>	
Lack of hand hygiene	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>Staff are encouraged to wash hands regularly with soap and water in accordance with NHS guidelines</li> <li>If soap and water isn't immediately available, hand sanitiser will be used</li> <li>Hand sanitisers will be in situ in each location used by staff and pupils around the site</li> <li>Hand sanitiser will be available at reception on entry to school</li> <li>Handwashing guidance is displayed throughout the school as a reminder to all re importance of handwashing</li> </ul>	<b>L</b>
Donning and doffing Personal Protective Equipment (PPE)	Risk of others contracting Coronavirus, Illness, Fatality	<b>M</b>	X	<b>H</b>	+	<b>H</b>	<ul style="list-style-type: none"> <li>All staff and visitors to wear face masks in communal areas and when walking around school.</li> <li>PPE in the form of disposable gloves, aprons FFP3 masks and face screens are available to staff when required as per guidance – when a child becomes unwell, when dealing with intimate care</li> </ul>	<b>L</b>

							<p>of a child, when dealing with first aid at close quarters</p> <ul style="list-style-type: none"> <li>• PPE will be donned and doffed in accordance with NHS guidance</li> <li>• Any used PPE will be disposed of in the correct manner as per NHS guidance and treated as if there is a suspected case of Covid 19 – all PPE should be placed in double bagged refuse bags and stored for 72 hours in the school boiler room prior to placing in the school refuse bins.</li> <li>• New disposable PPE will be worn between every child</li> <li>• Individual Face screens are available for staff to use when required and used when breaking 1m barrier. These are rigid plastic and can be reused following a thorough cleanse after each use as per NHS guidance</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 clinical waste and stored for 72 hours prior to placing in rubbish skip.</li> </ul>	
Not maintaining current 2 metre/ 1 metre plus social distancing guidance	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>• Staff are reminded of social distancing rules via staff briefing and guidance displayed.</li> <li>• Classrooms set up to maintain greatest distance for staff from children</li> </ul>	<b>L</b>

						<ul style="list-style-type: none"> <li>• Staff organised in set bubbles to minimise contact with others</li> <li>• Limit parental contact – perspex screen for office window once window slid open only one person in the area at any one time.</li> <li>• Continue with separate KS1/EYFS and KS2 1 way entrances and staggered times for arrivals and departures.</li> <li>• Limit other contact to phone calls and emails for staff</li> <li>• Organisation of classes and curriculum means minimal need to move out of class into corridor or hall.</li> <li>• Toilets cleaned more regularly across the day due to increased use with full opening.</li> <li>• 3 staff rooms set up which allow social distancing – Main Staffroom and HQ kitchen and additional learning space.</li> <li>• If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager and move to isolation areas – meeting room or SLT office</li> <li>• Staggered start and finish times, areas identified for social distancing for parents/children and staff for this – two one-way system in and out of school KS1/EYFS and KS2 entrance/exit.</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Cloakroom areas moved to classrooms apart from Year 1. Year 1 staggered across Year 1 class to avoid any congregation close to each other</li> <li>• limit items to come into school to absolute minimum needed and stored at child's desk /chair</li> <li>• Hall set up with forward facing tables only. Recep/Year 1 and 2 on their own tables – 3 to a bench. Marked with tape. Lunches served at table by midday supervisors.</li> <li>• Social distance marks in hall to identify space to wait in to line up when leaving hall</li> <li>• KS2 to eat their lunch at their tables in class. Tray trolley filled and deliver meals to each class.</li> </ul>	
Uncontrolled contact with others	Increased risk of contracting/spread of Coronavirus, Illness, Fatality					<ul style="list-style-type: none"> <li>• A one-way system has been introduced and this is clearly marked around the school site.</li> <li>• Reducing the amount of people that a person has contact with by using set bubbles Only EYFS and KS1 in the same room for lunch.</li> <li>• Using forward facing in classrooms and hall.</li> <li>• Individual bubble group playtimes – staggered.</li> <li>• Access by use of outside door to areas not the corridor wherever possible only access to hall and toilet.</li> <li>• Classes to stay in their bubble</li> </ul>	<b>L</b>

							<ul style="list-style-type: none"> <li>• Use of Zoom for proud assembly on a Friday to maintain community feel.</li> </ul>	
Number of pupils in class	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>• Clearly marked walkways in classrooms</li> <li>• Full class bubbles sitting side by side facing forwards except EYFS and Year 1 . Class bubbles not mixing across the day EYFS – shared outdoor space and resources – sanitiser gel to be used before children go out to play – resources cleaned weekly</li> <li>• Distance marks in EYFS Year 1 areas. Year 2 1 table per child, KS2 sitting side by side facing forwards.</li> <li>• Teacher is allocated 2 metre of space L shape at front and side of class which is not accessible to pupils</li> </ul>	<b>L</b>
Uncontrolled use of welfare facilities (Toilets and staff room)	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>• Only 1 person to use the toilet area at any 1 time</li> <li>• Cleaning spray to disinfect taps and sink after use to be used in line with infection control procedures – wash hands, use spray with clean hands, gel available for final stage. Checklist poster in each toilet on display</li> <li>• Staff rooms are marked to comply with 2 metre social distancing</li> </ul>	<b>L</b>

							<ul style="list-style-type: none"> <li>• In line with infection control Sanitizing Gel prior to use of shared photocopier, gel used after use. Photocopier included in increased frequency of cleaning cycle. Cleaning basket located in photocopying room.</li> <li>• Cleaning basket provided for individual working area to be used at the beginning and end of each day</li> <li>• Individual pots and crockery encouraged, and any shared items must be put through the dishwasher on hot cycle 60 C +</li> <li>• Cleaning basket for surfaces in class – tables and frequent surface touched for staff to use across day.</li> <li>• Cloth bin to be provided for each class – to be laundered at end of day with all appropriate infection controls in place, hottest wash possible and include disinfectant in wash cycle. Checklist for AL to follow displayed in Caretakers office, by washing machine, by bins.</li> </ul>	
Unsatisfactory Cleaning of site.	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>• Level of cleaning regime on site is increased and follows guidance on cleaning non healthcare environments.</li> <li>• Hard surfaces (handles/surfaces) are cleaned regularly throughout the day</li> <li>• Cleaning stations are placed around the site so that staff can</li> </ul>	<b>L</b>

							<p>cleanse an area before and after they use it</p> <ul style="list-style-type: none"> <li>• Hand sanitisers are in situ in various locations around the site</li> <li>• Spray/Wipes available for use of shared photocopier before and after use</li> <li>• Cleaning basket provided for individual working area to be used at the beginning and end of each day</li> <li>• Individual pots and crockery encouraged, and any shared items must be put through the dishwasher</li> <li>• Cleaning basket for surfaces in class – tables and frequent surface touched for staff to use across day. Cloth bin to be provided for each class – to be laundered at end of day by AL – hottest wash possible and include disinfectant in wash cycle.</li> </ul>	
Parents/pupils not following guidance whilst on site	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>• Clear guidance shared with parents</li> <li>• Updated parent handbook shared with staff to ensure they understand procedures in place and comply to them</li> <li>• Staff on site to supervise entry and exits. 1 for KS1 and EYFS, second for KS2.</li> <li>• Pupils are reminded regularly about the rules</li> <li>• Vulnerable pupils have individual risk assessments</li> </ul>	<b>L</b>



							<ul style="list-style-type: none"> <li>The behaviour policy has been updated to state that if pupils behave in a way that endangers others, they will receive an immediate Fixed Term Exclusion</li> </ul>	
Deterioration of pupils' mental health	Decrease of emotional wellbeing	<b>M</b>	X	<b>M</b>	=	<b>M</b>	<ul style="list-style-type: none"> <li>Resources to support.</li> <li>Daily mindfulness tasks- Thrive incorporated into day. Start each day with wellness check and Go Noodle, 3 other times during day including end of day – emotional check in, breathing and relaxation exercises from individual space.</li> </ul>	<b>L</b>
Deterioration of Staff Well Being	Decrease of emotional well being	<b>M</b>		<b>M</b>	=	<b>M</b>	<p>Team leaders of each Key stage regular contact with members in their team monitor emotional well-being and be there to listen and reassure and report any concerns to SLT</p> <p>Regular virtual communications with staff people no longer seeing due to being allocated to a specific bubble lack of social contact and support</p> <p>Signpost counselling services where appropriate</p> <p>Encourage Staff to use Thrive sessions provided by children for themselves to regulate their own emotions</p> <p>Staff signposted to Headstart and Quell resources to support mental well being</p> <p>Time 4 You check in sessions available for staff to use as required.</p>	

<b>FURTHER CONTROLS:</b>								
<ul style="list-style-type: none"> <li>• All staff will receive updated information of the COVID 19 procedures - Risk Assessments/ CST Document/ Update Covid 19 staff handbook and shared with staff .</li> <li>• Corridors and walkways are maintained clear and tidy</li> <li>• 2 metre social distancing rules for staff and children and between staff will be met wherever possible and where not possible 1m plus rule will be applied throughout the site</li> <li>• One-way system will be observed throughout the site</li> <li>• Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to RCBC Health &amp; Safety Team immediately</li> <li>• Signage/posters to confirm procedures/restrictions will be displayed across the whole site</li> </ul>								
<b><u>Probability Key:</u></b>  L = No Chance  M = Medium Chance  H = High Chance, Very High Chance			<b><u>Severity Key</u></b>  L = No injury/Minor first aid  M = First aid treatment, Doctor or Hospital.  H = Major injury/Reportable Accident.			<b><u>Key:</u></b>  L X L = L L X M = M L X H = M M X M = M M X H = H H X H = H		<b><u>Residual Risk</u></b>  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.							<b><u>Review date:</u></b>  September 14 <sup>th</sup> 2020 January 6 <sup>th</sup> 2021	
Signature: K Reilly				Position: Kirsty Reilly				
Date: 5 <sup>th</sup> March 2021								