



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: May 2020

Version iii 14.7.20

Version iv 8 01 20

Assessment carried out by: Simon English

Blue type = LA Risk Assessment (Michelle Dickerson)

Red type = information amended following review

Green type = information following review

Key Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/guidance/good-estate-management-for-schools>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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 as they arrive on site using a remote thermometer. • If any member of staff presents a temperature of 37.8C or above they should go home immediately. • This process will occur daily and on entry of each staff member • If staff are clinically vulnerable (E.g. asthmatic/diabetic) and need to be in work, they will be offered the safest role possible. <p>An individual showing signs of possible CV symptoms should make this clear immediately to Team Leader and additional non-contact staff member takes over.</p> <ul style="list-style-type: none"> • Staff member to book in a test and make HT/SLT aware of findings when known • If negative to return to work • If positive follow isolation guidance and medical advice. School to follow Government guidance and contact CEO 	L
Not maintaining pupils health and wellbeing	Increased risk of others contracting/spread of Coronavirus, Illness,	M	X	H	=	H	<ul style="list-style-type: none"> • If a pupil displays possible symptoms then they will be sent home. School /parents to follow guidance 	L

	Fatality, exacerbation of existing medical conditions						https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <ul style="list-style-type: none"> • Until collected they will remain in the SEND room suite/medical room. Phone to office • Room ventilated and staff (with the child) to wear PPE +social distancing 	
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/children 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. This will include alcoholic sanitisers for those pupils able to use them • Hand sanitiser will be available at reception • Children will be given specific hygiene lessons in class • Children timetabled to wash hands against toilet breaks • 	L
Donning and doffing Personal Protective Equipment (PPE)	Risk of others contracting Coronavirus, Illness, Fatality	M	X	H	- =	H	<ul style="list-style-type: none"> • PPE in the form of disposable gloves, aprons and face masks will be available to staff who require it • Staff will be trained appropriately using Gov advice • 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 	L

							be washed with soap and water if readily available, or hand sanitiser <ul style="list-style-type: none"> 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. Staff to have PPE on their person if a risk assessment deems appropriate in the case of a pupil with specific SEND needs 	
Not maintaining current social distancing guidance	Increased risk of contracting/spread of Coronavirus, Illness, Fatality,	M	X	H	=	H	<ul style="list-style-type: none"> Staff/pupils are reminded of social distancing rules via staff briefing and displayed posters Introduction of one-way system around site with marked areas with arrows dictating direction and guidance for social distancing If staff feel unwell at any time, they must remove themselves from the area immediately, informing Team Manager. Pupils to be held in SEND, room after parents informed (well ventilated with 2 metre distance maintained) Staff to travel home via car School will take all reasonable steps to maintain social distancing but this cannot be guaranteed for pupils, staff and other adults Staff to teach in a manner where social distancing is possible when appropriate (e.g front of class) and resources used to support this Where staff are providing intimate care or providing sustained support to pupils within 1 m appropriate PPE to be used 	L

							following LA guidance <ul style="list-style-type: none"> Staff to have designated marking time to prevent need to take books home to mark following LA guidance/or staff to complete a risk assessment to show how they can be marked at home/out of school safely 	
Uncontrolled contact with others	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Introduction of one-way system (where possible) around site with marked areas Reducing the amount of people that a person has contact with by using 'fixed teams' Using back to back or side by side working rather than face to face Limiting periods where people will work together Clear timetabling for use of toilets , entry onto and off yard for breaks Reduction of movement around school wherever possible Split and staggered playtimes appropriately resourced to direct "free play" in 3 main zones EYFS/Y1 playground, main playground split into KS2/KS1 Dinner time seating: children to be sat as with classroom side by side not face to face 	L
Number of pupils in class	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Clearly marked walkways in classrooms Teacher is allocated 2-3 meters of space, wherever possible, at front of class which is not accessible to pupils Pupils seated appropriately to improve 	L

							<p>social distancing relative to their age and learning needs</p> <ul style="list-style-type: none"> • DFE guidance followed • Classroom re-arranged to facilitate this • Equipment and use of resources to be distributed and used following guidance e.g. pupils may have own designated equipment, some resources are able to be shared within the class group, some resources need quarantined • Reading books to go home for a sustained period and then be brought back to school to go into a collection/quarantined box/shelf/area (e.g. send out Monday, return Friday) 	
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 • Toilets to have lids closed before flushing • Children to have reminder notices as to how to use the toilet area • Staff room to be organised to support social distancing measures 	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 by all staff • 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 various locations around the site • Cleaning to take place at key stages with some cleaning staff working at lunchtime in designated areas 	L

							<ul style="list-style-type: none"> • Deep clean to take place after a positive diagnosis of COVID-19 in affected areas. • If during session EYFS 1 to be used by EYFS 2(Reception) • Year groups timetabled for use of toilets x2 per day • Staff to record which pupil has left the teaching area to visit the toilet outside of timetable to monitor numbers (e.g name on wipe board) • Toilets to have poster to show cleaning equipment, PPE and procedures to follow • Classrooms which have been cleaned and are not in use have a “Do not enter sign” to prohibit entry 	
Cleaning Products Pupils to be harmed if accessing unsafe chemical products	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"> • All products to be COSH • All products to be stored safely and only those products safe for children to be accessible by children 	L
Cleaning and waste disposal	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"> • Rubbish to be double bagged and stored securely for 3 days in the main locked bins outside • Bins must have lids in all classrooms • Enhanced cleaning schedule implemented • Enhanced cleaning of all surfaces such as doors and their furnishings on regular intervals. Staff to wipe the areas that they have used before and after use. • Enhanced cleaning of toilets including more regular cleaning by cleaners during the day placing wipes and hand sanitiser in 	L

						toilet areas for staff to use (and children who are old enough to understand the reason for them being issued) <ul style="list-style-type: none"> • Capacity of cleaning staff and supplies is adequate to enable enhanced cleaning regime • Outdoor equipment should not be used unless it is appropriately cleaned between groups of children • Climbing frame timetabled to 1 class per day (Year group in classroom at dinner time – to be organised at some point in the day) • Dinner hall cleaned following Mellor's requirements between sittings 	
Not maintaining staff health and wellbeing EYFS , Key Stage 1 (Y1 and 2) arrival and departure	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"> • EYFS – staggered arrival and departure times for EYFS1 and 2 from the EYFS entrance Nursery a.m 8.45 – 11/30 Nursery p.m 12.30 – 3.15 Reception 9.00a.m – 3.00 p.m Key Stage 1 9.00 a.m – 3.00 p.m • Arrival and collection demarcated by cones. Child stands in collection zone and is then received by member of staff • Parents with specific collection requirement must inform EYFS • Pupils not collected will remain in EYFS and EYFS phone used to contact • Multiple children within a family arrive at the latest time and collected at the earliest 	L
Not maintaining	Increased risk of others		X	H	=	H <ul style="list-style-type: none"> • 8.45 a.m -3.15 p.m. 	L

<p>staff health and wellbeing</p> <p>Key Stage 2 Y 3-6 arrival and departure</p>	<p>contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions</p>	M					<ul style="list-style-type: none"> • Lines demarcated by coloured cones (colour for each yr gp). Child stands with parent against their cone. All pupils to be accompanied by a safe adult/carer observing social distancing on the playground. Year 6 to be reviewed after 2/3 weeks to support independent responsibility. School deem this appropriate as there is limited access onto site through restricted gates/busy roads, pavements to maintain appropriate social distancing for all pupils and ensure safe arrival, exit from school, avoiding any social gatherings which may happen by pupils • Parents with specific collection requirement must inform staff • Pupils not collected will remain in EYFS/main hall until arrival • Times communicated to parents • Additional children per family to go to library if requiring escort through school to sit social distanced to then be collected by a staff member • Child on a cone, parent on a cone 	
<p>Not maintaining staff health and wellbeing Toileting</p>	<p>Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions</p>	M	X	H	=	H	<ul style="list-style-type: none"> • Frequent toilet breaks + handwashing • Supervised as appropriate to age/need of child (determined by member of staff) • If during session EYFS 1 to be used by EYFS 2(Reception) • Year groups timetabled for use of toilets x2 per day • Staff to record who has left the area to visit 	L

							the toilet outside of timetable (e.g name on wipe board)	
Not maintaining staff health and wellbeing KS1 and 2	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"> Frequent toilet breaks + handwashing Supervised dependent on the needs /maturity of the child as determined by member of staff 	L
Not maintaining staff / visitors health and wellbeing Entry to school for parents Office area	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"> Queuing system established outside the office Markings and signage in the front vestibule Provision of hand sanitiser and wipes for parents to wipe buzzer/door handle where possible 	L
Emergency evacuations	Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions Safely exit the premises	M	X	H	=	H	<ul style="list-style-type: none"> Evacuation routes confirmed Signage accurately reflects this Revised evacuation procedure Designated collection points provided using outdoor yards 	L
Classrooms	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"> Classrooms re-arranged to enable as much space as practical up to a groups size of 16 Resources which are not easily washable, wipe able, porous (e.g soft furnishings) are removed Resources which can be disinfected regularly are cleaned/wiped and/or soaked in Milton at the end of the day Children have their own dedicated and labelled equipped 2m teaching space labelled in each classroom Classroom appropriately organised to meet 	L

						<p>age needs of children following DFE guidance (e.g tables with 2 children side by side where appropriate)</p> <ul style="list-style-type: none"> Children come to school wearing PE kit on PE days to reduce changing of clothes and need for additional supervision/use of space 	
Staffing	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"> Staffing numbers for eligible opening have been determined including at least one of the following First aider DSL/DDSL Caretaker/site manger Office Staff members Cleaners Planned staffing takes account of increased sickness levels SLT to determine in communication with Chair of Governors when staffing is unable to safely meet the needs of the cohort resulting in school being closed for that cohort Lunch time supervisors and cleaners to wear sterile disposable gloves and disposable aprons daily and for each session Groups assigned to staff to remain the same as much as possible, children taught in designated year group classes Staff teaching different year groups to be minimised wherever possible following guidance though staff can teach across phases. Staff to be trained using suitable guidance 	L

						<ul style="list-style-type: none">• Support well-being, mental health and resilience sign posting staff appropriately• Return to school procedures are clear to all staff• Staff to be provided with designated marking and assessment time of 1 hour 3x per week to mark work in a safe manner using PPE in school• Staff to provide a safe alternative to marking in school if preferred option	
--	--	--	--	--	--	--	--

Social distancing measures	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"> • 2 staff rooms to enable staff to remain appropriately distanced • Designated areas to work in school • Medial room provided (ICT suites) • Staggered school drop off and pick up times and locations • Limited amounts of moving around the school • Break and lunch time staggered. • Playgrounds to be partitioned through cones and timetabled to year groups whilst other year groups remain in class • Signage and direction of travel indicated • Use of equipment such as cones to create social distancing directions • Information and expectations shared to staff, parents and pupils • Behaviour policy (Trust Minutes) to respond to repeat and deliberate breaches in pupils actions towards social distancing • 2m teaching area displayed within each classroom 	L
Pupil welfare – pupils not understanding or able to follow protocols leading to cross	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"> • Pupils at age appropriate levels to have the required: • Training, understanding, re-assurance and support so that they are able to effectively and safely manage the school environment 	L

contaminations								
Not maintaining staff and pupil health and wellbeing Mellors protocols	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"> SE and office staff to liaise with Mellors and implement any guidance from Mellors when the kitchen re-opens 	

FURTHER CONTROLS:

- All staff to wear a visor and/or mask if social distancing of 2ms cannot be maintained. If 2ms social distancing can be maintained then it is up to staff discretion to remove it for example when eating a meal.
- With reference to SAGE advice issued over Christmas we are limiting room occupancy to enable effective social distancing of at least 1 m separation. This means that we can allocate a vulnerable pupil/critical worker bubble of up to 16 children. This is also dependent on staff availability across the school. School prioritises safeguarding and so the remote learning offer could be effected by this. For example there may not be the ability to offer Microsoft Team lessons as 2 staff are needed for each Team lesson provided and therefore staffing may be required for face to face in school support.
- All staff/pupils will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- Social distancing guidelines will be met throughout the school where appropriate
- Safety measures (including use of PPE) to be applied as required when social distancing cannot be observed following guidelines/guidance (DFE/LA)
- 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
- Staff who are clinically vulnerable will be offered an alternative role where possible

<u>Probability Key:</u>	<u>Severity Key</u>	<u>Key:</u>	<u>Residual Risk</u>
L = No Chance	L = No injury/Minor first aid	L X L = L	Low = Acceptable
M = Medium Chance	M = First aid treatment, Doctor or Hospital.	L X M = M	Medium & High
H = High Chance, Very High Chance	H = Major injury/Reportable Accident.	L X H = M	Requires additional
		M X M = M	Action to reduce risk
		M X H = H	
		H X H = H	

<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</p> <p>Date: 13 May 2020</p> <p>Version 2 July 2020</p> <p>Version 3 14 07 2020 Simon English</p> <p>Position: Headteacher</p>	<p><u>Review date:</u></p> <p>July 2020 following DFE guidance</p> <p>Sep 2020 upon returning all pupils to school</p>
--	---