



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:

Zetland Primary School

Date:

Assessment carried out by:

Michelle Dickerson, Simon English

Who is at Risk? All 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. The temperature will be recorded • If any member of staff presents a temperature of 37.8 degrees celsius or above they should go home immediately. 	L

							<ul style="list-style-type: none"> • After taking temperature, staff may sign in if they are fit and well • This process will occur daily and on entry of each staff member • Training will be given and recorded • If staff are clinically vulnerable (E.g. asthmatic/diabetic) and need to be in work, they will be offered the safest role possible 	
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 • Regular checks of supplies to be arranged 	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 • Where necessary, staff will wear the appropriate PPE, from December this will encompass all teaching activities • Training will be given and recorded • Only PPE sourced by school will be used. School will use reputable suppliers of professional equipment 	L

							<ul style="list-style-type: none"> • 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 double bagged and put into the locked outdoor waste removal bins 	
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 and displayed posters • Training will be given and recorded • 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 • Windows to be open in rooms; maintain trickle ventilation and when rooms are empty consider full opening to vent all air • Behaviour policy amendments where necessary • Child Protection Policy amendments where necessary • Meetings to be held via Teams or in socially distanced classroom/hall areas 	L

						<ul style="list-style-type: none"> • PPA off site or in allocated classroom area (to support staff well-being) • Masks worn by staff when moving around school/meeting • Mask may be removed when eating 		
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 • Use of staggered times and finish times to limit numbers accessing and leaving site • Reducing the amount of people that a person has contact with by using 'fixed teams' when practicable • Using back-to-back or side by side working rather than face to face • Limiting periods where people will work together • Some external visitors necessary to support immediate health and welfare concerns, contribute to statutory/SEND assessments, PE provision when entering site via the office • Mellors Staff to undertake LFT x2 weekly 	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 zones in classrooms • Children allocated space of 1m where practicable 	L

							<ul style="list-style-type: none"> • Children will be in class groups according to age • Teacher is allocated 2 meters of space at front of class which is not accessible to pupils • Training will be given and recorded 	
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 2 children from classes to use the children's toilet area at any time • Staff rooms should be marked to comply with 2 metre social distancing • Updated Training will be given and recorded • Frequent cleaning of toilet areas throughout the day • Use of paper towels for drying • Staggered breaks for class bubbles in marked areas outside 	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 in light of full reopening • 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 various locations around the site 	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. PPE is worn by visitors on 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
- Staff who are clinically vulnerable will be offered an alternative role where possible
- Staff should not take home children’s work books to mark. This would result in a potential transmission of the virus if the book are transferred between teachers home and school. Staff could mark books in school whilst wearing gloves, or allocating a stamp to each piece of work.
- Staff will wear PPE in allocated areas in school/ visitors are provided for classroom teaching outside the allocated zone
- PPE should be worn when very close or physical contact occurs between teaching staff and pupil, administering medication, dealing with an upset pupil. PPE should be in the form of face mask, gloves, apron and visor (for a child who may spit) if appropriate. **LA advice 8.7.20**
- **LFT testing for staff x 2 weekly reported to HT**
- **Ventilation advice**
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<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	

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.

Signature:

M Dickerson

Simon English

Date: 13 May 2020

Position: Assistant Health & Safety Officer

Review date:

7 July 2020

03 March 21