

# 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: Hummersea Primary School**

**Date: May 2020**

**Assessment carried out by: Peter Tyreman**

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

| HAZARD                                     |                                                                                                                            | RISK                     |   |                      |   |                         | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                               |                           |
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| Identified Hazards                         | Hazard Effect                                                                                                              | Probability.<br>L. M. H. | X | Severity<br>L. M. H. | = | Risk Rating<br>L. M. H. | Actions Taken to Reduce Risk                                                                                                                                                                                                                                                                                                                                                                   | Residual Risk<br>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>Make available a thermometer to allow staff to check their temperature.</li> <li>If any member of staff presents a temperature of 37.5 degrees celsius or above they should go home immediately.</li> <li>If staff are clinically vulnerable (E.g. asthmatic/diabetic) and need to be in work, they will be offered the safest role possible</li> </ul> | L                         |

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| 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>• Ensure staff regularly was hands with soap and water</li> <li>• If soap and water isn't immediately available, hand sanitiser will be used</li> <li>• Hand sanitisers will be in situ in various locations around the site</li> <li>• Hand sanitiser will be available at reception</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>• PPE in the form of disposable gloves, aprons, glasses and face masks will be available to staff who require it</li> <li>• Where necessary, staff will wear the appropriate PPE</li> <li>• Used PPE will be disposed of in the correct manner</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> | <b>L</b> |

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| Not maintaining current 2 metre 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</li> <li>• Introduction of one-way system around site with marked areas with arrows dictating direction</li> <li>• If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager</li> </ul> | <b>L</b> |
| Uncontrolled contact with others                           | Increased risk of contracting/spread of Coronavirus, Illness, Fatality  |          |   |          |   |          | <ul style="list-style-type: none"> <li>• Introduction of one-way system around site with marked areas</li> <li>• Reducing the amount of people that a person has contact with by using 'bubbles'</li> <li>• Using back to back or side by side working rather than face to face</li> <li>• Limiting periods where people will work together</li> </ul>   | <b>L</b> |
| 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>• Reduced class size – approx 8 pupils per 1 teacher per class</li> <li>• 2 metre distance between each pupil</li> <li>• Teacher is allocated 2-3 meters of space at front of class which is not accessible to pupils</li> </ul>                                 | <b>L</b> |

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| 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>• Staff rooms should be marked to comply with 2 metre social distancing</li> <li>• Staff instructed to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc).</li> <li>• 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.</li> <li>• Cleaning materials to be left in toilets so staff can clean the toilet seat etc.. if they wish.</li> </ul> | L |
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| Unsatisfactory<br>Cleaning of site. | Increased risk of<br>contracting/spread of<br>Coronavirus, Illness,<br>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</li> <li>• Hard surfaces (handles/ surfaces) will be cleaned regularly throughout the day</li> <li>• Cleaning stations are placed around the site so that staff can cleanse an area before and after they use it</li> <li>• Hand sanitisers will be in situ in various locations around the site</li> </ul> | <b>L</b> |
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| Visitors to the school: including parents, contactors and delivery people. | 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>• Restrict visitors to outside the school building. Essential visits only to be allowed inside the building.</li> <li>• A one way walking system around the external site. Staff at pick up and drop off times to show parents where to walk.</li> <li>• 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.</li> <li>• Use of an intercom between parents and office staff. Parents to leave letter etc.. in the designated box.</li> <li>• Visitors must wash their hands upon entering our premises.</li> </ul> |  |
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| 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"> <li>• Separate entry and exit doors where possible, i.e. one door for in, and another door for out.</li> <li>• Consideration of staggered start and finish times to limit number of persons accessing or leaving building at one time.</li> </ul> |  |
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| Lack of Social distancing arrangements within office working spaces | 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>• 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.</li> <li>• Personnel are instructed to remain within specific areas of building and not to travel around building unless absolutely necessary.</li> <li>• Safety markers to be indicated on floor to assist with social distancing arrangements.</li> <li>• Encourage increased natural ventilation in smaller offices.</li> <li>• 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</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul> |  |
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| Risk of transmission in welfare facilities including kitchen facilities and rest areas | 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>• Wherever possible stagger breaks to reduce the number using the facilities.</li> <li>• Restrict the number of people using kitchens and rest areas at any one time.</li> <li>• Maximum occupancies (1 person every 2 metres) identified on the door.</li> <li>• 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.</li> <li>• Encourage staff not to use fridges.</li> <li>• Disposable towels only – no multi use towels.</li> <li>• Kitchens provided with hand washing facilities with soap, disposable towels and hot running water.</li> <li>• Spacing seats to ensure social distancing.</li> <li>• Ask employees to bring their own food and eat at their desk.</li> </ul> |  |
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| 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"> <li>• 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</li> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, children's equipment and computers</li> <li>• Thorough cleaning of all desks carried out at end of each working day by cleaning staff.</li> <li>• Specific Cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area.</li> </ul> |  |
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| 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"> <li>• Where possible meetings are to be held using remote working tools such as Microsoft Teams.</li> <li>• If meetings must be held in face to face setting consideration should be given to holding meeting in outdoor setting</li> <li>• If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be implemented.</li> <li>• Signage to be posted informing personnel of maximum capacity of room to allow social distancing to be effective.</li> <li>• Hand sanitiser dispenser to be positioned in meeting rooms</li> <li>• Windows in meeting rooms to be opened prior to meeting to aid ventilation.</li> <li>• Cleaning procedure to be implemented following meeting</li> </ul> |  |
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| Ignorance of procedures leading to lack of compliance with safety measures | Increased risk of contracting/spread of Coronavirus, Illness, Fatality | M | X | H | = | H | <ul style="list-style-type: none"> <li>• All staff to receive a briefing from the headteacher via remote means highlighting all control measures.</li> <li>• Staff to attend an operational procedure meeting on the site before children return to school to ensure full compliance with new procedures.</li> </ul> |  |
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#### **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**

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| <p><b><u>Probability Key:</u></b></p> <p>L = No Chance</p> <p>M = Medium Chance</p> <p>H = High Chance, Very High Chance</p>                                                                                                                        | <p><b><u>Severity Key</u></b></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><b><u>Key:</u></b></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><b><u>Residual Risk</u></b></p> <p>Low = Acceptable</p> <p>Medium &amp; High<br/>Requires additional<br/>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><b>Signature:</b></p> <p><b>Date:</b></p> <p><b>Position:</b></p> |                                                                                                                                                                         |                                                                                                                                 | <p><b><u>Review date:</u></b></p>                                                                                                     |