



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	
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/spreading of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions	M	X	H	=	H	- Make available a thermometer to allow staff to check their temperature. - If any member of staff presents a temperature of 37.8 degrees celsius or above they should go home immediately. - If staff are clinically vulnerable (E.g. asthmatic/diabetic), they will be offered the safest role possible eg. Where they can socially distance. - If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager	L
Lack of hand hygiene	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	- Ensure staff regularly was hands with soap and water - If soap and water isn't immediately available, hand sanitiser will be used	L

							• Hand sanitisers will be in situ in various locations around the site • Hand sanitiser will be available at reception	
Donning and doffing Personal Protective Equipment (PPE)	Risk of others contracting Coronavirus, Illness, Fatality	M	X	H	+	H	• PPE in the form of disposable gloves, aprons, glasses and face masks will be available to staff who require it • Where necessary, staff will wear the appropriate PPE. This will be if there is a risk of someone showing Covid-19 symptoms. • 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.	L
Not maintaining current 2 metre social distancing guidance	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality,	M	X	H	=	H	• Staff are reminded of social distancing rules via staff briefing • Introduction of a semi one-way system around site with marked areas with arrows dictating direction. (8:45-9:15 and 2:45-3:15) • 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/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• Introduction of a semi one-way system around site with marked areas. (8:45-9:15 and 2:45-3:15) • Reducing the amount of people	L

							that a person has contact with by using 'bubbles' for classes. Staff can move between bubbles. • Using back to back or side by side working rather than face to face • Limiting periods where people will work together	
Number of pupils in class	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• Clearly visible walkways in classrooms. • Remind children of social distancing rules • Teacher is allocated 2 meters of space at front of class which is not accessible to pupils	L
Uncontrolled use of staff welfare facilities (Toilets and staff room)	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• 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/spreading	M	X	H	=	H	• Level of cleaning regime on site is increased	L

	of Coronavirus, Illness, Fatality						• 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	
Visitors to the school: including parents, contactors and delivery people.	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• Restrict visitors to outside the school building. Essential visits only to be allowed inside the building. • 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. • Use of a intercom between parents and office staff. Parents to leave letter etc.. in the designated box. • Visitors must wash their hands upon entering our premises.	L
Lack of Social distancing arrangements within office working spaces	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• 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. • Personnel are instructed to remain within specific areas of	L

							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 smaller offices. • 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/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• 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. • Encourage staff not to use fridges. • Disposable towels only – no multi use towels. • Kitchens provided with hand washing facilities with soap, disposable towels and hot	L

							- running water. - No seating available in staffroom. Break room to be in a hall and classroom bubble where social distancing can be adhered to. - Ask employees to bring their own food and drink and eat at their desk.	
Risk of transmission from contaminated surfaces	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	- 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, photocopiers 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/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	- 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	L

							• If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be implemented. • Signage to be posted informing personnel of maximum capacity of room to allow social distancing to be effective. • Hand sanitiser dispenser to be positioned in meeting rooms • Windows in meeting rooms to be opened prior to meeting to aid ventilation. • Cleaning procedure to be implemented following meeting	
Ignorance of procedures leading to lack of compliance with safety measures	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• All staff to receive a briefing from the headteacher via remote means highlighting all control measures. • Staff to attend an operational procedure meeting on the site before children return to school to ensure full compliance with new procedures.	L
Minimise contact between individual and maintain social distancing where possible.	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• Children to be kept in constant bubbles. This will include learning, eating and social times. • Staff to try and maintain a social distance from other staff and children. • Children, year 1 to year 6, to remain in seats facing forward. • Children to have their own equipment that is deemed to be frequently used.	L

Implement a prevention system of controls	Increased risk of contracting/spreading of Coronavirus, Illness, Fatality	M	X	H	=	H	• Adopt the Prevention risk of controls as set out by the Government.	L
Lack of contact details to facilitate effective track and trace system leading to higher risk of virus spread	Increased risk of uncontrolled transmission of virus	M	X	H	=	H	• All staff are to sign into buildings on daily record sheets. • Where personnel from other organisations attend buildings, they are required to sign in leaving name, contact number and postcode. • These documents are to be filed at the end of every day and held for a period of 21 days before being disposed of via confidential waste.	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, where possible, throughout the site
- One-way system will be observed throughout the site at specific times
- 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

Probability Key:

L = No Chance

M = Medium Chance

H = High Chance, Very High Chance

Severity Key

L = No injury/Minor first aid

M = First aid treatment, Doctor or Hospital.

H = Major injury/Reportable Accident.

Key:

L X L = L

L X M = M

L X H = M

M X M = M

M X H = H

H X H = H

Residual Risk

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.

Signature:**Position:****Date: June 2020****Review date:**