



**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: Belmont Primary School

Date: July 2020

Assessment carried out by: Chris Gibson (assisted by Michelle Dickerson, Redcar and Cleveland Health and Safety)

Who is at Risk? Staff, pupils, visitors

**THIS ASSESSMENT HAS BEEN GUIDED BY** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

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 emotional well being pupils within the school, especially those of younger age	Increased risk of emotional ill health with the possibility of being in unfamiliar classrooms or with unfamiliar teachers	<b>M</b>	x	<b>M</b>	=	<b>M</b>	<ul style="list-style-type: none"> <li>Staff advised not to wear face coverings UNLESS THERE IS AN INDIVIDUAL RISK ASSESSMENT REQUIRING OTHERWISE (see below)</li> <li>Routines to be maintained as much as possible</li> <li>School to have access to mental and emotional support where required, utilising existing providers</li> <li>DfE resource, 'Teaching About Mental Wellbeing' can be accessed for support</li> <li><a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></li> </ul>	<b>L</b>
Not maintaining staff health and wellbeing (physical, mental and emotional)	Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions; Anxiety and other associated emotional conditions	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>Make available a thermometer to allow staff to check their temperature as they arrive on site. The temperature will be recorded</li> <li>Staff identified as vulnerable to have clear risk assessment prepared identifying specific and reasonable adjustments to support their health and well being</li> <li>Any member of staff, pupils or other adults who have COVID-19 symptoms (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>) or who have tested positive in last seven days to be sent home and Redcar and Cleveland Health and Safety Team to be advised who will, in turn, contact the</li> </ul>	<b>L</b>

							<p>local Health Protection Team.</p> <ul style="list-style-type: none"> <li>Based on the advice from the health protection team, Redcar and Cleveland H&amp;S to advise the school of actions to be taken</li> <li>If any member of staff presents a temperature of 37.5 degrees celsius or above they should go home immediately following DfE guidance on this. See <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></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> <li>Access to emotional support to be provided should this be required</li> <li><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></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>All children to apply and rub in hand sanitiser as they enter the setting;</li> <li>Ensure staff regularly was hands with soap and water</li> <li>All classrooms to have own supply of soap and hand sanitiser;</li> <li>Adults and children to wash hands, individually, using the soap at thirty minute intervals and other identified times throughout the day eg before lunch and other typical hygiene considerations</li> <li>This to also happen following break and lunchtimes upon arrival back into classroom.</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> <li>Children and adults to ensure hands are washed following coughs or sneezes and also follow the 'catch it, bin it, kill it' approach</li> </ul>	<b>L</b>
Lack of general 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>Children and adults to cough / sneeze into a tissue to be disposed of immediately into waste bin ('CATCH IT, BIN IT, KILL IT')</li> <li>Soft furnishings and soft toys to be stored away from children. This does</li> </ul>	<b>L</b>

							<p>not include wipeable surfaces eg PE mats etc</p> <ul style="list-style-type: none"> <li>Children to have own personal stationery supply, not to be shared</li> </ul>	
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 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>
Not maintaining current 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 ie recommended two metre distance from other adults, not longer than 15 minutes within one metre of individual children</li> <li>Introduction of one-way system around site with marked areas with arrows dictating direction. Separate entrance and exit gates to support this.</li> <li>Staff positioned on site to guide and direct parents / carers / children</li> <li>If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager</li> <li>Staggered breaktimes for one group per area at any one time to avoid groups mixing</li> <li>Staggered drop offs and collections</li> <li>Parents / carers not to enter the school building</li> <li>Children's toilet visits are checked to ensure that appropriate distancing can be maintained</li> <li>Lunchtimes to happen in the group classroom</li> <li>If a child is reluctant to leave parent's side to drop off, staff will assist but ensure distancing between themselves and parent / carer is maintained</li> <li>Only one parent per family to enter the school site</li> </ul>	<b>L</b>

Uncontrolled contact with others, direct or otherwise	Increased risk of contracting/spread of Coronavirus, Illness, Fatality						<ul style="list-style-type: none"> <li>• Children not to play contact games</li> <li>• Introduction of one-way system around site with marked areas</li> <li>• Children to remain in their 'bubble' for the duration of the day</li> <li>• Using side by side working rather than face to face, with children facing towards the front of the classroom</li> <li>• Limiting periods where people will work together</li> <li>• Lunches to be eaten in class</li> <li>• <b>Sand may be used in EY settings BUT CHILDREN MUST SANITISE HANDS BEFORE AND AFTER USE</b></li> <li>• <b>Water may be used in EY settings BUT IT MUST BE OF AN AMBIENT TEMPERATURE. CHILDREN TO SANITISE HANDS AFTER USE.</b></li> <li>• <b>Any toy items only to be used by one child at any one time and sanitised before use by others</b></li> <li>• Tables and chairs sanitised at the end of each daily session</li> <li>• Children to have their own seat and not swap over their two day intake</li> <li>• Lidded waste bins to be installed in all classroom areas</li> <li>• All climbing equipment and outside seating areas can be used but wiped down as far as is practicable between uses</li> <li>• Staff to have clearly defined 'boxed off' areas from where they are to be placed within group settings</li> <li>• Minimal items to be brought into school. This includes but is not limited to packed lunches, water bottles, reading books, homework books.</li> <li>• No shared stationery</li> <li>•</li> </ul>	<b>L</b>
Risk to pedestrians accessing vehicle gates during drop off and pick up times	Risk of collision with car	<b>H</b>	x	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>• No vehicular access to the school site between 8.30 and 9.10 am and from 2.35 until 3.20pm with pedestrian access only. Both vehicle gates to be staffed during these times.</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 identified walkways in classrooms</li> <li>• Teachers are allocated 2 meters of space at front of class which is identified as out of bounds for 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>Staff rooms should be limited in relation to occupancy. Staff to regulate their own social distancing.</li> </ul>	<b>L</b>
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</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> <li>Sufficient cleaning products easily accessible</li> </ul>	<b>L</b>
Use of cleaning and sanitising products unfamiliar to staff	Possible risk of reaction to such products eg allergy	<b>M</b>	x	<b>M</b>	=	<b>M</b>	<ul style="list-style-type: none"> <li>Material Safety Data Sheets (MSDS) and COSHH Assessments are in place for additional products that are purchased and staff are aware of this information.</li> </ul>	<b>L</b>
Prescribed medicine administered inappropriately to children who require this	Overdose / inappropriate dosage administered; risk of adverse medical reaction / illness / death	<b>L</b>	x	<b>H</b>	=	<b>M</b>	<ul style="list-style-type: none"> <li>Appropriately trained staff are available to administer medication to pupils in school as and when required.</li> </ul>	<b>L</b>
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	<b>M</b>	<b>X</b>	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>All staff are to sign into buildings on daily record sheets.</li> <li>Where personnel from other organisations attend buildings, they are required to sign in leaving name, contact number and postcode.</li> <li>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.</li> </ul>	As low as reasonably practicable

**FURTHER CONTROLS:**

- All staff will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- 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*

<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 Requires additional 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>Name: Mr Andy Cooper      Signature:      Position: Chair of Governors      Date:</b></p> <p><b>Name: Mr Chris Gibson      Signature:      Position: Headteacher      Date:</b></p>			<p><b><u>Review date:</u></b></p> <p>4<sup>th</sup> September or as required</p>