



**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: March 2021

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  | Residual Risk |
|--|---|--------------------------|---|----------------------|---|-------------------------|---|---------------|
| 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  | 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   | M                        | x | M                    | = | M                       | <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>   | L             |
| 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 | M                        | X | H                    | = | H                       | <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 local public health team to be informed (<a href="mailto:publichealthschools@middlesbrough.g">publichealthschools@middlesbrough.g</a>)</li> </ul> | L             |

|                         |  |          |   |          |   |          |   |          |
|-------------------------|--|----------|---|----------|---|----------|---|----------|
|                         |  |          |   |          |   |          | <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">ov.uk / 01642 729699</a></li> <li>Health Team to advise 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 wash 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 not include wipeable surfaces eg PE mats etc</li> </ul>  | <b>L</b> |

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|---|--|----------|---|----------|---|----------|--|----------|
|   |  |          |   |          |   |          | <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 and 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>Staff advised to wear face coverings within communal areas where it is not possible to maintain appropriate social distancing</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</li> </ul> | <b>L</b> |

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|---|--|----------|---|----------|---|----------|--|----------|
|   |  |          |   |          |   |          | <ul style="list-style-type: none"> <li>school site</li> <li>Children not to play contact games</li> <li>Visitors to school site to be requested to wear face coverings</li> </ul>  |          |
| Uncontrolled contact with others, direct or otherwise                         | 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>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> </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 9.00 am and from 2.45 until 3.15pm 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                                | <b>M</b> | X | <b>H</b> | = | <b>H</b> | <ul style="list-style-type: none"> <li>Clearly identified walkways in classrooms</li> </ul>  | <b>L</b> |

|   |  |          |          |          |   |          |   |                                  |
|---|--|----------|----------|----------|---|----------|---|----------------------------------|
|   | Coronavirus, Illness, Fatality   |          |          |          |   |          | <ul style="list-style-type: none"> <li>Teachers are allocated 2 meters of space at front of class which is identified as out of bounds for pupils</li> </ul>  |                                  |
| 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*

**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.

**Review date:**

as required

**Name: Mr Andy Cooper**

**Signature:** *A. Cooper*

**Position: Chair of Governors**

**Date: 03.03.2021**

**Name: Mr Chris Gibson**

**Signature:** *C. Gibson*

**Position: Headteacher**

**Date: 03.03.2021**