



REDCAR AND CLEVELAND BOROUGH COUNCIL
RISK ASSESSMENT
 As required by the Health and Safety at Work Regulations 1999



Type of Work: Covid19 Premises Specific Risk Assessment

Building: Handale primary School

Date: 22.5.20 latest update 19.9.20, 3.1.2021 17.1.21 1.9.2021 staff,

Assessment carried out by: Updated by N Padgett (Initially produced by H Blakeley),

governors, and D Caley

Who is at Risk? Employees, Pupils, Contractors and 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.
Passage of COVID-19 from person to person	Increased risk of uncontrolled transmission of the virus. Spread of illness throughout the school.	M	x	H	=	H	<ul style="list-style-type: none"> Staff are maintaining weekly home testing x2 using LFD tests Staff are encouraged to follow up with a positive LFD with a PCR test within two days Classes are to continue to have staggered lunchtimes and designated lunch time supervisors. Break times are staggered KS1 and KS2. This will allow for the children to have more space to play. Each classroom has access to hand sanitizer, tissues and bin with a lid, as well as handwashing facilities in each class. These should be used upon entrance and exit to the room. Windows need to be open in all rooms where adults and children are working, to ventilate and ensure the virus exits 	L

							<p>the building at every opportunity.</p> <ul style="list-style-type: none"> • Anybody displaying symptoms should not attend the setting and would be advised to seek a PCR test. • If a child displays symptoms, the child will be sent home. While awaiting for the parents to collect the child with symptoms will be remain with a member of staff away from others to prevent to possible spread of the infection. • If you are disposing of PPE (disposable masks, gloves etc) equipment please dispose of these in the bin with lids and black bin liners in provided. • Handwashing/sanitise should take place as the children arrive in school, return from breaktimes, change rooms and before and after lunch. As well as after toilet visits. 	
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	L	X	M	=	M	<ul style="list-style-type: none"> • Test and Trace will now be responsible for contacting people in contact of a positive case. They will be advised to isolate unless they have received both COVID vaccines. Children do not need to isolate, if under 16 years old. • Contact detail are still collected within school in case school are asked to identify contact tracings. • All staff are to sign in and out of the buildings and agree to the terms and conditions laid out on the electronic signing in system. • Where personnel from other organisations attend buildings, they are required to sign in leaving name, contact 	As low as reasonably practicable

							number and postcode using the electronic system <ul style="list-style-type: none"> • These documents are to be filed at the end of every day and held for a period of 21 days before being erased. • All visitors will be required to read the declaration for COVID symptoms and Track and Trace • Visitors and staff are required to sanitise their hands before entering the building. • Visitors who do not normally attend the establishment will be asked when walking around school to wear a mask up on entry but can remove it in meetings if the areas are busy with children. 	
Staff infected with Covid19 virus attending the office/school establishment	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> • Staff are instructed to inform the headteacher immediately by telephone if they or their family have any symptoms of coronavirus or an issue with the LFD testing kits. These symptoms include high temperature and/or new and/or continuous cough and a loss of taste or smell. • Any staff displaying these symptoms are not to attend the office/school and are to and follow published guidance on accessing a COVID test and following the self-isolation procedure listed in further controls. • If a member of staff becomes unwell in the workplace with COVID 19 symptoms (a new, continuous cough or a high temperature or a loss in taste or smell) they should be sent home immediately and advised to follow Government 	As low as reasonably Practicable

							<p>advice to acquire a test and self-isolate.</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected immediately, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets. • Staff will be expected to work with Test and Trace to identify positive contacts. • Upon a positive LFD test from staff the staff member will need to get a PCR test with 2 days of the LFD. • Contacts do not need to isolate unless Test and Trace advise. 	
Arrangements for workers who fall within groups considered to be higher risk	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> • The shielding has now paused. This may need to be introduced in the event of a major outbreak. See contingency plan for more information. • Staff who fall within this category will have a Personal Risk Assessment completed and if possible assigned an alternative role if possible. 	As low as reasonably Practicable
Lack of social distancing arrangements when entering and exiting building/areas within the building	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> • Separate entry and exit doors for different classes and year groups, where possible. • The gate is open on a morning from 8.30am to encourage a steady flow of children accessing the school grounds at once. Parents drop the children off at the gate to avoid crossing over upon entrance and exit. • To ease the congestion on the gate at home time the large gates will be opened to allow for exiting. • Staggered times in the dining hall will 	As low as reasonably practicable

							continue to ease the congestion and gathering of large groups unnecessarily.	
Use of lifts	Transmission of Covid19 virus	L	X	L	=	L	<ul style="list-style-type: none"> Lift to be operational only where necessary Use of the lift to be prioritised for persons with difficulty using the stairs. Reduce maximum occupancy to one person. If it is a child 1 adult may be needed to supervise, but face covering must be worn by the adult. Clear notice at each call point to identify maximum occupancy on each floor. All statutory inspections and maintenance should be completed as normal 	As low as reasonably Practicable
Increased risk of transmission in toilets	Transmission of Covid19 virus	L	X	L	=	L	<ul style="list-style-type: none"> Staff instructed to follow good hygiene practice at all times while at work (i.e. 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. 	As low as reasonably Practicable
Risk of transmission in welfare facilities including kitchen facilities and rest areas		M	X	M	=	M	<ul style="list-style-type: none"> Break times/lunch times are staggered to reduce the number using the facilities. Windows should be opened (in cooler weather windows should be opened just enough to provide constant background ventilation preferably higher windows to avoid draughts). They should be opened more fully during break times to purge the air in the space. If necessary opening external doors maybe used (if they are not fire doors and where safe to do so). 	As low as reasonably Practicable

							<p>To balance the temperature so it does not become too uncomfortable open higher windows.</p> <ul style="list-style-type: none"> All used equipment within the staffroom needs to be placed in the dishwasher to allow for thorough cleaning once it is finished with. 	
Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	L	X	M	=	L	<ul style="list-style-type: none"> 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 daily Cleaning materials available to allow staff to clean workstations before and after use. Thorough cleaning of all workstations carried out at end of each working day/or beginning of the next day before staff arrive in school by cleaning staff. Specific Cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area. 	As low as reasonably Practicable
Increased risk of transmission during meetings	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Where possible meetings are to be held using remote working tools such as Microsoft Teams/Skype or Zoom. Face to face meeting can resume. Visitor who do not regularly attend the setting will be asked to wear a face mask to walk through school. Once in the meeting room, visitors can removed the face coverings. Hand sanitiser dispenser to be positioned in meeting rooms Windows in meeting rooms to be opened prior to meeting to aid 	As low as reasonably Practicable

							<ul style="list-style-type: none"> ventilation. Cleaning procedure to be implemented prior to and following meetings. 	
Ignorance of procedures leading to lack of compliance with safety measures	Increased risk of virus transmission	M	X	H	=	H	<ul style="list-style-type: none"> Information sent home to parents so they understand the protocol for COVID transmission and the role of Test and Trace. Handwashing procedure posters to be displayed alongside all handwashing facilities. 	As low as reasonably Practicable
Visitors to premises: Including Contractors and customers	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Visitors can attend the setting. Visitors must wash their hands/sanitise upon entering our premises. Visitors will be asked to wear a face covering (not a visor) upon entry to the school to ensure the safety of the staff, pupils and the visitors until they . School QR code to be displayed in the school entrance for all visitors to track ad trace. 	As low as reasonably Practicable
Building maintenance and servicing requirements.	Increased numbers of personnel in building leading to increased risk of virus transmission	M	X	H	=	H	<ul style="list-style-type: none"> Liaison with service providers to be carried out to determine whether maintenance activities such as servicing, and inspection regimes can be completed outside of normal operating hours (early morning / evenings or weekends) All maintenance staff to receive building specific briefing before being allowed on site to complete activities Where buildings have been closed for an extended period all Statutory checks/inspections to be completed prior to reoccupation. To wear face covering whilst on site. 	As low as reasonably Practicable
Changes in							<ul style="list-style-type: none"> Emergency procedures have been 	

Emergency procedures due to building occupancy or layout.	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	<p>reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <ul style="list-style-type: none"> • Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points. • Staff trained to use evac chairs to be provided with face masks. • Social distancing enforced where possible at assembly points. • First aid provision has been reviewed to ensure we have enough first aiders including where required a Paediatric First Aider. • First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers. • Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (see further controls). • Method to dispose of suspect COVID-19 waste – follow published guidance. 	As low as reasonably Practicable
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"> • Each bubble has a head thermometer and teachers take their temperature on entry daily and take each child's temperature on entry • If any member of staff presents a temperature of 37.5 degrees Celsius or above, they should inform the headteacher, go to a designated isolated 	L

							<p>room and take their temperature 10 minutes later. If the temperature remains high, they must return home and request a Covid 19 test.</p> <ul style="list-style-type: none"> • This process will occur daily and on entry of each staff member and pupil • If staff are clinically vulnerable (E.g. asthmatic/diabetic) they will be offered added protective items. 	
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 and pupils regularly was hands with soap and water • If soap and water are not 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/office. 	L
Putting on and removal of 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 them • Where necessary, staff will wear the appropriate PPE • Used PPE will be disposed of in the correct manner in the allocated bins with lids on and in a black bin liner. • Training posters have been shared with staff to demonstrate safe removal. • 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. • Removing face covering should be done 	L

							without touching the inside of the face mask. Once removed place in a plastic bag. Take reusable mask home to wash. <ul style="list-style-type: none"> • While face covering are not being worn in school they are to kept in a plastic bag to avoid unnecessary contact. 	
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 • Staff are required to wear face coverings (facemask/visor) when meeting/contact with others outside of their bubble. • 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 • Staff in bubbles can wear face coverings if they feel they can not socially distance from one another. Although in some settings this is difficult as the children are small and need focused attention. Children need to be able to read facial expressions and tone of voice and this can not be done using a mask. Precautions are taken to try and maintain distance. 	L
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 • Reducing the amount of people that a person has contact with by using 'bubbles' • Staff are required to wear face coverings when meeting/contact with others outside of their bubble. 	L

							<ul style="list-style-type: none"> Using back to back or side by side working rather than face to face for staff Pupils to work as best as possible with the 2m distancing procedures in place in the classroom and moving around school. Children will sit in row as per the guidelines. Limiting periods where people will work together 	
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 walkways in classrooms Children will be taught in year group 'bubbles' with as much distance between pupils as possible Bubbles have been limited because of the floor space available and 2m distancing. Teacher is allocated approximately 2 metres of space at front of class which is not accessible to pupils Staff can, if they wish, wear facemasks in the classroom/bubble if they feel vulnerable/medically vulnerable, as well as maintaining 2 m social distancing. Parents will be made aware if this is the case. 	L
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 1 person to use the toilet area at any 1 time Staff room is not in use except for getting drinks and food from fridge and social distancing will be maintained Face coverings need to be worn unless eating and drinking in communal areas. Cleaning stations to be placed in each toilet area and the staffroom, surfaces to be wiped after use. 	L
Unsatisfactory	Increased risk of	M	X	H	=	H	<ul style="list-style-type: none"> Level of cleaning regime on site is 	L

Cleaning of site.	contracting/spread of Coronavirus, Illness, Fatality						<p>increased – 1 cleaner will be working 10.30am to 11.30am to clean down regularly touched surfaces around school.</p> <ul style="list-style-type: none"> • 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 	
Poor behaviour putting others at risk	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Parents, children and staff are made aware of the revised behaviour policy • Inappropriate behaviour (for example coughing / spitting at others will result in the immediate removal to isolation of the child and an adult will be contacted to take the child home, they will not be allowed back to school until assurances are received that they will not behave in such a manner again • Non-compliance with any reasonable request by an adult will result in isolation and removal from the school site. 	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 • 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
Unsatisfactory Cleaning of resources	Increased risk of contracting/spread of Coronavirus, Illness,	M	X	H	=	H	<ul style="list-style-type: none"> • Children have their own dedicated set of equipment • Children have a wipe down PE bag 	L

	Fatality						supplied by school which only the children themselves handle <ul style="list-style-type: none"> Children have a wipe down book bag which only the children themselves handle. If children or staff touch other people's resources such as school bags, PE bags they will need to wash their hands/sanitise after All resources to be cleaned at the end of the school day Any resources that children place in their mouth to be cleaned immediately Children to wash their hands on a regular basis 	
Using reading books	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Please see the reading guidance for September start Sets of books are to be changed at the end of each day Books will not be available again for at least 72 hours, they will be isolated. 	L
Playing in water	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Water to have bubble bath added to it Children to wash their hands after playing in the water All water toys to be cleaned at the end of the day 	L
Playing in sand	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Children to wash their hands before and after playing in the sand All sand toys to be cleaned at the end of the day The sand will be sprayed with cleaner if necessary 	L
Playing with playdough	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Playdough will be made at the beginning of the week All children will have their own playdough in their own containers 	L

							<ul style="list-style-type: none"> • All playdough will be disposed of at the end of the week 	
Home Testing – To reduce the spread of COVID-19 with asymptomatic adults in school	Risk of others contracting Coronavirus, Illness, Fatality Asymptomatic people spreading the virus unknowingly	M	X	M	=	M	<ul style="list-style-type: none"> • Adults who are deemed to be members of staff or people who regularly work in school are offered the Lateral flow COVID-19 test (voluntary). • Staff need to read and comply to the guidance set out by PHE on how to store, administer and dispose of the tests accurately • Staff are expected to watch the videos provided by PHE • Staff are expected to report their results on-line to PHE. If a positive test is displayed the person must seek a PCR test to confirm. • Close the bubble as a precautionary measure until PCR test results come back. If positive follow PHE guidelines. • Staff need to sign alongside the batch number of the test to agree to take the tests and to agree to the guidelines • Track and trace supersede home testing. • Testing is recommended to be carried out twice a week 3/4 days apart. Monday morning and Thursday morning. Staff should not attend school until they have a negative result. • If the test displays a void result the test should be repeated. If 2 void results are displayed a PCR test must be sought. • Staff need to take care to avoid damaging the equipment (damaged equipment needs to be reported) • People who have received the vaccine can still participate in the testing regime 	L

							<ul style="list-style-type: none"> • Disposing of the equipment is the responsibility of the person taking the test. Follow the guidance within the test kits – put the test inside the plastic bag provided and then it can be disposed of in normal household waste. 	
Pregnancy in school	Increased risk of uncontrolled transmission of the virus. Spread of illness throughout the school.	L	X	L	=	L	<ul style="list-style-type: none"> • To follow all safety procedures put in place as described above • To keep contact with others to a minimum • To wash hands more frequently. • Leaders to produce a personal risk assessment of those staff and identify specific risks. • Pregnant women must inform senior management as soon as possible. They are allowed to attend the setting if they are able to social distance in their role up to 28 weeks. Post 28 weeks staff will be supported to work remotely where possible or in a role where stringent social distancing can take place. This group usually falls under clinically vulnerable category and the school should follow the guidance set out in the link below. <p>(COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p>	L

FURTHER CONTROLS:

- All staff will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to RCBC Health & Safety Team immediately and the Headteacher must follow the Public Health England procedures.
- Staff who are clinically vulnerable will be offered additional protective equipment
- Staff to volunteer to test themselves at home regularly to prevent the risk of COVID-19 being spread by asymptomatic people

Further guidance is available at the following link <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Self-isolation procedure guidance is available at the following link <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Specific cleaning procedure following contact by person with suspected Covid19 is available at the following link

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Latest guidance for first aiders from St Johns Ambulance is available at the following link <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Initial reviews of this risk assessment to be undertaken on a weekly basis to assess effectiveness of control measures and allow for adjustments to be made.

<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	
To be completed by building manager undertaking the assessment			

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: Headteacher

Date: 3.1.2021 updated 17.1.21 updated 8.3.21 updated 17.5.21 updated 1.9.2021
Governors emailed to Governors 17.5.21

Review date:

Reviewed 3.1.2021 – NP
Updated 12.1.2021 – NP
Updated 17.1.2021 – NP
Updated 8.3.2021 – NP
Updated 17.5.21 – NP
Updated 1.9.2021 - NP

**As new government
guidance is received
This is an ongoing
assessment of risk**

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mrs Nicola Padgett

Job Title: Headteacher

Signature:



Date: 1.09.2021