



REDCAR AND CLEVELAND BOROUGH COUNCIL RISK ASSESSMENT

As required by the Health and Safety at Work Regulations 1999



Type of Work: Covid19 Risk Assessment **VERSION 10**
Date: November 1st 2021
Who is at Risk? Pupils, Employees, Contractors and Visitors

Building: Skelton Primary School
Assessment carried out by: Sarah Walker

Covid-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to hands and from there to a surface. It can survive on surfaces for a period after transfer. Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become very unwell requiring hospitalisation and for some the disease can be fatal. The risk of serious disease and death are unevenly distributed, the population groups at increased risk are; older people, people with pre existing health conditions, men and people from BAME communities.

The control measures follow the basic principles outlined in the current advice by government around safe social distancing, hand and respiratory hygiene, self awareness of risk groups and of symptoms of high temperature, a new continuous cough and anosmia which require self isolation for the house and household contacts.

HAZARD		RISK				CONTROL MEASURES		Residual Risk
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	L. M. H.
HYGIENE & DISTANCING								
<i>Not maintaining staff health and wellbeing</i>	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"> Staff are advised to use LFT's twice a week Staff are advised to book a PCR if they have any concerns about contamination Staff or children showing symptoms will be despatched home as safely and quickly as possible. 	L
<i>Lack of hand hygiene</i>	Increased risk of contracting	M	X	H	=	H	<ul style="list-style-type: none"> Ensure children and staff regularly wash hands with soap and water via briefing & signage If soap and water isn't immediately available, hand sanitiser will be used Hand sanitisers will be in situ in various locations around the site 	L

	/spread of coronavirus, illness & fatality						<ul style="list-style-type: none"> Hand sanitiser will be available at reception 	
<i>Not maintaining social distancing guidance</i>	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 & signage Left hand lane system around school will be maintained. Children will eat and socialise within restricted groups and will not gather for assembly, 	L
<i>Lack of social distancing arrangements when entering and exiting building</i>	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> 3 pupil entrances manned by senior staff. Children should say goodbye at the gate and come in with their friends (parents not on site in the mornings) 3 staff entrances Only one person in front reception porch at any one time Office staff to use intercom to communicate with visitors. Access window to remain locked Disposable sticker visitors' badges to be used (in place of lanyards) and visitors should sanitise their hands in front toilet. Staff to use ID passes to enter and exit the building and not the exit button Deliveries/ mail can be opened with disposable gloves, packaging to be disposed of and any surfaces that have been in contact with mail/parcel should be cleaned 	
<i>Lack of social distancing arrangements in corridors</i>	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> Staff are advised to wear masks in communal areas and remain in their own areas of school. Staff advised to use fobs and elbow for opening door release where possible. Clear 'left lane' traffic around school as needed. Meetings will take place remotely where possible. Vision screens in door kept clear at all times 	
<i>Lack of Social distancing arrangements in work spaces</i>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Children will work within year groups and socialise within restricted larger groups Staff should communicate by phone or email with office and SLT. Lunch will remain in two halls Classrooms will be 'fogged' over lunchtime. Staff and children are instructed to remain within designated areas of the building. Staff should continue to offer support from behind or alongside children. Office staff to remain at their own desk with their own equipment and will be responsible for cleaning area their own area before work and after work. Windows to be left open, within reason as the outside temperature cools. Children are encouraged to wear their jumpers. Internal doors will be left open where possible. Where this is not possible sanitation stations will be readily accessible 	

Increased risk of transmission in toilets	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Toilets will be shared by phases Staff and children reminded to follow good hand and respiratory hygiene practice at all times. School staff will attend to the toilets throughout the day with cleaning of frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.
Risk of transmission in welfare facilities including social time, kitchen facilities and rest areas							<ul style="list-style-type: none"> Breaks will be staggered to reduce the number using the facilities. Four phased staffrooms will remain in place. Social spaces will be clearly identified. Staff social spaces will be socially distanced. Disposable towels only, no dish cloths or tea towels. All toilets and kitchens provided with hand washing facilities and guidance including who to contact when stock requires replenishment
Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Sand and water to be used within FS setting on a rota basis with 48 hours between use. Clear procedures include clean hands before and after. Sand and water toys cleaned on a regular basis. Warm water will be used and changed regularly. FS dress up costumes will be frequently washed with quarantine in place for key items. 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. Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles and keyboards work & books quarantined for 48 hours before sending home
Increased risk of transmission during meetings	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> At present, meetings will be held using TEAMS. If meetings must be held in face to face, they can be held outside or in the hall ensuring social distancing. Hand sanitiser to be made available. Windows/ doors should be opened prior to the meeting to aid ventilation. Cleaning procedures should be implemented following the meeting
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"> Briefing for all staff and pupils in class on control measures. Handwashing posters to be displayed alongside handwashing facilities.

MEDICAL								
<i>Pupils or staff who feel unwell</i>	Spread of illness throughout workforce	M	x	M	=	H	<ul style="list-style-type: none"> Children and staff at home, should take a LFT if they feel unwell. In the event of a positive result, they should book a PCR and isolate prior to their result and notify school. If they are notified of close contact they should take a test but do not need to isolate until they are notified of a positive outcome. Children or staff who become unwell in school should safely leave the premises as soon as possible. Staff should head home directly and children will be escorted to the London Rm until family can be contacted for collection. All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected immediately, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets. 	L
<i>Provision for staff & pupils who are higher risk</i>	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> Personal Risk Assessment will be completed for vulnerable staff. Masks may be worn 	
<i>Personal Protective Equipment (PPE)</i>	Risk of others contracting coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> PPE pack is readily available- disposable gloves, aprons and face masks If needed, staff will wear the appropriate PPE following guidance on safe use 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
<i>Impact of covid-19 on mental health</i>	Decrease of emotional wellbeing	M	x	M	=	M	<ul style="list-style-type: none"> Staff will be fully briefed of revised procedures & feedback gauged to ensure that wellbeing remains a priority. An RSA group will be established to oversee wellbeing of staff and pupils Teachers to thoroughly explain protocols and routines frequent outdoor learning opportunities utilise wealth of support available through nurture team 	L

CLEANING								
<i>Unsatisfactory Cleaning of site.</i>	Increased risk of contracting/spread of covid-19, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> Higher level of cleaning on site will remain including fogging over the course of the day. 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 	

<i>Risk of transmission in welfare facilities including kitchen facilities and rest areas</i>	Increased risk of contracting/spread of coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> Phase breaks to reduce the number using the facilities. Maintain phase staffroom Vision panels in doors kept clear at all times to assist staff in identify capacity without opening the door. Taps/ kettle/ fridge to be used carefully Disposable towels only – no multi use towels. Kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Spacing seats to ensure social distancing. Ask employees to bring their own food and drink.
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VISITORS

<i>Visitors to premises: Including Contractors and customers</i>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> Parents may speak to staff at the end of the school day at the classroom door. Parents needing an appointment should do so in entrance, London rm, Saltburn rm or SIT rooms only. One person at a time to use the front entrance & communication will be via the intercom. Visitors will be restricted and required to sanitise and confirm that they do not have symptoms or covid 19 Electronic platforms will be used for meetings and appointments where possible
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EMERGENCY PROCEDURES

<i>Changes in Emergency procedures due to building occupancy or layout.</i>	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	<ul style="list-style-type: none"> Review emergency procedures 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. Distancing should be maintained as far as possible during evacuation. Lockdown practice will continue
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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 as far as possible
- Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to PHE
- Signage/posters to confirm procedures/restrictions will be displayed across the whole site. Further guidance is available at the following link <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- 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>
- 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.

Sarah Walker

Signature: _____ **Position:** HT **Date:** 01.11.21

Review date:

As needed

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: SARAH WALKER **Job Title:** HT

Sarah Walker

Signature: _____ **Date:** 01.11.21