



# 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: Lingdale Primary School**

**Date: 17<sup>th</sup> May 2020**

**Updated 1<sup>st</sup> June 2020**

**Assessment carried out by: Sarah Thornton**

**Who is at Risk? Employees, Children, Contractors and Visitors**

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 L. M. H.
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	
Staff/children infected with Covid19 virus attending the school	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staff are instructed to inform HT/AHT immediately by telephone if they or their family have any symptoms of coronavirus. These symptoms include high temperature and/or new and continuous cough.</li> <li>Any staff/children displaying these symptoms are not to attend the school and are to follow published guidance on self-isolation procedure listed in further controls &amp; get tested</li> <li>Temperature checks in place on staff/visitor arrival</li> <li>All staff and children must wear clean clothes every day and maintain hygiene with hair.</li> </ul>	As low as reasonably Practicable

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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"> <li>Staff who fall within these groups are to be encouraged to continue to work from home where their role allows it.</li> <li>If it is not possible to carry out their normal role whilst working at home then Personal Risk Assessment should be completed and assignment of alternative role will be considered.</li> <li>AB Lone working in office where possible to protect MB(husband)- Staff to keep out the office where possible</li> <li>LS not in bubble groups</li> <li>JC/SS who have mild asthma not work with Nursery where social distancing can't be maintained</li> </ul>	
Lack of social distancing arrangements when entering and exiting building	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Separate entry and exit doors Main door for entry, exit through 2 year olds</li> <li>White lines used for entering the building. Staggered start and finish times to limit number of persons accessing or leaving building at one time.</li> <li>Signs on external doors and posters up reminding of social distancing.</li> </ul>	
Lack of social distancing arrangements in corridors	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>One-way systems in place with yellow arrows and posters/signage to support</li> <li>Vision/window glass in door kept clear at all times</li> <li>No posters in windows</li> <li>Social distancing posters displayed</li> <li>Staff advised to use fobs and elbow for opening door release where possible.</li> <li>Caretaker (Peter) will open and secure all utilised doors before the staff arrive. All fob doors will open upon activation of the fire alarm.</li> </ul>	

Lack of Social distancing arrangements within office and school working spaces	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff should communicate by phone or email with office and SLT.</li> <li>• Bubbles will have a table outside for the delivery of lunch &amp; printing and office envelope. Staff will leave any communications in bubble envelope.</li> <li>• 1 kitchen hatch (nearest the kitchen door) to be left open to show occupancy in kitchen</li> <li>• Arrows in kitchen showing one way system in place. 2 people max capacity</li> <li>• Bubbles posters displayed in rooms and in trays to remind children of the social distancing and bubble rules (child friendly)</li> <li>• Bubbles marked out with tape to show area child/adult has to be in.</li> <li>• Staff are encouraged to work from home whenever possible to reduce numbers of staff in school and thus increase the effectiveness and ease of implementing social distancing measures. Staff stepped down from rota if possible or sent home if all tasks completed.</li> <li>• Adele to work in office with max of one other person sitting on the other side. 2 max</li> <li>• Offices to be wiped down by Adele/ST/SN when used.</li> <li>• NO parents allowed to enter building from week 2. White lines be used for children and parents to wait. Staff to mention this in welfare calls on 08.06.</li> <li>• Staff are instructed to remain within specific areas (bubbles) of building and not to travel around building unless absolutely necessary.</li> <li>• Workstations for children have been set up in order to maintain social distancing of 2 metres.</li> <li>• Workstations are allocated to children and labelled in order to restrict the amount of children using them. E.g same ipad, pot pencils etc</li> <li>• White Safety markers to be indicated on floor to assist with social distancing arrangements.</li> </ul>	

							<ul style="list-style-type: none"> <li>• Encourage increased natural ventilation in smaller rooms - open windows/doors. No heating on. Caretaker to open all windows on arrival</li> <li>• Cleaning stations to be positioned in bubbles and around school containing antibacterial wipes or cleaner and paper towels to enable cleaning of desks</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Waste bins to have lids on for any discarded tissues etc, children to bag up tissues in sandwich bag before putting in the bin.</li> <li>• Appropriate signage to be displayed in all areas of building to communicate new arrangements to staff.</li> <li>• Behaviour Policy has had a Covid 19 update to details changes in procedures. Children with EHCP will have a covid-19 review and plan made.</li> </ul>	
Increased risk of transmission in toilets	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff instructed to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc).</li> <li>• ST/AB 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</li> <li>• Handwashing instructions and posters are displayed throughout toilets.</li> <li>• Increase environmental cleaning, especially in and around toilets and special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc see rota</li> <li>• ST/SN to clean toilets at midday</li> <li>• Increase toilet inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. Log sheet to be filled in</li> </ul>	
Risk of transmission in welfare facilities including kitchen facilities and rest areas	Increased risk of contracting/spread of coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Wherever possible stagger breaks to reduce the number using the facilities.</li> <li>• Restrict the number of people using kitchens max 2 – sign on door</li> <li>• Maximum occupancies (1 person every 2 metres) identified on the door.</li> <li>• 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.</li> <li>• Fridges set up in each bubble for pupil/staff milk/packed lunches/drinks/fruit</li> <li>• School lunches used where poss. Where children or staff bring</li> </ul>	

							<p>food from home, this must be wiped before entry and binned at home time. Please try to avoid bringing in packed lunch bags wherever possible</p> <ul style="list-style-type: none"> <li>• Disposable towels only – no multi use towels/pots to go in dishwasher daily – staff to load and unload daily</li> <li>• All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Regular inspection and replenishment whenever required.</li> <li>• Posters displayed in toilets and kitchens asking staff to wash their hands.</li> <li>• Kettle/fridge etc wiped by staff after use</li> <li>• Spacing seats and tables to ensure social distancing.</li> <li>• Lunch eaten outside where weather permits following new staggered lunch break rota</li> </ul>	
Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the school. These are maintained on a daily basis</li> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, keyboards by staff on rota – see sheet</li> <li>• All soft furnishings removed including blue chairs, cushions and rugs.</li> <li>• Toys that can not be wiped clean removed</li> <li>• Children to have own equipment labelled</li> <li>• Cleaning materials available to allow staff to clean workstations before and after use.</li> <li>• Thorough cleaning of all workstations carried out at end/beginning of each working day by NY cleaning staff.</li> <li>• Specific Cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area.</li> <li>• 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</li> </ul>	
Increased risk of transmission during meetings	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Where possible meetings/communication are to be held using remote working tools such as ZOOM/TEAMS</li> <li>• /emails</li> <li>• Staff meetings/briefings/assemblies all cancelled face to face</li> <li>• If meetings must be held in face to face setting eg safeguarding consideration should be given to holding meeting in outdoor setting/big hall</li> <li>• If meetings must be held in face to face indoor setting limitation of attendees and social distancing measures must be</li> </ul>	

							<ul style="list-style-type: none"> <li>implemented.</li> <li>• Signage to be posted informing personnel of maximum capacity of room to allow social distancing to be effective.</li> <li>• Floor markings/chairs to be implemented to assist in social distancing.</li> <li>• Hand sanitiser dispenser to be positioned in all bubble rooms</li> <li>• Windows in meeting rooms to be opened prior to meeting to aid ventilation.</li> <li>• Cleaning procedure to be implemented following meeting</li> </ul>	
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"> <li>• All staff to continue to receive a briefing from ST via email format highlighting all control measures.</li> <li>• ALL staff required to sign updated code of conduct and school risk assessments and to ADHERE to what they have read.</li> <li>• Handwashing procedure posters to be displayed alongside all handwashing facilities.</li> <li>• Floor markings to be displayed to assist with 2 metre social distancing.</li> <li>• All one way systems to be clearly signposted with yellow arrows on the floor.</li> </ul>	
Visitors to premises: Including Contractors and customers	Transmission of Covid19 virus	M	X	H	=	H	<p>Restrict visitors to essential visits only.</p> <p>For all visits to the premises the following must be considered: Are there methods of working that can:</p> <ul style="list-style-type: none"> <li>➤ Eliminate the need for the visit? (Use of technology to carry out appointments)</li> <li>➤ Reduce the number of employees the visitor could potentially meet</li> <li>➤ Reduce the amount of time within our premises</li> </ul> <p>Signage to ask visitors with symptoms not to enter the premises, and to</p>	

							<p>remind both staff and visitors to always keep 2 metres from other people, wherever possible.</p> <p>You should still advise staff to keep 2 metres apart as much as possible.</p> <p>Visitors must wash their hands upon entering/leaving our premises and have temperature check on arrival.</p>	
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"> <li>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)</li> </ul>	
Changes in Emergency procedures due to building occupancy or layout.	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	<ul style="list-style-type: none"> <li>Review emergency procedures to ensure that arrangements remain valid for Fire Safety. Fire drill to take place Week 2</li> <li>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</li> <li>Markings on assembly pencil points</li> <li>First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers.</li> <li>Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (see further controls).</li> <li>Procedure to dispose of suspect Covid 19 waste.</li> </ul>	<b>JS/AH on rota so daily cover for FAAW</b>
PPE use	Risk of others contracting coronavirus, illness & fatality	<b>M</b>	<b>X</b>	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>PPE pack will be made available in every bubble- disposable gloves, aprons and face masks ·</li> <li>If needed, staff will wear the appropriate PPE following guidance on safe use · 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>	
Unsatisfactory Cleaning of site.	Increased risk of contracting/spread of coronavirus, illness & fatality	<b>M</b>	<b>X</b>	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>Level of cleaning regime on site is increased by NY cleaning staff ·</li> <li>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</li> </ul>	

**FURTHER CONTROLS:**

All staff have completed COVID 19 and Infection Prevention and control online training.

- Corridors and walkways are maintained clear and tidy
- 2 metre social distancing rules with adults will be met throughout the site
- One-way system will be observed throughout the site by SLT
- 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

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.

<b><u>Probability Key:</u></b>	<b><u>Severity Key</u></b>	<b><u>Key:</u></b>	<b><u>Residual Risk</u></b>
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:** S Thornton

**Position:** Head Teacher

**Date:** 3<sup>rd</sup> June 2020

**Review date:**

9<sup>th</sup> June 2020

Reviewed weekly in SLT meetings