



# 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: 4<sup>th</sup> January 2022**

**Assessment carried out by: Sarah Thornton**

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

HAZARD		RISK					CONTROL MEASURES	Residual Risk L. M. H.
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=		Actions Taken to Reduce Risk	
Staff infected with Covid19 virus attending the office	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staff are instructed to inform Mrs Thornton, Mrs Norris or Mrs Bates immediately by telephone if they have any symptoms of coronavirus. These symptoms include high temperature and/or new and continuous cough and loss or change to taste and smell.</li> <li>Any staff displaying these or symptoms similar to a cold – headache and sore throat are not to attend the school and are to and follow published guidance on test trace and self-isolation procedures listed in further controls.</li> <li>If a member of staff becomes unwell in the workplace with COVID 19 symptoms (a new, continuous cough or a high temperature and loss of or change to taste or smell) they will be sent home immediately and advised to follow Government advice to test, track and self-isolate.</li> <li>Track and trace will notify other staff and pupils who are classed as close contacts of anyone positive with the new variant and will advise them if they need to isolate order/take a PCR test.</li> </ul>	L

							<ul style="list-style-type: none"> <li>• 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.</li> <li>• All school staff have had training on using LFD tests at home and have their individual testing kits to test twice a week. All staff are encouraged to take the tests.</li> <li>• Staff report the results to the school office and to Track and Trace if positive.</li> <li>• If staff receive a negative PCR test taken within 2 days of a positive LFD test they may return to work so long as they do not have any Covid-19 symptoms.</li> </ul>	
Children infected with Covid 19 virus attend school.	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Parents are asked to inform the office immediately by telephone if they or their family have any symptoms of coronavirus. These symptoms include high temperature and/or new and continuous cough and loss or change to taste and smell.</li> <li>• The parents of any child displaying these symptoms is directed to follow published guidance for Track and Trace which includes the self-isolation procedure until test results are known.</li> <li>• Children may return to school if results are negative.</li> <li>• If they have a positive test they should self-isolate as directed by track and trace.</li> <li>• The school will ring the local Health Protection Team on <a href="tel:03003038596">0300 303 8596 option 1</a> if there are 5 cases within a class or 10% of the class population are ill.</li> <li>• Warn and inform letters will be sent home.</li> <li>• School will contact Local authority</li> <li>• The cases portal will be accessed and information uploaded.</li> <li>• If a child becomes unwell in the school with COVID 19 symptoms (a new, continuous cough</li> </ul>	<b>L</b>

							<p>or a high temperature and a change of taste or smell) they will be isolated in the staff room, a window will be opened to allow ventilation, the adult supervising the child will wear full PPE if the adult cannot remain at a 2m distance (to be disposed of as per guidance) and the child will be sent home immediately and advised to follow Government advice to test, track and self-isolate.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
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 be vaccinated and have boosters and to return to school unless advised otherwise by their clinician.</li> <li>If it is not possible to carry out their normal role then a Personal Risk Assessment will be completed and assignment of alternative role will be considered.</li> </ul>	<b>L</b>
Arrangements for close contacts	Increased risk of transmission of the virus	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</li> <li>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend school while waiting for the PCR result. If the test is positive, they should follow the <u>stay at</u></li> </ul>	<b>L</b>

							<u>home: guidance for households with possible or confirmed COVID-19 infection.</u>	
Arrangements for children no longer required to shield but under the care of a specialist health professional.	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Health Care plans will be updated alongside the parent and with Health Professional input when needed.</li> <li>• Home learning will be set remotely should the child be required to work from home on the advice of their clinician with medical evidence provided by parents.</li> <li>• A primary course of vaccination should be offered to children aged 5 to 11 years old who are in a clinical risk group, or who are a household contact of someone (of any age) who is immunosuppressed.</li> </ul>	<b>L</b>
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>• Virtual communication should be used by parents but should parents need to enter the building, they should be encouraged to wear a mask.</li> <li>• Masks to be provided by office staff if needed.</li> </ul>	<b>L</b>
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>• Staff advised to use elbow for opening door release where possible.</li> <li>• Staff and visitors to wear face masks in corridors/communal areas.</li> <li>• Stick to the left-hand side in corridors/on pathways where applicable.</li> <li>• Staggered use of cloakrooms by Y3/4 and Y5/6 at the beginning and end of the day.</li> <li>• Where staff work closely with children eg: to administer First Aid, appropriate PPE is to be issued/worn</li> <li>• Vision panels in doors are to be kept clear at all times.</li> <li>• Usually doors should not be wedged open where they are fire doors or security doors unless there is a door guard or mag lock fitted and checked monthly. Those doors that are not there from a fire or security aspect can be wedged open. However, these doors should be clearly identified to help staff identify which doors can and cannot be wedged open.</li> </ul>	<b>L</b>

							<ul style="list-style-type: none"> <li>Revised advice from Michelle/Joe (LA H and S) is that fire doors can be wedged if people are in attendance when all leave please close the fire door.</li> </ul>	
Lack of Social distancing arrangements within office working spaces	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staff can use staff room but must keep socially distanced.</li> <li>Staff are encouraged to increase natural ventilation in all offices and classrooms. There should be a balance between keeping air flow and being a comfortable working environment.</li> <li>Staff and children encouraged to wear suitable warm clothing - jumpers</li> <li>Carbon Dioxide monitors used to monitor levels and increase ventilation.</li> <li>Room doors and windows to be opened more widely at breaktimes to purge them.</li> <li>Staff should not share stationary whenever possible.</li> <li>Cleaning stations available in all classrooms containing antibacterial cleaner, disposable cloths, anti-bacterial wipes (for hardware) and paper towels to enable cleaning of desks.</li> <li>Hand sanitising gel is to be placed wherever is practical for as many children as possible to access.</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. and will be lined with a bag for easy removal and should be operated by foot.</li> <li>Appropriate signage to be displayed in all areas of building to communicate new arrangements to staff and children.</li> <li>Breakfast Club and After School Club to take place in the Hall with different tables allocated to different classes to prevent cross infection of classes.</li> <li>Parents to be advised to sanitise hands, before signing in and out at the main entrance.</li> </ul>	<b>L</b>

							<ul style="list-style-type: none"> <li>• Weather permitting, After School Club to continue to use outdoor area/MUGA or in hall – to be reviewed each half term.</li> <li>• Staff to wear masks in communal areas.</li> </ul>	
Increased risk of transmission in the toilets.	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff will be instructed to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.).</li> <li>• Caretaker will ensure adequate hand cleaning resources are provided; all staff and children toilets to be supplied with adequate supplies of liquid soap and paper towels.</li> <li>• Handwashing instructions and posters are displayed throughout school and in the toilets.</li> <li>• Caretaker will increase toilet inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</li> </ul>	<b>L</b>
Risk of transmission in welfare facilities including kitchen facilities and rest areas							<ul style="list-style-type: none"> <li>• Hands to be sanitised on entering and leaving the staffrooms.</li> <li>• Children to eat lunches in the school dinner hall sat in class groups.</li> <li>• Vision panels in doors will be kept clear at all times and doors wedged open, to assist staff in identifying visually how many people are in any one area at a time.</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>• Medicines stored in plastic bags within the fridge</li> <li>• Posters displayed in toilets and kitchens asking staff to wash their hands.</li> <li>• Hand sanitiser to be used before entering the staffroom or toilets or elbows used to open doors.</li> <li>• Gloves to be worn when filling water bottles.</li> </ul>	<b>L</b>

Risk of transmission from contaminated surfaces	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Thorough cleaning of all workstations carried out at end of each working day by cleaning staff.</li> <li>• Specific Cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area.</li> </ul>	<b>L</b>
Increased risk of transmission in a grouped environment	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Where possible meetings/briefings are to be held using remote working tools such as Microsoft Teams or Zoom.</li> <li>• If meetings must be held face to face consideration should be given to wearing face masks if there are staff who are not double vaccinated and staff to keep socially distanced.</li> <li>• Hand sanitiser dispenser to be positioned before meeting rooms</li> <li>• Windows in meeting rooms to be opened prior to meeting to aid ventilation.</li> <li>• Doors to be wedged open and to be closed by a supervising adult when the group leave the area.</li> <li>• Hands should be sanitised before on entering school as well as before and after lunch and after visiting the toilets.</li> </ul>	<b>L</b>
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>• Parents/Carers to be made aware of the need for contact details to be current considering the need for immediate contact should a child be symptomatic.</li> <li>• Register of staff and children within each class to be maintained.</li> <li>• A copy of this Risk Assessment to be shared by all school staff on return to school and to be published on the web-site for parents.</li> <li>• All staff to sign/email to confirm they have read the guidance and will endeavour to follow.</li> </ul>	<b>L</b>

							<ul style="list-style-type: none"> <li>• Information posters to be produced with building specific control measures.</li> <li>• Handwashing procedure posters to be displayed alongside all handwashing facilities.</li> </ul>	
Visitors to premises: Including Contractors and customers	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Restrict visitors to essential visits only.</li> <li>• Visitors required to wear face masks.</li> <li>• For all visits to the premises the following must be considered: <ul style="list-style-type: none"> <li>• Are there methods of working that can:</li> <li>• Eliminate the need for the visit? (Use of technology to carry out appointments) Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends).</li> </ul> </li> <li>• Reduce the amount of time within our premises</li> <li>• Limit the numbers of visitors (Appointment system, Access controls)</li> <li>• Restrict the number of visitors able to enter public access where necessary by using multiple entrances.</li> <li>• Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible.</li> <li>• Verbal questionnaire when contractors/visitors attend site. Have you displayed any of the following symptoms? If yes prevent access to the premises.</li> </ul>	<b>L</b>



							<ul style="list-style-type: none"> <li>• Staff from other classes advised to keep 2 metres apart as much as possible.</li> <li>• All visitors to be asked for confirmation of a negative LFD test before entering school.</li> <li>• All regular visitors to be given a copy of this RA and to confirm their knowledge of the RA with their signature.</li> <li>• Reception staff to speak to parents via the window and to provide masks for face to face conversations.</li> <li>• Information sent to contractors /visitors prior to their visit (where possible) on the expectations in relation to Covid-19. (Do not enter our premises if you are showing any signs or symptoms of COVID-19</li> <li>• Visitors asked to sanitiser on their hands upon entering and leaving our premises.</li> <li>• Visitors (such as Speech and Language consultants, care assistants that have been into other schools or venues are to be asked to wear a face mask throughout their visit.</li> </ul>	
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> <li>• All maintenance staff to receive building specific briefing before being allowed on site to complete activities</li> <li>• Where buildings have been closed for an extended period all statutory checks/inspections to be completed prior to reoccupation.</li> </ul>	<b>L</b>
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 including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</li> <li>• Emergency evacuation plan will be reviewed and amended where necessary.</li> <li>• Register taken outside should the fire alarm go off.</li> </ul>	<b>L</b>

						<ul style="list-style-type: none"> <li>• Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points (pencils)</li> <li>• Paediatric First Aider available to all classes.</li> <li>• First aid kits – updated to include (where already not supplied) <b>surgical masks and rubber gloves, hand sanitisers.</b></li> <li>• Ensure First Aiders for the premises are issued with the current advice and guidance produced by St Johns Ambulance. (See further controls) and have had the most recent training.</li> <li>• Method to dispose of suspect Covid 19 waste. Shared with all staff</li> <li>• Signed external bin provided to put Covid waste for 72 hours</li> </ul>	
--	--	--	--	--	--	---	--

**SUMMARY OF CONTROLS:**

- Children to encouraged to enter the school playground on their own – Y1-Y6
- Hand sanitiser will be available before all entrances and exits as well as next to the signing in ipad.
- Cleansing stations and wipes will be available in all classrooms and at the entrance and exit to the dinner hall, kitchens for staff use and also toilet areas.
- Children in KS2 will have individual pencil cases with pen, pencil, ruler and coloured pencils in to reduce the amount of shared equipment..
- Cleaners will be asked to clean hard surfaces and touch points thoroughly inclusive of door handles each day.
- Classroom doors – when a classroom is occupied, doors can be ‘wedged’ open to prevent staff and pupils from unnecessary touching of surfaces.
- Doors must be closed when the classroom is vacated as this is a fire safety precaution.
- Risk Assessments will be kept up to date.
- Health Care Plans will be updated.
- The Behaviour Policy will be updated regularly.
- Child Protection Policy updated regularly.
- All policies and Risk Assessments shared with all staff.
- Updates will be shared with parents.

Additional guidance is available at the following links;

Coronavirus; <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Self-isolation procedure guidance; <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	

<b>To be completed by building manager undertaking the assessment</b>	
<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>Signature: S Thornton</b> <span style="float: right;"><b>Position: Head-Teacher</b></span></p> <p><b>Date: 4/01/22</b></p>	<p><b><u>Review date:</u></b></p> <p>28<sup>th</sup> January 2022</p>
<b>To be completed by the Senior Manager:</b>	
<p>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.</p> <p><b>Name: S Norris- Job Title: Assistant Headteacher</b></p> <p style="text-align: center;"><b>J Whitehead – Chair of Governors</b></p> <p style="text-align: right;"><b>Date: 4/01/22</b></p>	