



# REDCAR AND CLEVELAND BOROUGH COUNCIL RISK ASSESSMENT

As required by the Health and Safety at Work Regulations 1999



**Type of Work:** Covid19 Risk Assessment

**Building:** Lingdale Primary School

**Date:** 1<sup>st</sup> September 2021

**Assessment carried out by:** Sarah Thornton

**Who is at Risk?** Pupils, Employees, 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
<b>HYGIENE &amp; DISTANCING</b>								
<i>Not maintainin g staff health and wellbeing</i>	Increased risk of others contracting /spread of coronavirus , illness, fatality, exacerbatio n of existing medical conditions	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff or children showing symptoms will be dispatched home as safely and quickly as possible. The staffroom can be used for isolation if needed.</li> <li>• Staff encouraged to test using LFT twice weekly Wed/Sun and report any positive results to the headteacher.</li> </ul>	L

<b>Lack of hand hygiene</b>	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>• Ensure children and staff regularly wash hands with soap and water via briefing &amp; signage</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 and all cloakrooms/classes</li> </ul>	<b>L</b>
<b>Not maintainin g social distancing guidance</b>	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>• Keep left system around school (where appropriate)</li> <li>• If staff feel unwell at any time, they must remove themselves from the area immediately, informing HT/AHT</li> <li>• Children will eat on their class dinner table and go into the hall in two sittings.</li> </ul>	<b>L</b>
<b>Uncontrolle d contact with others</b>	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>• Reducing the amount of people that a child has contact with by sitting in classes for lunch.</li> <li>• Assemblies to remain virtual via teams until further review.</li> </ul>	<b>L</b>
<b>Lack of social distancing arrangements when entering and exiting building</b>	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Children to enter classes by lining up at the pencils. A member of staff will be waiting at the pencil. All entrances manned by staff to avoid parents entering the building.</li> <li>• Older children are encouraged to walk home or meet their parents/ carers at pre arranged locations on the perimeter of the site.</li> <li>• Children in Y1-Y6 to say goodbye to parents at the playground gates (morning).</li> <li>• Office staff to keep glass closed to communicate with any essential visitors.</li> <li>• Script on wall should be asked before any essential visitors are allowed access (oral questionnaire) – Adele</li> <li>• Disposable sticker visitors' badges to be used (in place of lanyards) and visitors should wash their hands in front toilet/hand gel</li> <li>• Staff to use electronic scan ID passes to sign in and out</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>	<b>L</b>
<b>Lack of social distancing arrangements</b>	Increased risk to personnel	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff advised to use fobs and elbow for opening door release where possible.</li> <li>• Vision screens in door kept clear at all times</li> <li>• Caretaker will open and secure all utilised doors before the staff arrive. All key doors will have a maglock that can close upon activation of the fire alarm.</li> </ul>	<b>L</b>

<b>nts in corridors</b>	from transmission of virus						<ul style="list-style-type: none"> <li>Caretaker to ensure adequate ventilation in each room by opening vents/window</li> </ul>	
<b>Lack of Social distancing arrangements in work spaces</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Suitable numbers of cleaning stations to be positioned in all areas of the building containing antibacterial wipes or cleaner and paper towels to enable cleaning of desks</li> <li>Lidded bins are provided to ensure suitable disposal of tissues and hand towels.</li> <li>Appropriate signage to be displayed in all areas of building to communicate key messages.</li> <li>Windows to be left open, within reason as the outside temperature cools, children are encouraged to wear jumpers. Staff to wear appropriate warm clothing.</li> </ul>	<b>L</b>
<b>Increased risk of transmission in toilets</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staff and children reminded to follow good hand and respiratory hygiene practice at all times.</li> <li>All areas will be adequately stocked with required supplies – JS/AH to check weekly</li> <li>Handwashing instructions and posters are displayed throughout workplace.</li> <li>Caretaker to ensure that there is an adequate supply of soap and paper towels (check daily)</li> </ul>	<b>L</b>
<b>Risk of transmission in welfare facilities including social time, kitchen facilities and rest areas</b>	Transmission of Covid19 virus	<b>M</b>	X	<b>M</b>	=	<b>M</b>	<ul style="list-style-type: none"> <li>Kettles, microwaves etc should be wiped down after use.</li> <li>Gloves to be used when filling water bottles.</li> <li>Dishwasher to be used for shared cups/plates. Staff to ensure kitchen area is kept clean and tidy and check the rota for dishwasher.</li> </ul>	<b>L</b>
<b>Risk of transmission from contaminated surfaces</b>	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 building.</li> <li>Children in KS2 will continue have their own fully resourced pencil case and will not need to share</li> <li>Early years dressing up costumes, cushion covers, aprons will be frequently washed.</li> </ul>	<b>L</b>
<b>Increased risk of transmission during meetings</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>TEAMs will be used for whole school assemblies.</li> <li>Windows/ doors should be opened prior to the meeting to aid ventilation.</li> <li>Cleaning procedures should be implemented following the meeting – cleaners 3.30-5.30pm across the whole school</li> </ul>	<b>L</b>

<b>Ignorance of procedures leading to lack of compliance with safety measures</b>	Increased risk of virus transmission	M	X	H	=	H	<ul style="list-style-type: none"> <li>All staff to receive a briefing highlighting all control measures and required to sign off on code of conduct and school risk assessments.</li> <li>Handwashing posters to be displayed alongside handwashing facilities.</li> </ul>	
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## MEDICAL

<b>Staff infected with Covid19 virus attending.</b>	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> <li>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 the positive outcome.</li> <li>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 isolation room (staff room) 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.</li> </ul>	L
<b>Arrangements for workers who fall within groups considered to be higher risk</b>	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Personal Risk Assessment will be completed for vulnerable staff.</li> </ul>	L
<b>Personal Protective Equipment (PPE)</b>	Risk of others contracting coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>PPE pack will be made available in isolation room (staff room)- disposable gloves, aprons and face masks</li> <li>If needed, staff will wear the appropriate PPE following guidance on safe use</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>	L
<b>Impact of school closure,</b>		M	x	M	=	M	<ul style="list-style-type: none"> <li>Teachers to thoroughly explain protocols and routines include daily mindfulness &amp; emotional wellbeing tasks.</li> <li>Frequent outdoor activities where possible</li> </ul>	L

<b>reopening and covid-19 on mental health</b>	Decrease of emotional wellbeing							
<b>Lack of contact details to facilitate effective track and trace system leading to higher risk of virus spread</b>	Increased risk of uncontrolled transmission of virus	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>All visitors are also to sign into buildings on ipad. Wipes to be used after use.</li> <li>Staff to sign in using barcode ONLY</li> </ul>	<b>As low as reasonably practicable</b>

## CLEANING

<b>Unsatisfactory Cleaning of site.</b>	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. All touch points done daily. All surfaces MUST be wiped in every room by cleaning staff – USE DC10 North Yorkshire to make regular checks of the site.</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> </ul>	L
<b>Risk of transmission in welfare facilities including kitchen facilities and rest areas</b>	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>Taps/ kettle/ fridge to be used then wiped</li> <li>Kitchens provided with hand washing facilities with soap, disposable towels and hot running water.</li> <li>Staff to space out missing out seats to ensure social distancing.</li> <li>Where possible, ask staff to bring their own food and drink which is disposable and wiped down.</li> </ul>	L
<b>Risk of transmission from contaminated surfaces</b>	Increased risk of contracting/spread of	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 building. These are maintained on a daily basis</li> </ul>	L

	coronavirus, illness & fatality							<ul style="list-style-type: none"> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, children's equipment and computers</li> <li>• Thorough cleaning of all areas daily 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>	
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<b>VISITORS</b>									
<b>Visitors to premises: Including Contractors and customers</b>	Transmission of Covid19 virus	M	X	H	=	H		<ul style="list-style-type: none"> <li>• One person at a time to use the front entrance and make an appointment unless urgent</li> <li>• Visitors must complete a pre entry verbal questionnaire and wash their hands in the front entrance.</li> <li>• Sports after school clubs will be held outside (weather permitting)</li> <li>• Deliveries may be left in the front entrance- staff will use gloves to open deliveries/mail</li> </ul>	<b>L</b>
<b>Building maintenance and servicing requirements.</b>	Increased numbers of personnel in building leading to increased risk of virus transmission	M	X	H	=	H		<ul style="list-style-type: none"> <li>• Regular maintenance activities such as servicing and inspection regimes should be completed outside of normal operating hours.</li> <li>• All maintenance staff to wash their hands upon entry. They will receive building specific briefing before being allowed on site to complete activities</li> <li>• All Statutory checks/inspections to be completed prior to reoccupation.</li> </ul>	<b>L</b>

<b>EMERGENCY PROCEDURES</b>									
<b>Changes in Emergency procedures due to building occupancy or layout.</b>	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>• Method to dispose of suspect Covid 19 waste. Covid waste bin labelled in Isolation room</li> </ul>	<b>L</b>

**FURTHER CONTROLS:**

- All staff will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- 2 metre social distancing rules with adults will be met throughout the site
- Keep left 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 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>Probability Key:</b>	<b>Severity Key</b>	<b>Key:</b>	<b>Residual Risk</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>			
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.			<b>Review date:</b>
<b>Signature: S Thornton</b>	<b>Position: Headteacher</b>	<b>Date: 1<sup>st</sup> September 21</b>	To be reviewed when appropriate by SLT

<b>To be completed by the Senior Manager:</b>			
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.			
<b>Name: Sarah Thornton</b>	<b>Job Title: Headteacher</b>		
<b>Signature: S Thornton</b>	<b>Date: 1<sup>st</sup> September 21</b>		