



REDCAR AND CLEVELAND BOROUGH COUNCIL RISK ASSESSMENT

As required by the Health and Safety at Work Regulations 1999

Type of Work: Re-opening of site – COVID Restrictions

Department: Various

Date: May 2020

Assessment carried out by: Michelle Dickerson

Who is at Risk? Staff, pupils, visitors

Risk Assessment amended for specific reopening of Overfields Primary School	22.05.2020	Tracy Watson Charlie Johns
Risk Assessment amended to include Nursery and Year 5 provision	18.06.2020	Tracy Watson Charlie Johns
Risk assessment amended for full September reopening of Overfields Primary School	10.07.2020	Tracy Watson Charlie Johns
Risk assessment reviewed following full reopening of school	18.09.2020	Tracy Watson Charlie Johns

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.
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"> Make available a thermometer to allow staff to check their temperature as they arrive on site. The temperature will be recorded If any member of staff presents a temperature of 37.5 degrees celsius or above they should go home immediately. If anyone in school becomes unwell with a new, continuous cough or high temperature, or has a loss of, or 	L

							<p>change in, their normal sense of taste or smell, they must be sent home and follow current isolation guidance.</p> <ul style="list-style-type: none"> • If a pupil displays symptoms then they will be sent home and parents to follow guidance . Until collected they will remain in the ventilated medical room. • School to keep an attendance spreadsheet of pupils unwell / self-isolating/waiting for results of testing and this will be updated daily & discussed by HT/DHT/ SBM • If staff are clinically vulnerable (E.g. asthmatic/diabetic) and need to be in work, they will be offered the safest role possible with risks mitigated. • All staff to socially distance (2m) from others wherever possible 	
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 wash hands with soap and water • 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 • Hand sanitiser will be available at reception 	L
Donning and doffing 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 it. • Where necessary, (i.e. where a pupil becomes ill with COVID-19 symptoms, or where a child needs intimate care that involves the use of PPE) staff will wear the appropriate PPE • Language Unit staff will wear PPE 	L

						<p>equipment in the form of a visor when undertaking speech and language sessions with children and where 2 metres distancing cannot be maintained.</p> <ul style="list-style-type: none"> • 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 double bagged and disposed of correctly. 	
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 regular ‘bubble’ staff briefings and displayed posters • School organised to reduce movement around site with each teaching group having their own dedicated entry/exit time, playground use and staffroom. • Meetings with parents will only take place remotely or in a large, ventilated room if face to face is necessary. • Meetings with staff to continue to be held remotely or in hall. • Signage to ensure conformity with access arrangements and social distancing introduced. • If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager • Social distancing markings introduced onto playground for pupil drop off and collection. 	L

							<ul style="list-style-type: none"> • Teaching guidelines for full reopening give explicit guidance to staff regarding social distancing. • Introduction of one-way system around school site with markings dictating direction of flow of pedestrian traffic. • Language unit will be brought to school and return home on LA transport. They will be collected from and escorted to taxis by LU staff and supervised at all times. LU children to sanitise their hands on exit from taxi and before going home. Will adhere to the risk assessment for transport provided by R & C LA 	
Uncontrolled contact with others	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> • Introduction of one-way system around school site with specific entry and exit gates • Staggered start / finish times. Crossing patrol timings changed to ensure safe route for pupils crossing Allendale Rd. Y6 only to be allowed to walk to/from school unsupervised by parents. Y5 allowed to walk to/from school on own from 28.09.20 • Staggered lunchtimes with movement around hall controlled. • School organised to reduce movement around site with each teaching group having their own dedicated entry/exit time, playground use and staffroom. • Meetings with parents will only take place remotely or in a large, 	L

						<p>ventilated room if face to face is necessary.</p> <ul style="list-style-type: none"> • Signing to ensure conformity with access arrangements and social distancing introduced. • Reducing the amount of people that a person has contact with by using 'consistent teams/bubbles'. Using back to back or side by side working rather than face to face • Limiting periods where people will work together • Only 1 adult at a time will be admitted into the school entrance/reception area. • Appointments made for visitors where appropriate. • Parents information gives explicit guidance on how to make contact with school – by appointment, telephone or email. • Teaching guidelines for full reopening give explicit guidance to staff regarding contact with others • Language Unit pupils will attend our setting fulltime, in their own bubble with dedicated staff and will not integrate with mainstream school. 	
Number of pupils in class	Increased risk of contracting/spread of Coronavirus, Illness, Fatality	M	X	H	=	H <ul style="list-style-type: none"> • School organised to reduce movement around site with each teaching group having their own dedicated entry/exit time, toilets and playground use. • Children will be in their year group classes. The Language unit will operate as 1 bubble (EYFS & KS1/KS2) and will not integrate into mainstream school. 	L

							<ul style="list-style-type: none"> Clearly marked teaching zone in all classrooms which is not accessible for pupils Children will work in a consistent bubble throughout the day. They will have their own set of equipment at their designated working space. 	
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"> Each teaching group will have use of a dedicated toilet facility. Only 1 pupil per class to use the toilet area at any 1 time. Each teaching group will have a dedicated staffroom area which will be arranged to comply with 2m social distancing Updated training will be given and recorded All toilets will have lids closed before flushing 	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 equipment is placed in each teaching area, and around school, 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 including in each teaching area, staff rooms and the photocopying room. Cleaning rota amended to provide cleaning presence in school from 11.00am to 12.00pm and from 3.00-5.50pm Deep clean to take place if a positive diagnosis of COVID-19 	L

							<ul style="list-style-type: none"> Outdoor equipment assigned to a class and appropriately cleaned. PE equipment to be quarantined for 72 hours before used by another group. 	
Impact of school closure, reopening and Covid-19 pandemic on pupil's mental health.	Decrease of emotional wellbeing	M	X	M	=	M	<ul style="list-style-type: none"> Teaching to include daily mindfulness and emotional wellbeing tasks. Frequent outdoor learning opportunities delivered. Use of external resources where deemed appropriate – Counselling service, school nursing service. 	L
Parents/pupils not following guidance whilst on site	Increased risk of contracting/ spread of Coronavirus, Illness, Fatality	M	X	H	=	H	<ul style="list-style-type: none"> Clear guidance shared with parents Staff on site to supervise entry and exit and monitor flow of traffic Pupils reminded regularly of rules, signage around school Vulnerable pupils have individual risk assessments Behaviour policy updated to state that if pupils behave in a way that endangers others they will receive an immediate fixed term exclusion 	

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 will be met throughout the site
- Organisation of site into dedicated teaching areas with no mixing between bubbles of pupils and very limited mixing between staff will be observed.
- Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to NHS Test & Trace system as well as R & C Health & Safety Team.
- Ensure all partner schools of pupils attending our Language Unit are aware of our risk assessments and procedures
- Signage/posters to confirm procedures/restrictions will be displayed across the whole site
- Staff who are clinically vulnerable and need to be in work will be offered the safest role possible with risks mitigated.
- Overfields Primary School is not open to visitors until further notice unless deemed essential by the Head Teacher and where social distancing rules can be applied.
- Emergency plan for dealing with a person showing symptoms of Covid-19 created and shared with staff.

<u>Probability Key:</u>	<u>Severity Key</u>	<u>Key:</u>	<u>Residual Risk</u>
L = No Chance M = Medium Chance H = High Chance, Very High Chance	L = No injury/Minor first aid M = First aid treatment, Doctor or Hospital. H = Major injury/Reportable Accident.	L X L = L L X M = M L X H = M M X M = M M X H = H H X H = H	Low = Acceptable Medium & High Requires additional Action to reduce risk
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.			<u>Review date:</u>
Signature: <i>M Dickerson</i>	Position: Assistant Health & Safety Officer	Date: 13 May 2020	

<p>Amendments specific to Overfields Primary School</p> <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>Signature: <i>T Watson</i> Position: Head Teacher</p> <p>Signature: <i>C Johns</i> Position: Deputy Head Teacher Date: 22nd May 2020</p>	<p><u>Review date:</u></p>
<p>Amendments specific to expansion to include Nursery and Year 5 provision</p> <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>Signature: <i>T Watson</i> Position: Head Teacher</p> <p>Signature: <i>C Johns</i> Position: Deputy Head Teacher Date: 18th June 2020</p>	
<p>Amendments specific to expansion to full reopening of school including Language Unit</p> <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>Signature: <i>T Watson</i> Position: Head Teacher</p> <p>Signature: <i>C Johns</i> Position: Deputy Head Teacher Date: 10th July 2020</p>	
<p>Amendments made following review of procedures after full reopening of school – September 2020</p> <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>Signature: <i>T Watson</i> Position: Head Teacher</p> <p>Signature: <i>C Johns</i> Position: Deputy Head Teacher Date: 18th September 2020</p>	<p><u>Reviewed 18.09.2020</u> <u>Amendments in red text.</u></p>