

OCCUPATIONAL RISK ASSESSMENT

School: The Mosslands School	Date assessment undertaken : 3 rd March 2021 Please see the school action plan starting on page 27 of this document below	Assessment undertaken by : Chad Raftery (Operations Manager)
Situation : School remaining open during the COVID-19 crisis.	Review date : In the event of changes in circumstances at the school or LA / government advice	Authorised by :

<http://www.mosslands.co.uk/attachments/download.asp?file=2373&type=pdf>

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
In the absence of infection control procedures to prevent the spread of the virus could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contractors and visitors	<ul style="list-style-type: none"> - Good hygiene practices have been promoted including not touching hair and faces, regular washing and 'catch it, bin it, kill it' approach - In accordance with Public Health advice, testing takes place every 3-5 days in line with the peak period of infectivity (see separate risk assessment). - Staff are aware of the need to maintain good hygiene including teachers washing hands before handing out resources 	$\frac{L \times C}{2 \times 5}$ = 10 Tolerable	1. Identify classes and classrooms where social distancing is not possible and enforce the use of face coverings. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 2. Review in-house testing to ensure that there are sufficient resources to carry out the tests and that safety procedures are not compromised	AW CR CR CR	$\frac{L \times C}{2 \times 5}$ = 10 Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Toilets have supplies of hot water, hand soap and sanitiser. - Where possible, wash basins within classrooms will be used to limit risk of contact with other children - There is a supply of appropriate cleaning solution and wipes for computer workstations. - Face coverings are worn by adults and pupils when moving around the premises where possible, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Wearing of face coverings is not enforced when outdoors on the premises. - Pupils hang coats on backs of chairs in classrooms (except for science) thereby allowing social distancing to be maintained. - There are handwashing facilities through out school - The routines for handwashing is part of the school culture, supported by behavioural expectations of the need to carry out handwashing on arrival at school, prior to eating, after using 		<ol style="list-style-type: none"> 3. Ensure that there are arrangements for sufficient stocks of hand sanitisers and disinfectant wipes to be available at all times 4. Ensure that there are arrangements for sufficient stocks of the PPE (i.e. cleaners, classrooms, First Aiders and catering staff) and they are made available as required. 5. Ensure that First Aiders are aware of the latest advice, 'that Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of Covid After delivering any first aid Ensure you safely discard disposable items and clean reusable ones Thoroughly wash your hands with soap and water or an alcohol-based hand sanitiser as soon as possible' 	<p>CR</p> <p>AW</p>	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>the toilets, after handing post/deliveries, prior to administering medication, and any other occasion when there is a hygiene requirement.</p> <ul style="list-style-type: none"> - Individual and very frequently used equipment, such as pencils and pens, both staff and pupils use their own items that are not shared. - By staggering times, using each block and limiting numbers there are arrangements to ensure that pupils remain in 'bubbles' when using toilets, including the option to open the additional toilet facilities. - Every other sink is closed off to keep a distance between when handwashing - There is signage in place in key areas around the school as a prompt to regularly wash hands for 20 seconds minimum - Arrangements are in place to ensure that whilst the school is occupied there are always, <ul style="list-style-type: none"> a) soap and hot water in toilets 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		b) sanitiser stations in specific locations, for example at the school entrance for pupils, entrances and exits to canteens, etc and they are regularly replenished c) lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying d) supplies of hand sanitisers, disinfectant wipes and disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly paper towels for hand drying or hand dryers are functioning correctly - The school has a supply of, - Facemasks - Disposable aprons - Disposable gloves - Hand sanitiser				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Full-face splash visors - All classrooms have been issued with packs including gloves, masks, wipes and visors and it is the teachers responsibility to replenish as required - Staff and cleaners are aware of when to use the PPE, how to correctly wear it and how to dispose of it. 				
In the absence of cleaning procedures to prevent the control and spread of the virus could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contrac-tors and visitors	<ul style="list-style-type: none"> - Arrangements in place for cleaning and disinfection using standard cleaning products. - Regular clearing of waste and collection of bins. - There is routine cleaning of workstations by teachers, staff and pupils prior to and after use. - There are sufficient cleaners available to carry out the required cleaning. - Arrangements are in place for cleaning and disinfection of objects and surfaces that are regularly touched including classrooms, furniture, offices, bathrooms, kitchens grab-rails in corridors and stairwells and door handles. 	$\frac{L \times C}{2 \times 5}$ $= 10$ Tolerable	<ol style="list-style-type: none"> 6. Carry out regular (minimum weekly) monitoring of the cleaning arrangements to ensure that arrangements remain in place 7. Ensure that staff are aware that, <ol style="list-style-type: none"> a. used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line 	CR	$\frac{L \times C}{1 \times 5}$ $= 5$ Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Arrangements in place for resources that are shared between classes or 'bubbles', such as sports, art and science equipment to be cleaned frequently and meticulously and <u>always between bubbles</u> or alternatively rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Contractors, including cleaners, have 'suitable and sufficient' risk assessments in accordance with PHE guidance. For cleaners this should include, <ul style="list-style-type: none"> a. wherever possible, wear disposable or washing up gloves and aprons. b. using a disposable cloth to clean hard surfaces with warm soapy water and then disinfecting these surfaces with the cleaning products c. washing hands regularly with soap and water, and after removing gloves, aprons and other 		<ul style="list-style-type: none"> with the guidance on cleaning for non-healthcare settings. b. homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. 		

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		protection used whilst cleaning				
In the absence of social distancing to prevent the spread of the virus could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contractors and visitors	<ul style="list-style-type: none"> - Steps have been taken to limit interaction, sharing of rooms and social spaces between 'bubbles'. - Assemblies only take place only with children within a 'bubble' or group. - Social distancing is reinforced with teachers and teaching staff to maintain 2 metres between them, other members of staff or visitors. They are aware of the need to avoid close face to face contact and minimise time spent within 1 metre of anyone. If this is not possible to wear PPE including visors or to move to another room so that social distancing can be maintained. - The need to maintain social distancing within their 'bubbles' is reinforced with pupils. - Where possible, classes remain in 'bubbles' within classrooms, areas of the school and whilst moving between classrooms and during break times. 	$\frac{L \times C}{2 \times 5}$ $=$ 10 Tolerable	<ol style="list-style-type: none"> 8. Review procedures and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school; implement year group 'bubbles'. 9. Whatever the size of the group, where possible, ensure there are arrangements for them to be kept apart from other groups and take necessary steps to limit interaction, sharing of rooms and social spaces between groups. 		$\frac{L \times C}{2 \times 5}$ $=$ 10 Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Where possible, all classrooms have forward facing desks, seating pupils side by side and 2 metres apart. - There are staggered breaks reducing the potential for queues, e.g. dining rooms, toilets, etc - Visible social distancing signs are displayed at key locations, e.g. school entrances/exits, corridors, outside toilets, receptions, areas where there will be queues, etc. - There are arrangements for pupils to be kept apart from other 'bubbles' by identifying and implementing, <ul style="list-style-type: none"> a. one way systems in particular to ensure that pupils remain in bubbles whilst moving between lessons b. separate entrances & exits and play areas for 'bubbles' c. staggered starting/finishing times to reduce volume at the entrance d. staggered time tables and break times for bubbles 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> e. staggered assembly groups a. sufficient supervision of pupils arrival and departure, on corridors, at playgrounds and near to toilets (preventing overcrowding and crossing between year group bubbles b. marked zones for teachers to stand during pic up or drop off where required. - Alternative arrangements are in place for going outside during break times when there is inclement weather - There is additional signage highlighting that only visitors with appointments are allowed to enter the building - Procedures are in place to allow parents/carers to remain in contact to highlight any queries whilst maintaining social distancing, e.g. appointment systems, telephone appointments, identified meeting room/s maintaining 2 metre distancing, etc. 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Rooms and offices that are to be occupied have been assessed and where possible, unnecessary furniture and resources removed - Areas identified that are not to be used and arrangements for prohibited entry. - Offices for both admin and operations staff have been assessed for maximum capacity whilst maintaining social distancing and arrangements are in place to ensure that they are not entered or used by teaching staff whilst occupied. 				
If there are no arrangements to ensure that classrooms, general rooms and the reception remain safe then it could potentially lead to unsafe practices and passing the virus on from person to person		<ul style="list-style-type: none"> - In warmer weather windows are kept open - In cooler weather windows are opened just enough to provide constant background ventilation and opened fully during breaks and lesson changes for 5 minutes to purge the air in the space. - Where safe to do so internal doors are kept open to assist with creating a flow of air (not fire doors) - Corridor doors are wedged open in order to reduce the touching of 	$\frac{L \times C}{2 \times 5}$ $=$ 10 Tolerable	10. Ensure that staff are aware that pupils and teachers can take books and other shared resources home, although they should limit the number of shared resources that are taken home, limit the exchange of such resources and avoid unnecessary sharing. 11. Prior to reopening ensure that, <ul style="list-style-type: none"> a. Classrooms and other learning environments such as workshops and science labs have been organised 		$\frac{L \times C}{1 \times 5}$ $=$ 5 Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
both inside and outside the school		<p>doors. There are procedures to ensure that these are all removed in the event of the fire alarm sounding and at the end of every day.</p> <ul style="list-style-type: none"> - The reception foyer has, <ul style="list-style-type: none"> a. visible 2 metre markings on the floor so that admin staff can talk to visitors from behind the glass panel b. a supply of hand sanitisers c. all furniture is removed d. arrangements for admin staff to book in and arrange supervision of visitors - Arrangements are in place for teaching staff to contact admin and operations staff without having to enter offices, e.g. telephone, foyer, etc. - Teachers have removed unnecessary resources that are not easily washable or wipeable from classrooms. - Arrangements are in place to ensure that visitors, <ul style="list-style-type: none"> a) make an appointment prior to visiting the school 		<p>maintaining space between seats and desks where possible</p> <ul style="list-style-type: none"> b. Consideration has been given to lessons or classroom activities taking place outdoors <p>12. Review and update fire risk assessment and fire procedures to ensure that there is social distancing between 'bubbles' whilst evacuating and at fire assembly areas and also to ensure that all internal fire doors are closed on activation of the alarm.</p> <p>13. Carry out fire drills as required</p>		

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> b) They call the school on arrival and before entering to establish if they have any of the symptoms related to Covid-19. If so they should not be permitted into the school c) Only to bring resources that are absolutely necessary for the purposes of the visit 				
If there are insufficient managers and teaching staff to supervise the safe procedures could potentially lead to unsafe practices and passing the virus on from person to person both inside and outside the school		<ul style="list-style-type: none"> - There are arrangements to ensure that there are sufficient teaching and support staff to be present for pupils. - Individual risk assessments have been carried out for staff and measures implemented. - SLT constantly monitors staffing numbers and teachers individual needs and, where required additional support is provided - Teachers and relevant staff are aware of the safe way to defuse conflict, i.e. verbally deescalate, and call for assistance and, if necessary, walk away until assistance arrives. - There is suitable provision is in place, review and, if required, 	$\frac{L \times C}{1 \times 5} = 5$ Acceptable	- Nil		$\frac{L \times C}{1 \times 5} = 5$ Acceptable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		update EHCP / Individual Risk Assessments , especially for those who exhibit anti-social behaviour				
In the absence of effective safe procedures for kitchens and staff could potentially lead to passing the virus on from person to person both inside and outside the school		<ul style="list-style-type: none"> - There are staggered times for serving meals. - Where possible, kitchen staff work side to side rather than face to face where possible. - Face coverings are worn in enclosed spaces where social distancing isn't possible. Kitchen staff: <ul style="list-style-type: none"> a) wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it b) when wearing a face covering, avoid touching their face or face covering, as they could contaminate them with germs from their hands c) change their face covering if it becomes damp or if they have touched it 	$\frac{L \times C}{1 \times 5}$ $=$ 5 Acceptable	- Nil		$\frac{L \times C}{1 \times 5}$ $=$ 5 Acceptable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		d) continue to wash their hands regularly e) change and wash their face covering daily f) if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in the usual waste 14. Where possible, cleaning of dishes/plates cutlery takes once a group or "Bubble" has left dining area or if children can directly place cutlery into bowls of water containing detergent.				
If there are insufficient safe procedures during transport either to and from school or using the minibus could potentially lead to unsafe practices		<ul style="list-style-type: none"> - Planning has taken place and there are staggered start and leaving times - In the event of use of the school bus it is ensured that, <ul style="list-style-type: none"> a) hand sanitiser is used upon boarding and/or disembarking 	$\frac{L \times C}{2 \times 5} = 10$ Tollerabl e	<ul style="list-style-type: none"> - Nil 		$\frac{L \times C}{1 \times 5} = 5$ Acceptable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
and passing the virus on from person to person both inside and outside the school		<ul style="list-style-type: none"> b) there is additional cleaning of vehicles c) there is organised queuing and boarding where possible d) there is distancing within vehicles wherever possible e) there is the use of face coverings 				
In the absence of effective communications on the safe procedures could potentially lead to passing the virus on from person to person both inside and outside the school		<ul style="list-style-type: none"> - Staff, pupils and families have been made aware that they must self-isolate at home and not visit the setting if: <ul style="list-style-type: none"> a) If they have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to their sense of smell or taste) b) While waiting for a coronavirus test result c) If they have tested positive for coronavirus – (this means they have coronavirus) d) If they live with someone who has symptoms, is 	$\frac{L \times C}{2 \times 5} = 10$ Tolerable	<ul style="list-style-type: none"> 14. Prior to reopening school ensure that all staff have a briefing on the requirements of the risk assessment 15. Arrangements to ensure that Inductions continue taken place 	AW AW	$\frac{L \times C}{2 \times 5} = 10$ Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>waiting for a test result or has tested positive</p> <ul style="list-style-type: none"> e) Someone in the support bubble has symptoms, is waiting for a test result or has tested positive f) If they are told by NHS Test and Trace that they been in contact with a person with coronavirus g) If they have symptoms of coronavirus, they need to self-isolate for at least 7 days h) If they live with someone who has symptoms, they will usually need to self-isolate for 14 days i) If someone in the support bubble has symptoms, they will usually need to self-isolate for 14 days <ul style="list-style-type: none"> - Staff and pupils have been made aware when wearing a face covering to, <ul style="list-style-type: none"> a) avoid touching your face or face covering, as you could contaminate them 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> with germs from your hands b) change your face covering if it becomes damp or if you've touched it c) change and wash the face covering daily d) if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste - Staff briefings have taken place (Inset Days) on the requirements of the risk assessment including the amended fire procedures. - Induction procedures have been developed for supply teachers and new staff that include the requirements of the risk assessment. - Parents are aware of, <ul style="list-style-type: none"> a) the risk assessment and safe arrival and departure routes in order to ensure they are aware of their safety responsibilities 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>both inside and outside school. This should include,</p> <ul style="list-style-type: none"> b) the need for active engagement 'test and trace' c) where possible, the need for minimal use of public transport to and from school, especially during 'peak times' d) if their child needs to be accompanied to the education or childcare setting, only one parent should attend e) their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) f) the 'one-way' walking system for parents and children to and from school to avoid congestion on footways to avoid compromising social distancing especially close to school. g) that they cannot gather at entrance gates or doors, or 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>enter the site (unless they have a pre-arranged appointment, which must be conducted safely)</p> <p>h) of the recommendations on transport to and from education or childcare setting (including avoiding peak times, i.e.</p> <p>15. Coronavirus (COVID-19): safer travel guidance for passengers</p>				
In the absence of procedures for dealing with someone who displays the signs of the virus (or has been tested positive) could potentially lead to passing it on from person to person both inside and outside the school	All staff, pupils, contractors and visitors	<ul style="list-style-type: none"> - Pupils displaying the signs of the virus to be sent home immediately - Established sickness reporting systems in the event that staff or pupils are tested positive for Covid 19. This includes contacting Public Health who will advise on further actions to be taken. - If a pupil is sent home with a suspected COVID 19 virus there are arrangements for staff and the parents of the other pupils within the 'bubbles' to be notified. - As per Government guidance, all staff are aware of the procedures for dealing with a pupil in school 	$\frac{L \times C}{2 \times 5} = 10$ <p>Tolerable</p>	16. Where the pupil or staff member tests positive, arrangements to discuss with Public Health England on whether there is a need for the rest of their class or group to be sent home and advised to self-isolate for 14 days.	AW	$\frac{L \times C}{2 \times 5} = 10$ <p>Tolerable</p>

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>displaying the signs of the virus, i.e.,</p> <ul style="list-style-type: none"> a) a pupil awaiting collection to be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. b) Ideally, a window to be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. c) If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom to be cleaned and disinfected using standard cleaning products before being used by anyone else. d) In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. e) If a member of staff has helped someone who was taken 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>unwell with a new cough or a high temperature, or loss of taste, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection</p> <ul style="list-style-type: none"> - As per Government advice, all cleaners have risk assessments covering the following for dealing with waste from possible cases and cleaning of areas where possible cases have been, i.e., <ul style="list-style-type: none"> a. Waste (including disposable cloths and tissues): to be put in a plastic rubbish bag and tied when full. b. The plastic bag to be then be placed in a second bin bag and tied. c. It should be put in a suitable and secure place 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>and marked for storage until the individual's test results are known.</p> <ul style="list-style-type: none"> d. Waste to be stored safely and kept away from others. Waste will not be left in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. e. if the individual tests negative, this can be put in with the normal waste f. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste g. If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by the local waste collection authority if they currently collect their waste or otherwise by a specialist clinical waste contractor. They will supply them with orange clinical waste bags to 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<p>place the bags into so the waste can be sent for appropriate treatment.</p> <ul style="list-style-type: none"> - If tested positive and as advice by Public Health, there are arrangements for the room/s used by the respective pupil/s or staff to be closed for a minimum of 72 hours and deep cleaned before use - Based on the advice from Public Health, those people who have been in 'close contact' with the person who has tested positive, will be sent home and advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 'Close contact' means: <ul style="list-style-type: none"> a) direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) b) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		minutes) with an infected individual c) travelling in a small vehicle, like a car, with an infected person				
Failure to support the welfare of staff and pupils during these difficult times could lead to additional stress and sickness absence.	All staff and pupils	<ul style="list-style-type: none"> - Safeguarding and Stress Policies - Counselling and support remain available for both staff and pupils - 1 to 1 wellbeing meetings are regularly held with all staff. <p>16. As part of the planning, there are arrangements for staff to have reasonable length breaks during the day and take fresh air.</p> <p>17. Areas/rooms have been identified for staff away from the classroom where staff can go to rest/relax whilst maintaining social distancing and ensure staff do not share cups, and appropriately clean eating utensils</p> <p>18. There are sufficient Mental Health First Aiders available.</p>	$\frac{L \times C}{2 \times 3}$ $=$ 6 <p>Adequate</p>	17. Ensure that the Stress Risk Assessment has been reviewed and updated	AW	$\frac{L \times C}{2 \times 3}$ $=$ 6 <p>Adequate</p>

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
Failure to have emergency and contingency plans could lead to indecision and delays and therefore potentially accidents and injuries.	All staff and pupils	<ul style="list-style-type: none"> - There are contingencies for maintaining meaningful virtual learning in the event of local 'spike' in Covid 19 cases. - Manager is always available at school whilst occupied with pupils to take the lead during an emergency - Emergency contacts including details of parents/carers are available - There are arrangements for sufficient trained First Aiders to be available whilst the school is open. There is also a defibrillator - Normal safeguarding, medical and security measures have been reviewed and remain in place. - There are sufficient staff trained in the administration of medication at school - All staff are aware of fire procedures - Consideration has been given to the needs of staff/pupils who require assistance in an emergency and there are sufficient resources to carry this out. 	$\frac{L \times C}{1 \times 3}$ $=$ 3 Acceptable	- Nil		$\frac{L \times C}{1 \times 3}$ $=$ 3 Acceptable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED <i>*To be completed prior to occupancy*</i>	I/C	RISK SCORE (RESIDUAL)
		<ul style="list-style-type: none"> - Contractors are made aware by the Site team of the need to observe social distancing and hand hygiene whilst on school grounds. - In the event of the absence of the site team, managers know how to check the fire alarm and set and reset it in an emergency - Site team carry out daily visual whole site checks (including fire doors to ensure they are closed) and carry out weekly checks of fire alarm. - The reception is secure will authorised access only into the main school. - Keys are easily accessible to unlock school gates in the event of evacuation away from the premises. - Site staff familiar with boiler and heating systems - Boilers set to come on automatically - Regular monitoring of water systems in accordance with the Legionella Risk Assessment 				

ACTIONS TABLE

No.	Action	Action Taken <i>*To be updated with progress until action has been fully completed*</i>	Date Fully Completed	By Whom
1.	Identify classes and classrooms where social distancing is not possible and enforce the use of face coverings. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.	While social distancing remains the advice by the government, Mosslands will require the pupils to wear masks at all times in classrooms and corridors. Pupils with valid reasons not to wear a mask with wear an identifier (lanyard or badge) Pupils are required to bring into school their own mask, school will support pupils who lose or break masks. Staff are required to wear masks in all circulation spaces and wherever they cannot ensure safe distancing.	5.3.21	AW
2.	Review in-house testing to ensure that there are sufficient resources to carry out the tests and that safety procedures are not compromised	The school hall has been converted into a 8 bay Lateral flow test centre. The test centre has the correct amount of registrars, testers, data collectors and cleaners, the school has taken the government guidelines done the traing and passed the tests, we are working to the NHS risk assessment highlighted below. http://www.mosslands.co.uk/attachments/download.asp?file=2373&type=pdf	5.3.21	CR
3.	Ensure that there are arrangements for sufficient stocks of hand sanitisers and disinfectant wipes to be available at all times	This is and has been ongoing throughout this pandemic. Stocks of PPE are assessed and ordered for up to a month ahead.	5.3.21	CR

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
4.	Ensure that there are arrangements for sufficient stocks of the PPE (i.e. cleaners, classrooms, First Aiders and catering staff) and they are made available as required.	<p>PPE is distributed as follows;</p> <p>Premises. Stock check and order PPE when necessary. Maintain and check daily the hand sanitisers in the corridors making sure they are functional and stocked. Hold the stock to be distributed to the school. Hand out to the faculty heads a supply of PPE so the department heads can distribute to their staff.</p> <p>Housekeepers. Maintain cleaning supplies teachers need in the classrooms, for example cleaning sprays, papertowels. React to calls for extra PPE Work very closely with premises team.</p> <p>Catering PPE is purchased by the catering team Catering also work with Premises for any urgent needs</p> <p>First Aiders Stock for first aiders are purchased in advance and disseminated by request from the First aider to Admin.</p>	5.3.21	CR

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
5.	<p>Ensure that First Aiders are aware of the latest advice, 'that Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of Covid</p> <p>After delivering any first aid</p> <p>Ensure you safely discard disposable items and clean reusable ones Thoroughly wash your hands with soap and water or an alcohol-based hand sanitiser as soon as possible'</p>	<p>All first aiders have been given extra safety PPE should they require the need for it. With there being so much testing it would be hoped that the first aiders are just dealing with first aid and not Covid. Any boy experiencing symptoms of Covid will be isolated and parents/carers asked to remove the boy.</p> <p>All items are removed and binned after use. The first aider has a small bottle of hand sanitiser for use in their bag. The first aider can go to any corridor and use the large hand sanitisers on the wall. The first adier can use sinks around the school and wash their hands with hot water and soap.</p>	<p>5.3.21</p> <p>5.3.21</p>	<p>CR</p> <p>CR</p>
6.	<p>Carry out regular (minimum weekly) monitoring of the cleaning arrangements to ensure that arrangements remain in place</p>	<p>We are constantly (daily) talking to cleaning/house keeping staff on our needs around the school. We are presently cleaning well above the minimum standard, the cleaning staff are very proactive and have a great pride in the importance of there duties and knowing what they have done and are doing have kept Mosslands pupils and staff safe.</p>	<p>5.3.21</p>	<p>CR</p>
7.	<p>Ensure that staff are aware that,</p> <p>a) used PPE and any disposable face coverings that staff, children, young people or other learners</p>	<p>All staff and pupils are to be made aware that;</p> <p>When they have finished with their disposable face coverings must be disposed of in our normal domestic waste system.</p>	<p>5.3.21</p>	<p>AW</p>

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
	arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings.	<p>Should a boy show symptoms of Covid-19, he must take his face covering with him, any face covering needing to be disposed of would need to be separately bagged and removed for 72 hours before being disposed.</p> <p>All wearers of homemade non-disposable face coverings must bring in a plastic bag to put the item in and take home</p>	5.3.21	CR
8.	Review procedures and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school; implement year group 'bubbles'.	<p>Year groups are separated by a split timetable, although they move to subject specific classes, separation by year and time maintains separation.</p> <p>All years stay within their own year bubbles throughout the day including break and lunch times. Pupils wash / sanitise hands between lessons.</p> <p>Teachers will be responsible for their classrooms. Making sure their safe-area, is safe. Standing in the corridor at changeover of lessons. Making sure the pupils are behaving themselves. Making sure the pupils clean their hands with sanitiser as they enter the classroom. Making sure the pupils strictly adhere to the one-way system. When the teacher has finished in their classroom, they will need to close the windows, remove the door wedge, turn off the light and lock the door.</p>	5.3.21	AW

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
		<p>Library; Students go to the library for accelerated reading, this is done in the two rooms of the library. A strict code of practise will be put in place to avoid cross mixing of year groups. Librarians will need time between sessions to wipe down surfaces.</p> <p>House offices</p> <p>Two tables and 2 chairs will be put outside the house offices to allow the house staff some social distancing while making decisions while dealing with pupils</p>		
9.(a)	Whatever the size of the group, where possible, ensure there are arrangements for them to be kept apart from other groups and take necessary steps to limit interaction, sharing of rooms and social spaces between groups.	<p>All years will have a structured day separated by differentiated schedule. All years will have; Seperate breaks. Separate lunches Two canteens to be used, each a separate year for each sitting. Breaks taken in separate yards on a per year basis. The school is operating a one way system apart from the crush hall that is fully signed on the direction of flow. All corridors are signed with; Flow direction. Mask awareness. Hand cleaning awareness. Keep socially distancing.</p>	5.3.21	AW

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
9(b)	Whatever the size of the group, where possible, ensure there are arrangements for them to be kept apart from other groups and take necessary steps to limit interaction, sharing of rooms and social spaces between groups.	<p>Test Centre;</p> <p>Pupils will enter into far entrance of Senior Canteen, move along a socially distanced line and register.</p> <p>They will enter the test centre at the front of the hall, go to one of eight bays, be tested and exit through the junior canteen. The shutters will be open at all times.</p> <p>At the end of each testing session the cleaners employed for the testing will clean down, the main canteen, the walkway across the kitchen and the exit at the junior canteen.</p>	5.3.21	CR
10.	Ensure that staff are aware that pupils and teachers can take books and other shared resources home, although they should limit the number of shared resources that are taken home, limit the exchange of such resources and avoid unnecessary sharing.	<p>Teachers and pupils are to be told that they can now take books and other shared resources home, although they should limit any unnecessary sharing.</p> <p>Any resources that needs to be shared will have to have a cooling down period before being used by the next person/group or be suitably sanitised.</p>	5.3.21	AW
11.	<p>Prior to reopening ensure that,</p> <p>a. Classrooms and other learning environments such as workshops and science labs have been organised maintaining space between seats and desks where possible</p> <p>b. Consideration has been given to lessons</p>	<p>Labs and workshops have a large area and fewer students in them. The teachers will keep the pupils at a correct social distance, if not the pupils have to wear mask, to avoid any issues and maintain safety it is preferred that all wear masks.</p>	5.3.21	AW

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
	or classroom activities taking place outdoors	The PE and drama staff have been made aware of the guidelines and have been instructed to apply rules and practices to keep the pupils and staff safe.		
12.	Review and update fire risk assessment and fire procedures to ensure that there is social distancing between 'bubbles' whilst evacuating and at fire assembly areas and also to ensure that all internal fire doors are closed on activation of the alarm.	The fire procedures have been put up around the school, although our aim is to keep everybody safe with as much Covid-19 measures/controls in place, we have to see sense that the pupils and staff are all regularly tested, therefore in the event of a fire it is better to get everybody out in what is normally under 4 minutes. While outside in the yard the years are in their own year groups but have been asked to face in the reverse direction so the head/his team are not surrounded by the pupils	5.3.21	CR
13.	Carry out fire drills	It is a legal requirement for the school to be tested in a fire drill each term, we did have an outage in December. This will be discussed with the head when we do the next one, probable be the summer term. Due to the lockdown, we will not have a drill before Easter.	5.3.21	CR
14.	Prior to reopening school ensure that all staff have a briefing on the requirements of the risk assessment	The Head is having meetings daily with all staff on the requirements for a safe return to school. This RSA will be published on the school website available to the staff and public.	5.3.21	AW
15.	Arrangements to ensure that Inductions continue taken place	Communications to all staff and pupils range from letters and emails home, to direct meetings. In the week commencing March 1 st the Head has been meeting the teachers, from March 8 th he will be meeting the pupils. In the meetings he will clearly outline what needs to be done by everybody to stay safe and what needs to be done if anybody is or is suspected of being ill or feels unsafe.	5.3.21	AW

No.	Action	Action Taken *To be updated with progress until action has been fully completed*	Date Fully Completed	By Whom
16.	Where the pupil or staff member tests positive, arrangements to discuss with Public Health England on whether there is a need for the rest of their class or group to be sent home and advised to self-isolate for 14 days.	The school is regularly in touch with Public Health England and will take advice as and when it is needed in the event of a positive test. We submit an MDS form to the LA / Public health team for each positive case and follow the guidance as it is issued.	5.3.21	AW
17.	Ensure that the Stress Risk Assessment has been reviewed and updated	This is constantly re-inforced and was the subject of staff training presented by SAD, safeguarding lead to all staff in the sessions starting 1.3.21.	5.3.21	AW

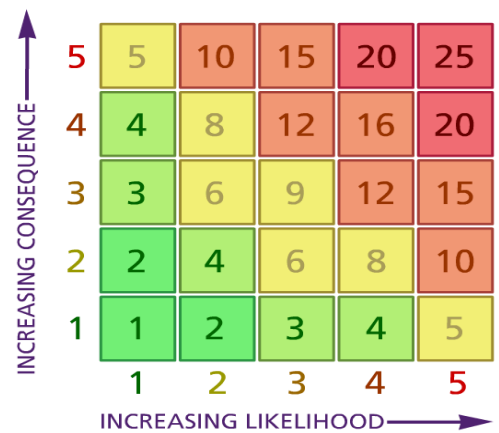
Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant



- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.