OCCUPATIONAL RISK ASSESSMENT

School: **The Mosslands School**	Date assessment undertaken :	Assessment undertaken by : **Chad Raftery (Operations Manager)**
Situation : **School remaining open during the COVID-!9 crisis.**	Review date : **In the event of changes in circumstances at the school or LA / government advice**	Authorised by :

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
In the absence of 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, contractors and visitors	General Infection Control • Staff and parents are aware of the need to stay at home if they are unwell with a new, continuous cough, or a high temperature to avoid spreading infection to others • Promotion of good hygiene practices including not touching hair and faces, regular washing and 'catch it, bin it, kill it' approach • Staff and pupils are encouraged to take part in testing and contact tracing • Stable grouping, one extended session per visit to school. This means that groups can remain in	L x C 3 x 5 = 15 Tolerable	Coms 1) Carry out staff briefings (Inset Day) on the requirements of the risk assessment including the amended fire procedures and ensure that they are included in the staff handbook. 2) Ensure that staff have been made aware PHE advice: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 3) Contact parents to ensure that they are aware of the risk assessment and safety requirements both inside and outside school including safe travel arrangements and minimising adult to adult contact when dropping off or	AW AW AW	L x C 2 x 5 = 10 Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		the same classrooms, at the same desks / chairs, and with the same teachers preventing unnecessary movement around schools and cross contamination • Staff are aware of the need to maintain good hygiene including teachers washing hands before handing out resources • In order to reduce movement around the school, prevent cross contamination and mixing of pupils; where possible, groups to remain in 'bubbles' using the same classrooms and the same desks Social Distancing • Staff and pupils are aware of the need to maintain social distancing whilst at school • Reduced staffing and pupil levels • Contact has been minimised by reducing occupancy of school (max 80 – 100) and reducing class sizes (max 30%) • Where possible, staff who are not required to attend at school to work from home		collecting pupils. Also, request parents to encourage pupils where possible to either walk or cycle to school and not to attend unless necessary. Staffing 4) Arrangements to ensure that there are sufficient teaching and support staff to be present for pupils. General Infection Control 5) Ensure that there are always sufficient stocks of hand sanitisers, disinfectant wipes. 6) Arrangements to ensure that regular hand washing is encouraged by setting routines throughout the day when pupils wash their hands in addition to after using the toilet e.g. upon arrival in school, before lunch. 7) Arrangements to ensure that whilst the school is occupied there are always, - soap and hot water in toilets - hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and they are regularly replenished - lidded bins in classrooms and in other key locations around the site	AW CR AW CR	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		• Arrangements in place for staff and pupils who require 'shielding' i.e. ==extremely clinically vulnerable== or have relatives at home who are 'shielding', to have additional measures. This includes home working, remote education and individual planning for maintenance of social distancing for staff. • Pupils can already hang coats on backs of chairs in classrooms (except for science) thereby allowing social distancing to be maintained. PPE • ==The council has supplied the school with,== - ==Fluid-resistant surgical facemasks== - ==Disposable aprons== - ==Disposable gloves== - ==Hand sanitiser== - ==Full-face splash visors== Rooms & Offices • Whilst occupied, where possible, windows left open and doors propped open in classrooms to		for the disposal of tissues and any other waste, their double bagging and emptying - 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 Social Distancing 8) Reinforce the need to maintain social distancing within school and during break times with staff and pupils. 9) Visibly display social distancing signs at key locations, e.g. corridors, outside toilets, receptions, areas where there will be queues, etc. 10) Identify areas within science for pupils to hang their coats without having to share a common cloakroom areas. 11) Establish staff and pupils who require 'shielding' or have close relatives at home who require 'shielding' so that they can be home tutored or work at home. If not, there should additional measures to protect them at school.	AW CR CR AW	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)

		increase ventilation and reduce need to touch handles
		• Offices for both admin and operations staff have been assessed for maximum capacity and not to be entered by teaching staff whilst occupied
		• Additional disinfectant wipes provided in all occupied rooms
		
		Cleaning
		• Additional requirements for regularly cleaning areas has been assessed and the number of cleaners required on site identified, i.e. 3.
		• Classrooms, offices and communal areas in use has been limited in order to reduce the need for cleaning
		• Regular cleaning and disinfection using standard cleaning products. These involve objects, resources and surfaces that are regularly touched including classrooms, offices, bathrooms, kitchens grab-rails in corridors and stairwells and door handles.
				12) Seek advice from the LA to establish those staff and pupils who are particularly vulnerable (e.g. diabetes, BAME, etc) and, when known, either develop additional measures at school (e.g. extra staff, etc) so that they are able to have the same opportunities as others or make arrangements for home working/tutoring.
				13) Arrangements for identifying,
				    a. one way systems
				    b. separate entrances & exits
				    c. time tables and break times to be staggered
				    d. limiting the number of pupils using the toilets and wash basins at one time
				    e. sufficient supervision on pupils arrival and departure, on corridors, at playgrounds and near to toilets (preventing overcrowding)
				    f. alternative arrangements for going outside during break times when there is inclement weather
				
				14) Develop procedures to allow parents/carers to remain in contact to highlight any queries whilst maintaining
					AW
					
					AW/ CR	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		• Regular clearing of waste and collection of bins. • Regular cleaning of workstations by teachers, staff and pupils prior to and after use. Washing • Toilets and other areas have a regular supply of hand soap and sanitiser • Supply of appropriate cleaning solution and wipes for computer workstations. • Staff and pupils are aware of the need to carry out handwashing on arrival at school, prior to eating, after using the toilets, after handing post/deliveries, prior to administering medication, and any other occasion when there is a hygiene requirement. • Signage in place around school and in toilet areas reminding about regular handwashing for 20 seconds minimum.		social distancing, e.g. appointment systems, telephone appointments, identified meeting room/s maintaining 2 metre distancing, etc. 15) Ensure that teachers plan lessons/activities to maintain social distancing. 16) Assess all rooms, classrooms and offices that are to be occupied to ensure that there is social distancing including seating arrangements. Where possible, ensure that any unnecessary furniture (in particular fabric chairs) is removed. 17) Identify areas that are not to be used and are prohibited and ensure that they are taped off. Behaviours 18) Seek advice from the LA on how staff are to safely carry out physical interventions if there is need to protect pupils and others from harm. 19) In order to ensure that suitable provision is in place, review and, if required, update Individual Risk Assessments, especially for those who exhibit anti-social behaviour.	AW AW AW/ CR AW/ CR AW AW	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)

				Transport
				20) As part of the planning, consideration given to,
				   a. how many pupils will be travelling at the same time,
				   b. how those pupils are likely to travel,
				   c. likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school.
					AW	

				21) Where possible, include arrangements for staff who have no car and cannot walk or cycle to travel safely to school (when use of public transport is discouraged and car sharing other than between members of the same household is not permitted).	AW	
				First Aid 22) Ensure that First Aiders are issued with LA First Aid Flow Chart and follow the updated first aid guidance, i.e. a. Where possible maintain distance and assess their ability to assist a conscious casualty with minor ailments	AW	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
				or illnesses at as distance of 2 metres.		
				b. When this is not possible, the first aider must also use additional PPE as supplied by the LA.		
				23) Seek advice from the LA on the latest Resuscitation Council advice on delivering CPR and ensure that staff are aware.	CR	
				PPE		
				24) Establish from the LA when and who is required to use the PPE supplied.	CR	
				25) Ensure that there are sufficient stocks of the PPE (i.e. cleaners, First Aiders and catering staff) and they are made available as required.	CR	
				26) Ensure that staff and cleaners are aware of when to use the PPE, how to correctly wear it and how to dispose of it.	CR	
				Rooms & Offices		
				27) Ensure that in the foyer,		
				a. there are visible 2 metre markings on the floor so that admin staff can talk to visitors from behind the glass panel	CR	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
				b. there is a supply of hand sanitisers c. all furniture is removed d. arrangements for admin staff to book in and arrange supervision of visitors		
				28) Identify other means of communications for teaching staff to contact admin and operations staff without having to enter offices.	AW	
				29) Review fire procedures and fire risk assessment to ensure that where internal doors are wedged open to increase ventilation and reduce touching of door handles.	CR	
				30) Review fire procedures to ensure that 2 metre social distancing is maintained whilst evacuating and at fire assembly areas.	CR	
				31) Ensure that staff are aware that rooms are not left unoccupied without doors being closed.	AW	
				32) Ensure that teachers review classrooms and remove unnecessary resources and items that are not easily washable or wipeable	AW	
				33) Assess any areas where there is a potential for queues, e.g. dining rooms, toilets, etc and mark the floors with 2 metre markings.	AW/ CR	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)

				<u>Cleaning</u>
				34) Teachers to review lessons/activities to ensure that there is minimal use of shared resources and equipment. If anything needs to be shared, that it is cleaned before and after use.
				35) Ensure that contractors, including cleaners, have 'suitable and sufficient' risk assessments in accordance with PHE guidance. For cleaners this should include,
				    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 protection used whilst cleaning
					AW
					
					CR	

In the absence of procedures for dealing with someone who displays the	All staff, pupils, contractors	• Established sickness reporting systems in the event that staff or pupils are tested positive for Covid 19	<u>L x C</u> 3 x 5 = 15	36) Ensure that 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 'bubble' to be notified.	AW	<u>L x C</u> 2 x 5 = 10

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
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	and visitors	• Pupils displaying the signs of the virus to be sent home immediately • Room/s used by the pupil/s or staff believed to have the virus are closed for a minimum of 72 hours and are deep cleaned before use	Tolerable	37) As per Government guidance, ensure that all staff are aware of the procedures for dealing with a pupil in school displaying the signs of the virus, i.e., - 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. - 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. - 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. - In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit	AW	Tolerable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
				the GP, pharmacy, urgent care centre or a hospital. - If a member of staff has helped someone who was taken unwell with a new cough or a high temperature, 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 - Where the pupil or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	CR	

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
				38) As per Government advice, ensure that 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., - Waste (including disposable cloths and tissues): to be put in a plastic rubbish bag and tied when full. - The plastic bag to be then be placed in a second bin bag and tied. - It should be put in a suitable and secure place and marked for storage until the individual's test results are known. - 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. * if the individual tests negative, this can be put in with the normal waste * if the individual tests positive, then store it for at least 72		

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
				hours and put in with the normal waste - 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 your waste or otherwise by a specialist clinical waste contractor. They will supply them with orange clinical waste bags to place the bags into so the waste can be sent for appropriate treatment.		
Failure to support staff and pupils during these difficult times could lead to additional stress and sickness absence.	All staff and pupils	• Safeguarding and Stress Policies • Appropriate supervision for staff to provide support • Regular briefings with staff • Counselling and support remain available for both staff and pupils	L x C 2 x 3 = 6 Adequate	39) Ensure that there are sufficient Mental Health First Aiders available. 40) Complete or update the schools stress work assessment to remind all staff of support available.	AW	L x C 2 x 3 = 6 Adequate
Failure to have emergency and contingency	All staff and pupils	• Manager is always available at school whilst occupied with pupils to take the lead during an emergency	L x C 1 x 3 =	41) Ensure that there are sufficient First Aiders at school whilst occupied with pupils. Arrangements can be made	AW	L x C 1 x 3 =

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
plans could lead to indecision and delays and therefore potentially accidents and injuries.		• Emergency contacts including details of parents/carers are available • Sufficient trained First Aiders • Accessible defibrillator • Normal safeguarding, medical and security measures have been reviewed and remain in place. • 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. • 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. • Keys are easily accessible to unlock school gates in the event of	3 Acceptable	with nearby schools to ensure that there is first aid cover. 42) Ensure that there are sufficient staff trained in the administration of medication at school whilst occupied with pupils. Where this cannot be achieved, in special circumstance parents/carers can be asked to come in. 43) Ensure that all contractors are aware of the need to observe social distancing and hand hygiene whilst on school grounds. 44) Ensure that kitchen staff observe social distancing, hand hygiene, wear PPE as required in the risk assessment and also maintain food hygiene standards. 45) Ensure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist. 46) Review and update the security Risk Assessment to ensure that it is fit for purpose, especially around controlling and preventing unauthorised access.	AW CR CR CR CR	3 Acceptable

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		evacuation away from the premises. • Site staff familiar with boiler and heating systems • Boilers set to come on automatically				
Black and Asian Minority ethnics	Staff and Pupils	• Any employee within the shielding or vulnerable categories should follow the guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-1		47)		
Restraining students.	Staff and pupils.	• For students that have individual risk assessments, and it is identified that restraint is required PPE should be considered and provided for staff. • Considering the potential risks to staff and other children it may be drawn as a decision by the school that some students identified as		48)		

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		requiring restraint do not return at this time if the PPE requirements are not deemed as reasonable for staff. • In special school setting, as the event of student restraint is much more likely to occur - consider if PPE is required to be worn at all times. The practicality of this will differ in each setting and be dependent on the number of students that are identified as needing restraint. Individual risk assessments for each student will identify if it is safe for them to return to the school setting at this time. • Where possible limit the number of students to teacher ratios to minimise disruption to other students. • Consider bubble sizes and if they can be reduced for those bubbles containing a child that requires restraint.				

HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		• Individual assessment needs to be made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis. • Refer to Local Infection Control Guidance for PPE requirements. • In special school settings, or when teaching a child with special educational needs, it may be challenging to maintain social distancing. In these cases, PHE recommend that where staff are working within 2m of anyone else (pupil or staff), single use of disposable gloves and a disposable plastic apron are required; if there is an additional splash risk (e.g. a spitting child), sessional use of both a FRSM Fluid resistant face mask and eye protection or a face shield would be indicated by risk assessment.				

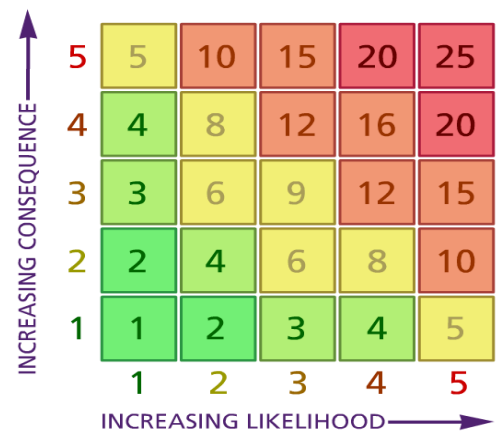| HAZARD	AT RISK	EXISTING CONTROLS	RISK SCORE	ACTIONS REQUIRED *To be completed prior to occupancy*	I/C	RISK SCORE (RESIDUAL)
		Symptomatic children and staff should be following the 'stay at home' guidance				
Clothing	All Staff and Pupils	• There will be no school uniforms. Staff will be asked to change clothes daily		49)		
Pens	Pupils	• To minimise cross contamination pupils must bring there own writing implements in.		50)		

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

INCREASING CONSEQUENCE					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

INCREASING LIKELIHOOD→

(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.