

## Moorlands Risk Assessment



**Date completed:**                      **March 2022**                      **Review date:** As needed but at least weekly

**Health and Safety Law states that employees must take reasonable care of their own and other people’s health and safety, co-operate with their employer, tell someone if they think the work or inadequate health and safety are putting anyone’s health at serious risk.**

**Risk:**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

**COVID-19**

What are the hazards?	Who might be harmed?	Control measures	Likelihood	Severity	Risk Level	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of communication about school procedures relating to COVID-19	Teaching, non-teaching staff, children, cleaners, cooks	<ul style="list-style-type: none"> <li>• Sharing of risk assessment – signed read response</li> <li>• Opportunity for all stakeholders to express voice on risk assessment</li> <li>• Stakeholders able to speak to SLT regarding concerns</li> <li>•</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>•</li> </ul>	Head Teacher to ensure risk assessment is shared with all stakeholders.		
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> <li>• School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Refer to RA check list and premise logs</li> <li>• Pre-use visual checks are carried out by the user on all equipment.</li> <li>• All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>• Annual kitchen checks carried out August with Swift.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Any defects or faults are reported, and equipment taken out of use.</li> </ul>	Site Manager Head Teacher		
Lack of adequate	Staff Pupils	<ul style="list-style-type: none"> <li>• Door handles and surfaces are wiped frequently – school and</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Deep clean if an outbreak is detected and school is closed.</li> </ul>	Head teacher Site manager	When necessary for	

handwashing facilities leading to staff, pupils, service users spreading virus in workplaces	Parents Service providers	<p>LL</p> <ul style="list-style-type: none"> <li>• Pupils and staff wash their hands when they arrive in the morning Before and after break times and dinner times and as they leave.</li> <li>• Hand sanitizer is provided outside the exits for arrival and departure times. This is moved into the school for use in the day. 1 in KS1, 1 in KS2 and 1 in the hall.</li> <li>• Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices.</li> <li>• Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>• Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> <li>• <u>Posters</u> displayed to promote</li> </ul>				<ul style="list-style-type: none"> <li>• Contact Public Health England and follow their advice.</li> <li>• Daily reminders for pupils of the importance of good hygiene practices.</li> <li>• Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> <li>• Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</li> </ul>	<p>SLT Cleaning staff Teaching staff Non-teaching staff</p> <p>All adults responsible to report identified problems to SLT.</p>	<p>a deep clean Daily surfaces are cleaned regularly</p>	
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		the correct handwashing techniques							
Lack of up to date information regarding Coronavirus leading to inadequate control measures	Staff Pupils Parents Service providers	<ul style="list-style-type: none"> <li>SLT to follow Government guidelines and Public Health information. Additional controls where they feel appropriate.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Changes to advice and updates provided to staff when they in.</li> <li>Governors to be kept updated through Head's discussions with the chair.</li> </ul>	Head teacher	Daily update / when updates are issued	
Poor personal hygiene practices leading to a quicker spread of the virus.	Staff Pupils Service providers	<ul style="list-style-type: none"> <li>Posters displayed in workplaces promoting good hygiene practices (e.g. "<u>catch it, bin it, kill it</u>")</li> <li>Staff, pupils to cough/sneeze in their sleeve if a tissue is not to hand and then wash their hands.</li> <li>Tissues made available at in all rooms.</li> <li>Used tissues placed into lidded bin and hands washed after sneezing/coughing.</li> <li>Staff, pupils to wash their hands after coughing.</li> <li>Public Health hygiene posters displayed throughout the school</li> <li></li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff not to touch nose, eyes, mouth, face</li> <li>Pupils encouraged to not touch nose, eyes, mouth and face of themselves and other – hands to be washed if seen</li> </ul>	Head teacher Site manager SLT Cleaning staff Teaching staff Non-teaching staff	All adults responsible to report identified problems to SLT.	

Lack of general cleanliness around the classroom	Staff Pupils	<ul style="list-style-type: none"> <li>Classroom/ LL to be cleared of equipment that is not needed and stored away.</li> <li>Staff are responsible for the tidiness of the classroom – rooms to be kept tidy, books used then kept in the cupboard to reduce the amount of items out in the classroom.</li> <li>Cleansing wipes are provided in each room for cleaning</li> <li>Cleaners to clean all tables, chairs etc. in the classroom, rooms</li> <li>Handles and door wipes regularly</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Ensure wipes are available</li> </ul>	Site manager Teaching staff Cleaning Team  Lunch time team	Daily check	
Exposure to COVID-19 following Government guidelines (adults and children)	Staff Pupils Service providers	<ul style="list-style-type: none"> <li>LL building self-contained-classroom, toilets and free access to the playground.</li> <li>Ventilation – Windows open for ventilation where possible; if this becomes too cold, to open for ten minute periods to allow ventilation of air.</li> <li>P.E. sessions – Albion Foundation outside, gymnastics in the hall</li> <li>After school club –gymnastic, Albion</li> <li>.Staff 's choice to wear visors/masks.</li> <li>Times are staggered for the start and end of the day..</li> <li>Dinner times, the hall is in use unless cases increase in school.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Check on regular updates from the Department of Education and Public Health.</li> <li>Purchasing of additional stocks and checking they are not low.</li> </ul>	Head teacher Site manager SLT Cleaning staff Teaching staff Non-teaching staff  All adults responsible to report identified problems to SLT.	Daily checks SLT, care taker and all staff are responsible for their actions	

		<p>Key Stage 2 staggered time in the hall. To reduce the amount of children in the hall at one time.</p> <ul style="list-style-type: none"> <li>• Children to use hand sanitizer as they arrive, leave and before and after each break.</li> <li>• All staff and pupils have access to hot water for hand washing.</li> <li>• Face masks, visors, gloves and aprons available for staff located in school office. It is the responsibility of the adult to acquire this when needed.</li> <li>• Parents/carers can only visit the school by appointment.</li> </ul>							
Risk of exposure to staff, pupils, parents and other external providers who attend the site	Staff Pupils Service providers	<ul style="list-style-type: none"> <li>• Any staff / pupils with any symptoms follow the government guidelines for self-isolation. It is staff responsibility to report this to the Head Teacher.</li> <li>• School reception is closed off to parents. They can ring to inform the school of any concerns or make an appointment so that social distancing can be maintained. This will be conducted outside.</li> </ul>	2	4	8	Restricting access to the site	Head teacher Site manager  All adults responsible for monitoring their own health and taking appropriate action.	Daily	
Outbreak of COVID-19	Staff Pupils Parents Service	<ul style="list-style-type: none"> <li>• An increase in outbreaks – inform public health and take their advice/ follow government current guidelines</li> </ul>	2	4	8		Head teacher Site manager  All adults	Daily	

	providers	<ul style="list-style-type: none"> <li>Assemblies are conducted virtually.</li> <li>Visits/ trips can happen. LA guidance COVID safe places</li> <li>Music curriculum – SIPs are permitted based on Government guidance. A consistent person each time.</li> <li>School to follow current government guidelines or advise from the local authority.</li> </ul>					responsible for monitoring their own health and taking appropriate action.		
Staff, pupils with confirmed diagnosis of virus attends school rather than self-isolating.	Staff Pupils Service providers	<ul style="list-style-type: none"> <li>Head teacher to follow government guidelines</li> <li>Pupil - if they are unwell or have symptoms will be isolated in the hall until they are collected – organise test.</li> <li>LL isolation in the cloakroom in LL, PPE worn and parent contacted to collect.</li> <li>PPE is worn by the member of staff – gloves, apron. Mask and visor</li> <li>Staff to provide self-isolation documentation generated by the track and trace system.</li> <li></li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>A deep clean of school advised by Public Health. Contact Public Health if a case is identified</li> <li>Any infectious tissues to be double bagged when disposing</li> <li>Reviewed regularly</li> </ul>	<p>Head teacher SLT Site Manager</p> <p><i>Health and Safety Law states that employees must take reasonable care of their own and other people's health and safety, co-operate with their employer, tell someone if they think the work or inadequate health and safety are putting anyone's health at serious risk</i></p>	Arrange for the same day	

Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). High risk of an emergency at break times and dinner times due to the social distancing protocols in class</li> <li>PPE equipment provided – gloves, face mask, visor and apron. –</li> </ul>	3	4	12	Review regularly and monitor the accident slips	Head teacher  Adult delivering First Aid		
Insufficient numbers of trained personnel in safety critical roles (first aid, fire marshals, DSL)	Staff Pupils	<ul style="list-style-type: none"> <li>On site at all times at least one DSL</li> <li>Fire marshals onsite</li> <li>Appropriate numbers of First Aid, Paediatric First Aid and First Aid at Work.</li> <li>Fire Drills – to be carried out termly</li> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.</li> </ul>	1	2	2	•	SLT	Daily check	
Mental well-being of pupils is affected	Pupils	<ul style="list-style-type: none"> <li>Curriculum of pupils in will focus on nurture using Jigsaw curriculum and Happy mind, Healthy me.</li> </ul>	2	3	6		SLT	Weekly	

		<ul style="list-style-type: none"> <li>• Interventions focusing on mental health and anxiety: I, Titan, Buildblox, lego therapy</li> <li>• Class Teachers to inform SLT if concerned about a pupil's well-being.</li> <li>• Communication with parents who are concerned about their child and signpost to support.</li> <li>• Staff provided with a mental health and resources pack for support, website, lessons etc.</li> <li>• Wellbeing and Mental Health for children policy shared with staff – November 2021</li> <li>• Government toolbox for Mental wellbeing</li> <li>• Opportunities for pupils to share feelings.</li> <li>•</li> </ul>							
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>• Keep in touch meetings regularly organised to ensure staff are supported. Weekly review of how things are going.</li> <li>• Murray Hall counselling over the phone (8 x 1 hour) offered to all staff</li> <li>• HT to ensure employees are aware of the following advice:</li> <li>• Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> </ul>	2	3	6	Refer to <a href="#">Stress SSG</a> for more information Stress RA			
Mental well-being of staff is affected	staff	<ul style="list-style-type: none"> <li>• A weekly check for staff concerns/ anxiety.</li> <li>• HT and DHT not to pick up</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Signpost for support</li> </ul>	Head teacher	Daily review	

		<p>emails over the weekend. If staff need to contact the HT to do this by phone.</p> <ul style="list-style-type: none"> <li>• Counselling offered SLA Murray Hall</li> <li>• Government toolbox for Mental wellbeing</li> </ul>							
Lack of appropriate PPE for frontline employees / workers	Staff	<ul style="list-style-type: none"> <li>• Gloves, masks and aprons are available for staff. It is the responsibility of the adult to acquire this when needed.</li> <li>• PPE stocked are checked daily. Orders placed in advance to ensure that there is a plentiful supply.</li> </ul>	2	4	8	Local supplies of PPE are available-ordered masks, gloves and wipes and visors	<p>Head teacher Site manager</p> <p>All adults responsible for using PPE at identified points.</p>	Change of advice for schools	
<b>Additional information</b>								<b>Reviewed by</b>	<b>Next review</b>
<b>To ensure that governors are kept up-to-date</b>	<p>Weekly phone call to the Chair of Governors. Email updates when necessary throughout the week. Virtual meetings for FGM and Finance and Staffing - dates to remain the same.</p>								