



Assessment conducted by: Mark Ellison	Job title: Trustee	Covered by this assessment: staff, trustees parents, volunteers, and visitors.
Date of assessment: 10.02.21	Review interval: On-going	Date of next review: When further changes are made by the government

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm, or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

This risk assessment reflects government guidance and the school may close if instructed to do so

Risk Assessment Moorland Waldorf (ECTE)

Introduction.

This risk assessment template has been prepared to aid relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19).

Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), following the COVID-19 secure principles.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are: - older people, people with pre-existing health conditions, men, and people from BAME communities.

Basic Principles

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of elevated temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self-isolation for the case and household contacts.

The Risk Assessment

This document is intended to be a living document applicable for the duration as needed.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct to ensure its continued adequacy, as far as it is practical to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary added control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it will help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk.

Consultation

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and shows that you take their health and safety seriously.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors, and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - COVID 19 Risk Assessment • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	<p style="text-align: center;">Yes Meeting - .././.....</p> <p style="text-align: center;">RA Circulated</p>	Trustees	05.03.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are always followed – this includes withholding the names of staff, volunteers, and pupils with either confirmed or suspected cases of coronavirus. • Visitor Risk Assessment in place and specific guidance shared with any new visitors. • The school will seek to obtain risk assessments and or written accounts of visiting contractor's safe operating procedures implementing COVID-19 secure principles. This will require close co-operation between schools and other employers. • School will have discussions with key contractors about the school's control measures and ways of working, to ensure a covid secure environment • School will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. The school risk assessment will be shared with visitors. • Where possible any visitors should only be on site outside of the school day and their details should be recorded to aid the track and trace programme 				
Educational visits		<ul style="list-style-type: none"> • For the remainder of this academic year, educational residential visits will remain prohibited. • All non-residential trips must be agreed by trustees and a Covid specific risk assessment should be conducted for the visit • Trips are allowed in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. • As normal, staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. 	Yes	Trustees	In Place	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff should consult the health and safety guidance on educational visits when considering visits. 				
Infection Control	H	<p>Hand Washing/Use of sanitiser</p> <ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff, and visitors to wash their hands, e.g. before entering and leaving the school. Resources for staff and pupils https://campaignresources.phe.gov.uk/schools Pupils, staff, and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that has no less than 60 percent alcohol) and follow infection control procedures following the DfE and PHE's guidance. Enough soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Portable hand sanitisers will be made readily available Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Hand dryers will not be used, paper towels will be provided. All paper towels will be placed in pedal bins with lids on to reduce the spread of infection. <p>Social Distancing</p> <ul style="list-style-type: none"> Social distancing will be adhered to by all staff, visitors, and where possible children. Posters will be displayed around school and clear 		Trustees College	01.03.21	M

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		<p>signage and markings will always be used to remind staff and pupils in relation to social distancing.</p> <ul style="list-style-type: none"> • There will be no whole school/whole staff gatherings. • Desks in classrooms to be placed 2 metres apart where possible which all the children facing the front, where this is not possible, they should be at least 1 metre apart. • All visitors will report to reception and ensure they adhere to the social distancing rules and visitor guidance. • School hours will remain the same for children; however, staff and volunteers do not have to remain in school at the end of the day when children have left – where possible leave as soon as possible and complete work from home, if needed. • Social distancing must be adhered to in the school office, a maximum of 1 member of staff should enter the office at one time. • Although the school is a single bubble, contact must still be minimised between main class and kindergarten and within the classrooms. • No face to face meetings to take place. All meetings to take place via zoom. • Materials which need delivering to the office should be left outside in a box, and Claire will leave things that need collecting outside of the office to reduce the need to enter • Where possible communication should be through phone calls and e-mail <p>Procedures in school to reduce infection rate regarding equipment and use of resources</p> <ul style="list-style-type: none"> • Pupils will not share cutlery, cups, or food. All cutlery and cups (pupil's cups will be named) are thoroughly cleaned before and after use. • Staff should also have their own cup and cutlery, which they are responsible for cleaning. 				

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		<ul style="list-style-type: none"> • Children bringing packed lunch and or water bottles into school, items need to be wiped with sanitizer wipes by staff on arrival. • Pupils will be asked to bring a minimum amount of equipment into school to reduce the spread of infection from home to school and school to home • Outdoor play equipment will be cleaned daily pupils will wash their hands before and after use. • Children will access reading books, but after use they will be stored for 48 hours until returned to shelves in school. Staff will support children reading books to ensure close monitoring of cross contamination. • An individual pencil case will be supplied for each child, after choosing pencil, scissors etc. they place it in their pencil case and it will be theirs exclusively • Children will have to wash their hands often, but particularly after using shared equipment • Children should be encouraged where possible not to touch their faces or to put objects in their mouths. • Teachers to be directed to clear classrooms of non-essential equipment, particularly soft items. Where they are not needed, communal items should be removed. • Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these. • It is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping 				

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		<p>open doors, where safe to do so (bearing in mind safeguarding and security in particular).</p> <ul style="list-style-type: none"> • Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak . • Where any fire doors are opened to improve ventilation, this action should be recorded in the establishment’s Fire Risk Assessment, with instruction to return the door to its closed position fulfilling the function of the Fire Door at the end of the school day. In case of a fire, the fire warden must ensure that all fire doors are closed and do not remain propped open. <p>Face Coverings</p> <ul style="list-style-type: none"> • Wearing a face covering or face mask in schools is not required in the classroom. A face covering must be worn in communal areas around school (DFE guidelines). All staff to wear face coverings when leaving the classroom. All staff to enter the building with a face covering on and continue to do so until they reach their actual class. Face coverings are beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of one meters from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> - children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and 				

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		<p>needs direct personal care until they can return home. Staff attending to these children must also wear a mask.</p> <ul style="list-style-type: none"> - When staff carry out a physical restraint. - When staff support is required outside their normal class bubble - Within communal areas of school/staff room when required. - When visitors are in school working in classrooms and communal areas. - Administration of medication <p>Where a face covering is being used, both the mask and face should not be touched to avoid contamination from the wearer's hands. Any covering, if washable, should be washed daily. Face covering should be stored in a small case to avoid cross contamination when not in use.</p> <ul style="list-style-type: none"> • Face coverings should be changed if they have become damp or have been touched. • Children are not allowed to bring their own face mask into school. • Lidded bins to be positioned in all areas of the school for staff and students to dispose of used tissues, PPE, and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder. 				
Ill health/Reported cases	H	<p>The local NE Health Protection Team should be informed of cases in schools.</p> <p>Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, should not attend school and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p>		College Trustees	01.03.21	H

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		<ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms • Where the staff member tests positive for COVID-19, action should be taken as per Government guidance Working Safely During COVID-19, In Offices and Contact Centres at sections 7.1.1 & 7.1.2. • Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, COVID-19: Cleaning in non-healthcare settings outside the home. • The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if added action is needed. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. • Testing will first focus on the person's class, followed by their bubble, then the whole school if necessary, in line with routine public health outbreak control practice. • The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate • Staff can book a self referral test if they have coronavirus symptoms, this must be done within the first 5 days of having symptoms. 				

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		<ul style="list-style-type: none"> • People getting a test because they have symptoms and anyone living with them must stay at home until they get their results. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with proper adult supervision if needed. Ideally, a window should 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be kept (such as for a young child or a child with complex needs). • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • More information on PPE use can be found in the safe working in education, childcare, and children’s social care settings, including the use of personal protective equipment (PPE) guidance. 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g., respiratory, and nasal discharges, are cleaned up at once in line with the Infection Control Policy, using PPE always. 		College	01.03.20	M

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		<ul style="list-style-type: none"> Pupils who are unwell are not taken on school trips or allowed to enter public areas used for teaching. A record is kept of pupils with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health. Any added provisions for pupils who are vulnerable to infections are put in place by the college, in liaison with the pupil's parents where necessary. Staff can access infection control training https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a suitable member of staff. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Claire is informed by pupils' parents when pupils return to school after having coronavirus Staff inform Claire when they plan to return to work after having coronavirus. Regular monitoring of the schools cleaning procedures is in place 		Trustees College	01.03.21	M
Lack of communication		<ul style="list-style-type: none"> School staff report at once to Claire about any cases of suspected coronavirus, even if they are unsure. Claire with communicate directly with Linda Parker 				

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	H	<ul style="list-style-type: none"> • Claire contacts the local HPT at once about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools contact their local Health Protection Team (HPT) for specific recommendations for their school • Further information on health protection and communicable diseases can be found on NHS and Government websites. • Schools keep staff, pupils and parents updated about any changes to infection control procedures, as necessary. • The trustees contact the DFE’s helpline number for further advise if needed • Telephone:08000468687 Monday to Friday, 8am to 6pm 		College Trustees	On-going	M
Preparing for a school closure	H	<ul style="list-style-type: none"> • The school communicates with parents via email and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening. • The trustees put a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing. • College puts a plan in place for pupils’ continued education during a school closure to ensure there is minimal disruption to pupils’ learning – this includes a plan to monitor pupils’ learning while not in school. • The Behavioural Policy and Staff Code of Conduct are always adhered to. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. 		College Trustees	In Place	L

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		<ul style="list-style-type: none"> In case of the school being closed due to an outbreak, trustees will organise a deep clean prior to the school reopening. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to the pupil. 				
Preparing for the Re-Opening of Schools if needed	H	<ul style="list-style-type: none"> Provision is preliminary made for vulnerable students and those children of critical workers. Over time, the provision is increased, with students accessing specific areas of the school. Regular communication is shared via email and text message to parents and carers. College must ensure a plan is in place for those pupils' who continue to be home educated so that there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue. 		Trustees College	01.03.21	M
Vacant premises when needed	H	<ul style="list-style-type: none"> The site manager remains on-call in case of an emergency or if access to the school is needed. Valuable school property and equipment is identified, and reasonable measures are in place to ensure security. The site manager ensures the school premises is safe to return to before school activity resumes. Any hazards are reported to the site manager/ trustees as soon as possible and issues are resolved prior to staff and pupils returning to school. 		Site Manager Trustees	01.03.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The trustees ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 				
First Aid	H	<p>First Aiders</p> <ul style="list-style-type: none"> The school's first aid assessment has been reviewed to ensure an adequate provision, always including at least one paediatric First Aider present on site Appropriate PPE to be available to reduce the likelihood of infection transmission during first aid assessment or treatment. Advice from the St John Ambulance is available here. It is recommended that prior to any first aid intervention that the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor. <p>Where first aid can be carried out by a member of staff in class bubbles. If not this will be administered by a whole school first aider.</p> <p>CPR</p> <ul style="list-style-type: none"> For children it is recommended that rescue breathing & compressions are given as per training. www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is minor compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one-way face mask is available within the first aid box this MUST be used) and the visor which will be supplied for each named First Aider In adults Compression only CPR can be used 		College First Aid Trained Staff	01.03.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 				
Mental Health	M	<ul style="list-style-type: none"> Leadership will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress Staff will have access to QWELL.IO Children will be provided with mental health and wellbeing support by their class teachers, when needed 		College	On-going	L

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)