

RISK ASSESSMENT FORM- MANAGING HEALTH AND SAFETY

Directorate & Team: MOORPARK JUNIOR SCHOOL (The New Guild Trust)					Completed By: K PETERS, L WRIGHT				Date: 10.07.20		
revised for whole school Reopening from 1 st September 2020					Manager: K PETERS				Review Dates: (02.09.20) (28.09.20) (02.11.20)		
Hazard		Initial risk			Action plan				Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Lack of social distancing in the classroom resulting in direct transmission of the virus.	<ul style="list-style-type: none"> • Children • Staff • Parents 	2	5	m	Controls in place since June 20 Staff and some children now familiar with measures since June 1 st .	<ol style="list-style-type: none"> 1. measures within the classroom, ideally adults should maintain a 2m distance from adults and children as much as possible. If this can be done where possible it will help. Adults should avoid close face to face contact with children and minimise time spent within 1m of anyone. 2. children who are old enough or capable of understanding should be supported to maintain distance from others where possible and should not touch staff or their peers where possible. 3. classrooms will be adapted to support social distancing where possible. Children keep to their desks when in the room (KS2), sit side by side. Identified distanced space from the front teaching adult space 4. Remove excess furniture to increase space if space to do so– include community room & art room. 5. Social distancing ‘rules/posters’ created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom, corridors, toilets, entrances and exits etc) 6. Posters re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence. 7. Children isolated if cannot adhere to poster and spoken to re the need for social distancing, parent/ carer support to understand risks of staying in school. 8. Feedback – using large whiteboard and interactive whiteboard not close interaction as much as possible , air drop using I Pads. If on spot marking then follow reduced time with closer contact. 9. Children to use same desk/individual equipment . 10. No bags or equipment to be brought from home at all apart from reading book bag diary and lunchbox. (reading books and diaries not in our out of school from start of term until further notice – measure introduced from whole staff INSET to work towards this, reading books supplied and promotion again for online reading tools for home reading in the interim). 	Staff Children SLT	01/09/20 and ongoing	1	5	M/

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						<p>11. Adults adhere to and promote 2m distancing rule within the classroom as much as reasonably possible.</p> <p>12. children will be set into year group bubbles.</p> <p>13. minimal movement of adults between bubbles.</p>						
<p>Lack of social distancing in children's toilets and poor hygiene resulting in direct and indirect transmission of the virus.</p>	<ul style="list-style-type: none"> Children Staff 	2	5	H	<p>Limited number of pupils only allowed to go to the toilet at any one time. Supervised by an adult. General hygiene education. Staff and some children now familiar with measures since June 1st.</p>	<ol style="list-style-type: none"> Children accompanied by one of the bubble adults to ensure social distancing. Only one child in the toilets at a time during lesson time. Only two maximum waiting outside the toilets from one bubble during lesson time. If there is already children in or waiting from a different bubble then return to own bubble to give time for vacant toilet. (more pupils allowed in at the same time to use every available toilet during own bubble during breaks always cleaned before and after bubble break – still supervised by an adult).updated Nov 2020 Allocated toilets for different groups of children (Close to where their teaching bubble will be based.) Number of toilets in each block limited. Hand gel used after toilet use as well as washing hands. Extra Signs in toilet re washing hands Extra soap stocked to ensure we do not run out. Touch points (handles) cleaned by accompanying adult after individual in class visit or before and after whole bubble of breaktime use. Cleaning stations for equipment outside toilet blocks and in each classroom. 	<p>Staff</p> <p>Children</p>	01/09/20 and ongoing	1	5	M/H	
<p>Lack of social distancing in adult toilets and poor hygiene – direct transmission of virus.</p>	<ul style="list-style-type: none"> Adults 	2	5	m	<p>Hand gel, soap & paper towels in all adult toilets</p>	<ol style="list-style-type: none"> Adults clean touchpoints before and after use. 	staff	01/09/20 and ongoing	1	5	m	
<p>Lack of social distancing on drop off and pick up to school resulting in direct transmission of the virus. (Including parents.)</p>	<ul style="list-style-type: none"> Children Staff Parents 	2	5	H	<p>Staff and some children now familiar with measures since June 1st.</p>	<ol style="list-style-type: none"> Allocated gate/door for each year group parents to arrive and leave from. Instructions shared re social distancing between families in the morning with parents and children. Signage for parents and children displayed outside the classroom. Staff to be on duty to supervise. Staggered drop off and pick up times for different bubble groups. Only one adult to drop off and pick up. Parents advised to drop off and collect. Y6 given parental or carer consent and permission to walk staff and families to raise awareness and understanding to ensure they are not meeting others before or after school. Parents, carers and visitors requested to wear a face mask if enter the school office. in the event of a localised outbreak of infection, staff to wear masks on school entrance and exit times. (implemented Monday 28th Sept – review weekly) parents and carers requested to wear a mask on school site inside and out (implemented Monday 28th Sept – review weekly) 	<p>SLT</p> <p>Staff</p> <p>Parents / carers</p>	01/09/20 and ongoing	1	5	M	

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Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus.	<ul style="list-style-type: none"> Children Staff 	same	4	5	H	Play zones that encourage children to play in spaced areas. Staff and some children now familiar with measures since June 1 st .	<ol style="list-style-type: none"> 1. Staggered playtimes for each teaching bubble. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned. (each bubble have their own playground equipment box) 3. Games discussed which encourage social distancing. 4. Staff supervision throughout – actively encouraging social distancing. 5. Children practise talking 2 metres apart – modelled by staff. 6. trim trail use for specified SEMH plans only due to difficulty in cleaning bubble breaks. 7. outdoor gym equipment cleaned before and after bubble breaks. 8. each class issued to their own first aid pack. (all staff are first aid trained) 9. during wet breaktime , children will remain in their lesson seat. (staff to find window of opportunity for fresh air/ outdoor break where possible through the day) 	SLT Staff Children	01/09/20 and ongoing	1	5	M
Lack of social distancing when eating lunch resulting in direct transmission of the virus.	<ul style="list-style-type: none"> Staff Children 	2	5	5	H	None Staff and some children now familiar with measures since June 1 st .	Lunch will be collected/ delivered from the kitchen by staff bubble and taken to the children sitting in their classroom.	SLT Staff	01/09/20 and ongoing	1	5	L, M
Lack of social distancing in the corridors resulting in direct transmission of the virus.	<ul style="list-style-type: none"> Children Staff 	2	5	5	M	None	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from identified door. 2. Agree instructions with children concerning going and returning to toilet (middle sink not used, one child through doorway at a time and supervised by adult linked to the teaching bubble.) 3. Messages to office via email, walkie talkie , telephone. 4. first aid , medical parent notes and medication kept in classroom bubbles not office 5. When moving class around the school – continue 2 metres between children where possible — regular practise this in the first few days. 6. staff to wear masks when moving between bubble areas e.g. to go to staffroom/ toilet. SLT & Office staff leaving offices. (implemented Monday 28th Sept due to local and national increase in infection review weekly) 	SLT Staff	01/09/20 and ongoing	1	5	M

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Contact of shared resources resulting in indirect transmission of the virus.	<ul style="list-style-type: none"> Children Staff 	2	5	H	Usual cleaning procedures in place. (Each day and end of half term.)	<ol style="list-style-type: none"> Children to have their own resources on their desk (tray)/ plastic wallet and not to be shared with anyone else for frequently used and touched items. children can share equipment within their bubble with regular equipment. If bubbles are sharing equipment it should be cleaned or left for 48 hours between use/ 72 hours for plastics. Tables, door handles and other surfaces cleaned every night and at identified points throughout the day. Any external doors that are not fire doors to be kept propped open to reduce contact points. Lessons planned for each teaching bubble so that resources are individual or on white board as much as possible and not shared across bubbles –. Children encouraged to wash hands regularly throughout the day. children provided with a school water bottle at the start of term. Children will wash their own bottle at least once a week (timetabled in class). Ensure bottles are clearly labelled with names at all times. (Pupils to keep the bottle on own desk.) teachers can take books and resources home if absolutely necessary. Avoid doing so as much as possible. children to stay in their own seat as much as possible , only minimal changes managed by staff if individual children need to for improved classroom management/ emotional/ behavioural support. Children to stay in own seats during wet / indoor playtimes (staff to seek outdoor opportunities for breaks/ fresh air outdoor time where possible and not crossing with other bubbles). 	Staff Cleaning service s (SBM)	01/09/20 and ongoing	1	5	M/H
Child or staff member displaying symptoms resulting in indirect transmission of the virus.	<ul style="list-style-type: none"> Children Staff 	1	5	H	Staff already aware of procedures whilst in school for key worker/vulnerable children. Staff and some children now familiar with measures since June 1 st .	<p>If a child displays any symptoms (cough, temperature, loss of taste/ smell,) they must immediately move to the designated sick room. Parents/ carers called to collect. Parents/ carers advised/ instructed to take the child to be tested. (Senior leaders to determine if need to provide home testing kit).</p> <p>An adult to support the child if they need it with full PPE, where appropriate, leave the child in the room with the windows open and the door closed. Observe and remain in communication with them through the window. (room will be deep cleaned afterwards). Staff to follow extra self cleaning afterwards.</p> <p>If a member of staff develops symptoms they should leave the building ASAP and telephone to speak to SLT.</p> <p style="background-color: yellow;">The isolation room will be cleaned after every ill child has left and all cleaning materials will be double bagged and stored in the back boiler room for 72 hours before disposal / or confirmation of negative test.</p>	SLT Staff	01/09/20 and ongoing	2	5	M/H

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						Public Health England (PHE) guidance and procedure will be followed at all times (see appendix for the latest issue)						
						Public Health England will be contacted and consulted at all times following a positive test for any staff, child or family.						
Emotional distress of the children.	<ul style="list-style-type: none"> Children 	5	3	H	Extensive PSHE and pastoral provision HSLW Assistant SENCO. Staff and some children now familiar with measures since June 1 st .	<ol style="list-style-type: none"> All staff will focus on quickly developing positive relationships with the bubble. Children know all staff. No outside agency or cover staff. recovery curriculum shared and understood by all staff. daily time to talk about lock down experiences, safety now and hopes for the future. Curriculum to be deliver to support children's well-being – slowly increasing the cognitive load. extra reintegration sessions and timetable in place for children with ESMH. 	SLT Staff	01/09/20 and ongoing		3	3	M
Emotional distress of the staff – including anxiety.	<ul style="list-style-type: none"> Staff Children 	5	3	H	Well-being weeks. Flexible arrangement for those clinically vulnerable Critically vulnerable shielding at home. Staff and some children now familiar with measures since June 1 st .	<ol style="list-style-type: none"> Staff meeting – virtually – to discuss concerns and shared control measures. (Continued weekly zoom meeting) Sharing of support helplines – Dove. At least one SLT member of staff on site every day for staff to share concerns with. staff check in with each other regularly through the day. Risk assessments reviewed after day one, week one and fortnightly after that or whenever necessary. Separate risk assessment for the office area. Extremely vulnerable staff (previously Shielding) follow individual reintegration plans. Buddy support from staff who have attended throughout for confidence. Share telephone numbers for self referral to counselling services. 	SLT	01/09/20 and ongoing		2	3	M
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus.	<ul style="list-style-type: none"> Children Staff 	3	5	M/H	Gloves and aprons currently used for 1:1 pupils who require intimate care.	<ol style="list-style-type: none"> individual risk assessments in place to support children with emotional needs – identify potential need for physical intervention and extra support to self regulate their behaviour if likely to display coughing, spitting, biting towards other children or adults. Full parental involvement and support prior to first day for successful implementation and action of individual plans.. (Specific SEND children will have individual risk assessment and plan to meet needs. Extra PPE stocked. frequent handwashing. extra time for reintegration sessions before the end of term and phased start in the new term to be in school before whole year group bubble. 	SLT staff SENCO	01/09/20 and ongoing		2	3	M

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<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus from surfaces.</p>	<ul style="list-style-type: none"> Children Staff 	2	5	M	<p>PSHE education on hygiene. Staff and some children now familiar with measures since June 1st.</p>	<ol style="list-style-type: none"> deep clean of the whole school site by city cleaning before start of term. (Summer holidays) Hand gel dispenser in all of the classrooms. Extra soap dispensers and re-fills in each classroom. Identified hand washing facilities for each teaching bubble/staff member in each classroom. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze, when returning from outside activities. Washing hands posters placed in all washing areas. Reminders how to wash hands properly Procedure agreed for children to wash hands so thorough hand washing – supervised by each teacher for their teaching bubble. Should children arrive to school with their own face coverings, the child will be asked to remove it without touching the front (from the ears and folding in), to safely deposit it in a plastic bag and taken home at the end of the day, or in the bin if it's disposable and then wash their hands again. (DfE guidance) Parents/carers will be informed of this safety precaution. Children to wear uniform. Parents & carers asked to wash school uniform daily. 	<p>City cleaning services (SBM)</p> <p>Staff</p>	01/09/20 and ongoing	1	4	M
<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus.</p>	<ul style="list-style-type: none"> Children Staff 	4	5	H	<p>Contact areas cleaning already in place. Staff and some children now familiar with measures since June 1st.</p>	<ol style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned each day using soapy water or antibacterial spray throughout the day by member of staff in their identified teaching bubble area. Resources will be rotated and left to de-contaminate after final cleaning to reduce the risk of indirect transmission. Soft furnishings and soft / cloth toys will be removed from use in classrooms. Cleaners to return to work before the school re-opens – external deep clean by City cleaning over the Summer holidays. 	<p>City cleaning services</p> <p>Staff & SLT</p>	01/09/20 and ongoing	2	5	M/H
<p>Risk of infection from visitors resulting in indirect transmission of the virus.</p>	<ul style="list-style-type: none"> Children Staff 	2	5	m	<p>none Staff and some children now familiar with measures since June 1st.</p>	<ol style="list-style-type: none"> No non essential visitors (except building works / social care & specialist children's services for immediate child need where necessary) , Parents and carers make appointment by telephone. Only one person at a time in the main entrance. Office hatch glass screen. Only one adult to drop off and collect children. Social distancing and school information notices outside main entrance. Visiting adults to wear a face mask. Visitors to site will be temperature checked and anyone over normal will be asked to leave. 	SLT	01/09/20 ongoing	2	4	M

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Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus.	<ul style="list-style-type: none"> Staff 	2	5	M/H	Very cautious approach: all vulnerable staff are working from home. continue to be shielded by the Trust	The Guidance states : <ol style="list-style-type: none"> Those who are clinically vulnerable – still strongly advised to social distance to strict 2 metre social distancing from colleagues and children. All vulnerable staff follow individual reintegration plans 	SLT Staff member	01/09/20 and ongoing	2	4	M
Staff not socially distancing	<ul style="list-style-type: none"> Children Parents/carers School staff Household members of all involved 	2	4	M	Guidance on sd distributed to staff and already in place for provision of KW/Vulnerable group so far most Staff now familiar with measures since June 1 st .	<u>Work spaces</u> Front offices will maintain distance from working stations When the occupancy changes all contact areas will be cleaned by the staff member leaving and again by the staff member arriving <u>Staff room</u> Sd reminders displayed in staff room Staff follow the rule that only one person is allowed in the kitchen area at a time Wipes for water heater, effective use of the dishwasher. One use teaspoons. Wipe before and after photocopier. Staff from different bubbles will not mix in the staff room as much as possible. Minimal cross over of staff into different bubbles. Staff advised to not car share from Nov 2020	SLT	1.6.20	1	4	L
<ul style="list-style-type: none"> Fire procedures are not appropriate to cover new arrangements for social distancing Possible absence of fire marshals 	<ul style="list-style-type: none"> Children staff 	2	5	H	Fire procedures established	Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Social distancing rules during evacuation and at usual muster points Additional muster point(s) to enable social distancing where possible to be shared with all staff and children in the first week back. Staff and pupils have been briefed with a drill on new evacuation procedures. All staff have been trained and briefed appropriately. 	Children Staff SLt	1.6.20	2	2	L
Risk of transmission from children returning from foreign travel.	<ul style="list-style-type: none"> Staff Children 	2	5	Risk of transmission from people returning from foreign travel	Children Staff Parents	<ul style="list-style-type: none"> Parents and carers requested to inform school of all foreign travel from Summer until further notice. Request parents to strictly adhere to quarantine rules from latest guidance. Parents to collect child immediately if school become aware of recent travel to a country that requires quarantine and the time has not been fulfilled. Child to work from home. Lots of advertisement on social media for parental awareness and support. 	Parents Staff	1.6.20	2	2	L

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Risk of transmission of virus during Educational visits	<ul style="list-style-type: none"> Staff Children 	2	5	M	Risk assessment for ed visits Evolve	<ul style="list-style-type: none"> Increase opportunity for outdoor, local area visits that can be accessed via foot rather than coach. Covid-19 SD measures in all visit risk assessments. Staff must make a pre-visit reconnaissance visit to check the visit site is fully Covid secure. Follow PHE guidance for transport. 	1.6.20	2	2	L
Risk of transmission of virus during music or PE lessons	<ul style="list-style-type: none"> Staff Children 	2	5	n	Risks assessment specific to subjects	<p>PE – SD sports activities , specialised staff leading sessions share SD measures with support staff prior to lessons. Reduced PE bubbles to 15 in a group PE social distancing activities planned Ensure PE staff regular hand washing/ sanitiser routines between groups. Ensure children given responsibility for managing group equipment (handing out, collecting in during lesson and from stores). Different sets of equipment for each year group bubble afternoon. PE equipment not used over playtimes (playtime equipment kept in bubble storeroom) – ensure all staff know this. Ensure external PE teacher only uses Moorpark equipment.</p> <ul style="list-style-type: none"> Music – wind instruments or singing or chanting outside only. (until further notice) , class instruments are different for each bubble. Outside music lessons where possible could introduce singing at a distance. 	1.6.20	2	2	L

The level of risk is calculated by:

The likelihood

x

The Consequence

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

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4 **Low** (acceptable)

No further action required

5 – 9 **Medium** (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements

Latest PHE guidance for symptoms

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

1.1 People who develop symptoms of coronavirus

1.1.1 When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.