

COVID-19 RISK ASSESSMENT

Educational Setting	Moorfield School and Nursery
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by	Tina Herbert (Head), Ian Findlay (Compliance Officer)
Version Number	3 (Amendments for latest version in blue)
Release Date	1 st September 2020

This Risk Assessment is a 'live' document and will be updated in line with latest government guidance and uploaded to Moorfield website

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Children staff	Review the total space available for teaching activities beyond classrooms.	Review other spaces which may be more suitable than a classroom, eg main hall and dining hall	SMT	27.05.20 During SMT meeting	√
		Classrooms should accommodate up to 15 pupils and 1 teacher + another adult. Ensure that fire exit routes are not compromised. Classes over 15 (S6) separated into 2 'bubbles'. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.	2 x S6 bubbles to be decided by LH/STT	STT/LH	01.06.20	√
		2m markings around school which children will need to adhere to as much as possible	MH move any furniture if needed to allocated spaces ready to be cleaned	MH	03.06.20	√
						√

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		Entering school through different doors Nursery/Reception through nursery doors F1 and S6 through main door Staggered break-times Staggered drop off and pick up times Separate toilet/sinks assigned to different 'bubbles' including key worker children	Make sure all children, parents and staff are aware of which door to enter by. Signs made	SMT TBC by SMT DF TH All staff	01.06.20 SMT meeting on 27.05.20 29.05.20 1/09/20 On-going	✓ ✓ ✓
Risk Assessment updated and amended on 20/08/20	All children and staff	Full opening of school from 1/09/20. Same controls as in Version 2 of risk assessment <ul style="list-style-type: none"> Children are not expected to socially distance, however this will continue to be encouraged. Regular reminders about hand and respiratory hygiene. <i>As much as possible, tables and desks</i> 	Reminder to staff on training days before children come in. Staff remind children throughout the day.	TH All Staff	1/09/20 All Staff	

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		<p>arranged so forward facing with as much space between as possible.</p> <ul style="list-style-type: none"> • Staff, <i>as much as possible</i>, to keep 2m from children. • Classes of over 15 now permitted. • Remind children of policy of 'no contact' as much as possible, particularly for younger children where social distancing is difficult. • Separate toilets for different year groups • Marking and signage to remain. 				
Cleaning	All staff Children	<p>Deep clean of all areas/rooms before staff and pupils return to school.</p> <p>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, light switches • Handrails on staircases and corridors, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles and any other contact points • Telephone equipment, • Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>If school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <p>Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</p> <p>To protect cleaning staff, they should begin at 4.00 pm when children have left the building</p> <p>Check list drawn up for cleaning, monitored and signed every day.</p>	Cleaning team	05.06.20	√
Cleaning				Cleaning team/TH	05.06.20	√

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Risk Assessment updated and amended on 20/08/20	All children and staff	Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination. Deep clean on Friday afternoon Enhanced cleaning for classrooms now to be used. Continue use of daily list for sanitising all contact points and equipment. Cleaning regime to continue 2 members of cleaning staff now unfurloughed so have full complement of 3 cleaners per day.	Laminated signs to be made for rooms/areas not to be used Cleaning list/record to be amended to take account of extra cleaning	DF TH	29.05.20 1/09/20	√ √
Sharing classroom equipment/	Children in school, families	Children to bring in own stationery equipment in a wipeable case. This is to be kept in school. Children do not use another child's equipment. Allocated table or desk which children must keep to. Observe 2m markings around school and spaces used. Children must not bring in anything from home (bags, books) Nothing to be taken home from school once brought in – apart from lunch boxes which will have to be wiped.	List to parents to detail what equipment is needed Letter to all parents detailing equipment and safety measures	TH/SMT TH	02.06.20 29.05.20	√ √

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		<p>No school uniform, normal clothes appropriate for play, short sleeves.</p> <p>Fresh clothes every day</p> <p>Hair tied back as normal</p> <p>If hot weather, sun hats can be brought in but must stay in school.</p> <p>Equipment (especially in EYFS) to be wiped/sanitised throughout the day as often as possible and at least before a different group of children are using it.</p>				
Risk Assessment updated and amended on 20/08/20	Children in school, families	<p>Children can now bring bags into school but must try and bring as little as possible into school (no toys or anything with fabrics)</p> <p>Upper school, children bring in own named stationery equipment.</p> <p>F1 and F2, wipeable , named zip bag with pencils, rulers, scissors, glue for each child.</p> <p>Continue to clean and sanitise as much as possible during the day.</p>	Make sure cleaning products available in EYFS room	MvE, KH	05.06.20 1/09/20	v v

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BUSHCRAFT		<p>Equipment being used at bushcraft to be clean when brought onto site and to be wiped clean if being used by different bubbles. Advise participants to put used tools in a cleaning area after use. Regularly used items on site eg swing to be disinfected between bubbles.</p> <p>Mud kitchen – after nursery children have used it, not to be used by any other groups (Reception could use it after a clean as they are in the same bubble. Ruth to make sure other groups know this – provide red and white tape to cordon it off if necessary.</p>				v
Lunchtime Catering facilities		<p>Review of provision of school lunch – cannot be provided at the moment due to safety and availability of staff and social distancing of children.</p> <p>Children and staff to bring packed lunch from home.</p> <p>Staggered lunch break</p>	<p>All staff and pupils should bring a packed lunch</p> <p>Lunch contained in hard plastic container which can be wiped at point of entry into school</p>	Explained to parents in letter home	02.06.20	v
Risk Assessment updated and amended on 20/08/20	Children, teaching staff, lunch-time staff	<p>School lunches to be provided.</p> <p>Three sittings in the dining room so that children can be spaced out and bubbles do not mix.</p> <p>Extra staff during lunch hour to supervise children and to clean and sanitise between sittings.</p>	Put in control/safety measures for kitchen staff (see 'Protecting Staff')	Dining room and kitchen staff/TH	3/09/20	

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Fire Safety		<p>Continue to observe the evacuation plan and remind all staff and children of the procedure on the first day back.</p> <p>Ensure all emergency escape routes / doors are fully operational and kept clear.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p> <p>Relaxation applied on allowing the propping open of classroom/corridor doors to reduce door handle contact. Teachers MUST ensure doors are closed if they and their pupils are leaving the room and ALL doors closed at the end of the school day.</p>				√
Access/Egress of school building	Staff Children parents	<p>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p> <p>Where possible, these can be propped open to reduce the need for touch, subject notes under Fire Safety.</p> <p>Wipes and sanitiser available at both sides of doors.</p> <p>Increased cleaning of handles and touch plates.</p> <p>Allocated drop off and collection times.</p>	<p>Detail 'one way' system to parents of F1 and S6 children</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements.</p>	TH/SMT	01.06.20	√ √

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<p>Risk Assessment updated and amended on 20/08/20</p>		<p>One parent only to bring child to school.</p> <p>One way route implemented for parents of S6 and F1 children; across the playground, observing 2 m distance, down the side of building and out of the back gate.</p> <p>Nursery and Recption – 2m markings to be observed as children are dropped off at the Nursery door to avoid a ‘huddle’ of parents.</p> <p>One way system in place for all parents.</p> <p>Same controls for staggered entry to continue. Reception/Nursery – nursery door at 8.30 S5/6 – Main door at 8.30 F3/F4– main door at 8.40 F1/F2 – main door at 8.50</p> <p>Staggered exits also in place.</p> <p>Nursery/Reception leave at 3.30 pm through Nursery door</p> <p>F1/2 – 3.30 pm – main door F3/4 – 3.40 pm – main door S5/6 – 3.50 pm main door</p>	<p>Provide relevant guidance to parents on drop off and pick up arrangements.</p>	<p>TH/SMT</p>	<p>31/09/20</p>	<p>✓</p>

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First Aid		<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p>	<p>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> • First Aid at Work • Emergency First Aid at Work • Paediatric First Aid • Emergency Paediatric First Aid <p>All First Aiders in school are up to date regarding qualifications.</p> <p>Review First Aid Policy</p>	TH/IF	03.06.20	√
Waste		<p>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely.</p> <p>Bins should be emptied daily.</p> <p>Bins must have lids</p>	<p>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p> <p>Order bins with lids</p>	TH/DF	01.06.20	√
Break/Lunch times		<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p>	<p>Staff will be required to stay with their bubble for breaks. Develop rota so that 2 staff members per bubble can share it and give each other breaks.</p>	Class teachers and teaching assistants	05.06.20	√

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Risk Assessment updated and amended on 20/08/20	Children and staff through shared equipment/spaces	<p>Morning Break – different play areas to be used by separate bubbles. EYFS – enclosed area (pen) F1/F2 – main playground F3/4 – one half of pitch S5/5 – one half of pitch</p> <p>Lunch breaks – 3 sittings will allow for different spaces to be used safely but the main bubbles will continue to use allocated spaces as in morning break.</p>	Any equipment used at break-times must be cleaned after use and children cannot share equipment.	Class teachers and teaching assistants	1/09.20	√
Staff/Pupils within the shielded group	All teaching and non-teaching staff	<p>All staff asked to inform SMT/Head if they are in any of the vulnerable groups.</p> <p>Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines.</p> <p>Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p> <p>Discussions with staff about main concerns.</p> <p>Drawing up guidance for staff on procedures for staying safe, inviting comments and suggestions</p>	<p>Discuss with SMT which staff will be returning to school and check for any staff meeting the criteria.</p> <p>Risk assessment then completed for individual staff member if needed</p> <p>Keep checking updated guidance and informing staff of</p>	<p>TH/IF</p> <p>TH/IF</p> <p>TH</p>	<p>03.06.20</p> <p>03.06.20</p> <p>03.06.20</p>	<p>√</p> <p>√</p> <p>On-going</p>

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Risk Assessment updated and amended on 20/08/20	All teaching and non-teaching staff	<p>for amendments from staff and include them in guidance.</p> <p>Continue to liaise with staff about safety concerns and continue with safety measures already in place.</p> <p>Vulnerable non-teaching staff to have option of wearing face masks. Teaching staff to have option of wearing face visors. In addition, to protect vulnerable or those caring for vulnerable people (PD) following measures in place:-</p> <ul style="list-style-type: none"> • Staff and children not to enter the kitchen at all or the servery during lunch hour. • Numbers for lunch choices to be put in Grizelda Collier's pigeon hole and collected by PD on Wednesday lunchtime • Staff must take down their own lunch plates from the staff room and place them on the table outside the kitchen • Supervision of children and collection of used crockery and cutlery to be done by those on lunch duties in the dining hall. 	<p>any updates</p> <p>Staff to read risk assessment first and invited to suggest amendments in necessary.</p> <p>Amendments approved by governors</p> <p>Version 3 of risk assessment to be made available to parents via website.</p>	TH, GC, MG	01.09.20	√
Contractors		All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u> .				√

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		All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.				
Property Compliance		The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed.	All normal checks that would have been carried out at this point in the term to be carried out eg, temperature and quality of water (legionnaires disease) fire alarms etc	MH	05.06.20	√
Hygiene		The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Every classroom to have hand sanitiser. Paper towels and hand sanitiser refills to be kept in plentiful supply. Keep checking stocks of Milton and sanitising products for cleaning surfaces. Tissues in every classroom. Children reminded of 'catch it, kill it, bin it'	Regular checks of stocks and ordered when necessary.	JF DF	On-going	√

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BUSHCRAFT		Running water (ideally warm), soap & paper towels to be provided in the bushcraft area. Paper towels to be put in a bin bag and disposed of at the end of each day (Bring up to main building where it will be disposed of with other waste).	Install on-site handwashing facilities in bushcraft area eg tippy taps and/or spa taps. Dispose of paper towel waste	RMcB & TH RMcB & NM	14.09.20 Ongoing	√ √
Accident reporting Covid-19 incidents		The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.				
Illness	Staff member or child develops COVID-19 symptoms	In the first instance, staff member must go home. Child with symptoms to be isolated in First Aid room first and parent must collect immediately. Children/parents/staff to follow guidance set out in the link below. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Teachers and support staff are eligible for testing for COVID -19 and this can be booked directly by the employee				
Staffing levels are suddenly reduced	All staff	Continue using teaching assistants if possible to cover absent staff. Consider taking other staff off furlough if possible	In letter to parents before opening the school on 8 th June, make it clear that a staff absence may result in part-time	TH	As needed	√

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Risk Assessment updated and amended on 20/08/20	All staff	<p>and appropriate.</p> <p>If staffing levels cannot be maintained part time offers of education in school will be made and these will be supplemented by remote learning.</p> <p>If a child tests positive for COVID 19, the whole bubble and class teacher must isolate for 14 days. Remote learning will resume from class teacher.</p> <p>If a staff member is ill and bubble is isolating, they cannot be taught remotely by their own teacher. In this instance, procedure will be put in place for other staff to deliver work to children via Google Classroom. All teachers and VC to be familiar with Google Classroom as a way of uploading work. Staff planning 2 weeks ahead and putting work in a folder on teacher resources/planning for other members of staff to access.</p> <p>Staff and parents to follow government guidelines.</p> <p>the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can</p>	<p>education or a return to remote learning.</p> <p>Teachers not yet familiar with Google Classroom to receive training.</p> <p>Parents who have not used GC before to access training through the on-line training videos already set up on website.</p> <p>Year 3 children to have some training on using GC</p>	CH, TH	As needed and on-going	

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		be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing				
Accommodating children of critical workers and vulnerable children alongside returning year groups. Risk Assessment updated and amended on 20/08/20	Children Staff Children staff	<p>Pupils of critical workers treated as a separate group.</p> <p>Critical worker children who are able to join a returning class if appropriate cannot then return to the critical worker group.</p> <p>Critical worker children who are in a year group which is not returning to school must remain as a separate 'bubble'</p> <p>If a whole bubble is isolating, then key worker care cannot be provided for children in that bubble as children are not meant to be in school.</p> <p>Key worker care will be provided in the event of another national lockdown if that lockdown includes schools.</p>	<p>Make sure all parents are informed of arrangements and the rationale behind it.</p> <p>Create a separate staff rota to supervise children in critical worker group.</p>	Monitored by TH	29.05.20	√

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Administrative Staff		<p>Children not to enter the office at all.</p> <p>Staff who need to speak to any administrative staff to phone or email in first instance.</p> <p>If staff do need to enter office, must observe 2m social distancing to protect admin staff</p>		All staff to be aware	All staff	√
Personal Protective Equipment		<p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</p> <p>See comments about PPE in 'protecting staff' part of the the risk assessment.</p>	Order suitable PPE for appropriate use eg, cleaners dealing with waste, staff supervising children with COVID 19 symptoms while waiting for parents to collect	TH/DF	01.06.20	√
						Risk Assessment updated and amended on 20/08/20
Behaviour		<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>School will carry out inductions to inform staff and pupils of the changes.</p> <p>Reinforce behaviour and procedures regularly.</p> <p>Encourage staff to cooperate with government</p>	<p>Copies of risk assessments and procedures to all staff involved in return to school.</p> <p>Meeting with staff involved via Zoom or in school to discuss any issues which may arise from risk assessment</p>	TH	29.05.20	√

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		plans for contact tracing.				
School Staffroom		Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	Include this on staff guidance for safety.	TH	03.06.20	√

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.

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- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.