



## Heart of the Forest School

### Risk Assessment

School Operation for September 2020 opening.

<b>Heart of the Forest School</b>	<b>Date of Assessment</b> <b>8.9.20 (reassessed</b> <b>04/01/2020)</b>	<b>Review Date</b> <b>ONgoing</b>
<b>Assessed by:</b>  <b>Name:</b> <span style="float: right;"><b>Date:</b></span>	<b>Staff Signatures</b>	

### Background and Context

This risk assessment is being completed to ensure the safe reopening of the school during the continued Coronavirus/Covid 19 pandemic. Although not traditional Health & Safety at Work, it is a health issue impacting on how we run our site, look after staff, pupils, contractors, visitors, etc. It also has implications for visiting our clients/customers and off-site visits.

**The Coronavirus risk in the UK:** The UK Chief Medical Officers have put the risk to the public as High.



### **The symptoms of coronavirus are:**

- a new continuous cough
- a high temperature/fever
- shortness of breath
- Anosmia - the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked. (Symptom added by Chief Medical Officer 18<sup>th</sup> May 2020)

These symptoms do not necessarily mean anyone has the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

### **Coronavirus is spread by:**

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.



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<b>Part 1: School Premises during phased wider re-opening of school</b>						
Health & Safety Compliance Checks where building has been unoccupied since COVID-19 lockdown.	Legionella due to standing water in water pipes.	All	Serious	Caretaker has continued to attend work as unable to work from home. Therefore, all weekly checks/running off of water has continued to take place.	Low	No Significant risk
	Fire Alarm & Emergency Lighting not working	All	Minor	Annual fire alarm service carried out by Stroud Alarms - 1 <sup>st</sup> April.	Low	No significant risk
	Lifting equipment failing to work.	Staff using equipment and pupils for whom equipment is used.	Minor	All hoists, slings, minibus tail-lifts LOLER inspected on 20 <sup>th</sup> & 21 <sup>st</sup> April 2020 by Allianz, Insurance & Asset Management providers on behalf of GCC. All equipment OK. Equipment is serviced annually and LOLER tested every 6 months.	Low	No Significant Risk
	Air Handling Units failing to work	All users of the room affected	Minor	All air handling units serviced 13 <sup>th</sup> May 2020 by Clancy's – annual service.	Low	No significant risk
	No hot water	All	Minor	All boilers serviced 13 <sup>th</sup> May by Clancy's – annual service	Low	No significant risk
Pedestrian traffic around the building	Social Distancing guidelines not followed. Risk of infection/contamination	All	Serious	COVID-19 posters to be displayed in reception for visitors. Screens to be provided for reception desk. Floor markings in reception to ensure visitors stand 2m apart. Floor markings around school to keep groups apart and maintain social distancing when arriving and departing school. Any visitors to the school to sign track and trace sign in sheet.	Low	Low
Classroom Entrance & Egress and Accommodation	Social Distancing guidelines not	All	Serious	Classrooms to be organised to maintain space. Unnecessary items have been removed and stored elsewhere. Soft Toys and toys hard to clean to be	Medium	Low



	followed. Risk of infection/contamination			<p>removed from class. Staff to identify doors which could be propped open to limit the use of door handles and aid ventilation. Windows to be opened to aid ventilation or plan in purge events regularly when windows/doors opened to aid ventilation.</p> <p>Laminated picture signs to be displayed in toilets and next to sink in classroom showing handwashing routine. Each class to use a 20 second egg timer or an alternative to teach pupils to wash for 20 seconds.</p> <p>All classrooms to have own designated cleaner. Classroom cleaning will take place at the end of the school day.</p> <p>Classrooms provided with cleaning supplies to clean through out the day as necessary</p> <p>Classroom staff will clean educational equipment used throughout the day if deemed necessary.</p>		
Use of Hydropool	<p>Social Distancing guidelines could not be followed due to pupil needing 1:1 direct support for hydrotherapy sessions.</p> <p>Risk of infection/contamination</p>	All	Serious	<p>Due to uncertainty about the risks the Pool will remain empty and hydro sessions postponed until further notice.</p> <p>Currently this risk is considered closed however it will continue to be monitored due to the ever changing nature of the pandemic.</p>	Low	Closed



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<b>Part 2: Business on site during phased wider re-opening of school</b>						
Suspected case in school (staff or pupil)  Confirmed case in school  Suspected case in a family  Confirmed case in a family  Spread of the virus within the establishment	Contact with infected persons	All	Serious	All visitors to complete track and trace sign in sheet on arrival in school. Covid 19 signs placed around school and at entrances/exits, staff and pupils reminded of importance of social distancing where possible. Staff and pupils in bubbles Those affected must follow government guidance as follows; Those who feel unwell should stay at home and should not attend school. They should book for a test. Tests can be booked via <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> Parents of pupils, or staff should inform the school of the test results as soon as possible. Track and trace systems will then be implemented and staff should follow government guidance on this.	Low	Low
	Contact with those developing symptoms of the virus during the working day	All	Serious	The class teacher will inform reception via phone or email The member of staff or pupil affected will leave the class immediately. The staff member will leave the school building immediately. The pupil will be taken to an isolation room (changing rooms by sports hall) to await parent pick up. The member of staff assisting pupil will wear PPE to protect them from any infection. Staff member and/or parent will be advised to book a test asap and let school know the outcome.	Medium	Medium
	Potential or real contamination of the building(s).	All	Serious	Discourage parents from sending in toys and other play items from home with child. Cleaning of equipment used in the class will take place throughout the day by class staff. All Classrooms will be provided with cleaner/disinfectant spray and paper roll. Any used should be disposed of in medical waste bin. Cleaners will deep clean, at the end of the pupil day, each	Low	Low



				room which has been used using appropriate cleaning products.		
	Contamination of building due to confirmed case	All	Serious	If a deep clean of the school is deemed necessary due to an identified case, this will be arranged by the Business Manager and may be up to the 3-day period before deployed. Take into account local authority advice for permission to close. All staff and parent/carers will be notified of the schools closure for this period.	Low	Low
	Contamination through Asymptomatic carriers who are sneezing, coughing, touching of surfaces with contaminated hands	All	Serious	Current guidance posters are on display around school. Complying with the national Catch It, Bin It, kill it campaign with the essential hand-washing message using with warm water and soap for at least 20 seconds. Each class will have their own sink with handwashing facilities. Additional hand sanitiser will be available if supplies can be secured and PPE should be worn at all times where social distancing is not possible (i.e. intimate care). Opportunities available for pupils, staff and visitors to wash their hands: <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> Adequate supplies of soap and the ability to dry hands effectively secured and provided. Pursue as far as reasonably practical strategies to remind everyone to resist touching face/nose/ears. Adequate supplies of tissues, gloves, aprons, and facemasks have been sourced. Good housekeeping is understood by staff and adhered to. A COVID-19 message is installed and displays on all class computer screens when locked as a reminder to staff to stay alert.	Low	Low
Use of hand sanitisers	Inappropriate use: Ingestion of sanitiser  Allergic reaction  Contact with the eyes	All	Serious	Providing/allowing the use of hand sanitisers that contain at least 60% alcohol but promoting hand washing as first defence. Recognising it is not possible to follow the hand wash advice at all times or everywhere, a hand sanitiser is back up protection unless there is some allergy. Safety Data Sheets for the product(s) will be obtained and advice on action to be followed if the sanitiser is not used as designed. This will also help with potential reactions to the product.	Low	Low



				Secure adequate supplies of the product if possible, and provide, especially in areas such as reception to the building(s).		
Pregnant Women	Possible complications for pregnancy. Implications for health of mother and unborn child	Pregnant women	Serious	Current In the pregnancy risk assessment consideration will be given to Covid 19. Government advice: Upto 28 weeks –Consider safe working measures After 28 weeks – Consider the person as clinically vulnerable	Low	Low
Cleaning	Coming into contact with others with the illness/cleaning surfaces and places that have become contaminated.	Cleaners	Serious	Employed cleaners carry out regular cleaning of rooms being used by pupils & staff. Full PPE provided. Staff using the building for educational purposes should follow the guidelines for working in school, making particular reference to the cleaning section. Waste from possible cases and cleaning of areas where possible cases have been to be disposed of in a plastic rubbish bag and then double bagged and stored until test results known. Waste to be stored away from children. Waste can be disposed of once negative test results are known or it has been stored for 72 hours. If storage not available arrange for collection as Category B infectious waste by clinical waste contractor.	Low	Low
Site Management SEE PART 1 for re-opening checks.	Failure to complete compliance checks renders the building unfit for use	All	Serious	Existing systems will be maintained to ensure all necessary checks from the day to day to the annual visits that may be due, will continue if contractor is able to attend.	Low	Low
School Contractors & Deliveries	Failure to complete annual maintenance tasks for compliance.  Unable to receive goods ordered	All	Major to Minor	Essential contract work will be completed if social distancing can be achieved. Staff present on those days will be kept informed in order that they can take the necessary precautions and self-distance themselves from the area of work. Deliveries to be controlled and left in main reception. Main reception desk to be fitted with 'Sneeze Screen' to protect admin staff from contamination. Visitors do not sign in with the same pen. Touchscreen to be wiped after each sign in.	Low	Low
Forest Pulse	Staff becoming contaminated with the virus and spreading to family members. FP Staff bringing virus into school	All	Major to Minor	Forest Pulse Staff to work in own office area. Staff will be encouraged to follow social distancing guidance and track and trace advice if required. Copy of School Risk Assessment provided to Forest Pulse Whilst on site Forest Pulse staff and visitors to adhere to School Risk Assessment and procedures.	Low	Low



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<b>Part 3: Provision for pupils during phased wider re-opening of school</b>						
Preventing the spread of the virus Adherence to social distancing guidance where possible at drop off/pick up times	Inadequate arrangements for 'social distancing e.g.: 1m+ separation. Lead to spread of virus	All	Serious	Arrangements so that those dropping/ collecting pupils do not gather in an enclosed space or in close proximity. Only one parent to accompany child to school. Signage indicating parents and escorts should not enter the school building. Parents to wear mask when on site. Signage indicating parents and escorts should not enter the school building.	Low	Low
Adherence to social distancing guidance during the school day	Inadequate separation leads to spread of virus	All	Serious	Pupils to be 1m+ away from each other as far as possible. Avoid large groupings of pupils e.g.: sports and playground games. Staff to follow guidance re social distancing in staffroom etc. School will be split into three larger bubbles ensuring where possible pupils do not mix across bubbles. Staff to wear appropriate PPE/ mask /visor at all times	Low	Low
Staffing the provision	Staff unaware of school expectations  Inadequate staffing to ensure the safety of pupils/ students attending the provision	All	Serious	Staff to receive new risk assessment prior to start of term. This will ensure all staff are aware of school expectations and informed about additional protective measures in place, including the wearing of PPE. Regular staff updates as and when new information is received. All staff will be communicated with using school e-mail and parent app. Staff responsibility to check e-mails and [padaily for up to date information. School will be split into three bubbles. Bubble 1 will be Early Years and Primary classes. Bubble 2 will be Seniors. Bubble 3 will be FE KS4. Pupils will eat lunch within their bubbles in the hall over a split lunch time. As some of the pupils will present additional challenges and their individual risk assessment will identify a range of 'control measures' to address safety, Bubble 3 eat in life skills room Contact details for all pupils are easily available if provision is required to close at short notice. In the case of a localised breakout where staff may be at home either ill, self isolating or with the possible re-introduction of shielding the school will assess each day whether it has the appropriate number of staff, any actions taken such as collapsing classes or shutting parts of the school will be communicated to relevant staff, in the event that the school	Low	Low





				may need to close in part or completely this will be communicated at the earliest time that it is known.		
	Staff becoming contaminated with the virus and spreading to family members	All	Serious	Control measures as Part 2 of RA above Recommend to staff that they remove clothing immediately on returning home and wash it in the washing machine. Also take a shower.	Low	Low
Arrival / departure of pupils/ students	Missing pupils/ collected by inappropriate adults	All	Serious	Signage indicating parents and escorts should not enter the school building. Register to be taken on arrival and to be available throughout the day. Arrangements in place to follow up non-attendance of expected pupils. Collection arrangements for individual pupils to be recorded so that all staff in classes are aware of those authorised to collect individual pupils.	Low	Low
Safeguarding of pupils/ students attending the provision	Safeguarding concerns not addressed potentially exposing pupil to risk	All	Serious	All School policies relating to Safeguarding to be followed at all times. Staff delivering provision have completed Safeguarding Training. Access to a DSL/Deputy DSL will be maintained. Concerns to be recorded on 'My Concern' software.	Low	Low
Provision of First Aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	All	Serious	Trained First aider to be present in each bubble. First aiders required to move between bubbles will wear appropriate PPE. Access to school first aid kits. EYFS requirements require a Paediatric trained first aider to be present when EYFS pupils are on site. Schools First Aid Policy to be followed.	Low	Low
Administration of medication	Illness or injury to those unable to access their medication	All	Serious	School policy and procedures for the administration of medication will continue to apply. Any queries will be raised with SLT before medication is administered.	Low	Low
Emergency arrangements	Unnecessary distress Injury/ death if premises not evacuated safely in the event of a fire	All	Serious	School office will be 'open' for parents/ carers to be able to contact the provision by telephone in an emergency. All staff to be aware of measures to take in event of an emergency evacuation e.g. Fire Register must be taken out	Low	Low
Pupil Behaviours	Contamination through sneezing, coughing, touching of surfaces with contaminated hands, touching faces etc	All	Serious	Pursue daily as far as reasonably practical strategies to remind everyone to resist touching face/nose/ears. Adequate supplies of tissues, gloves, aprons, and facemasks for staff. Good housekeeping is understood by staff and adhered to. Pupil individual behaviour plan revised to include strategies to reduce risk.	Low	Low
Personal Care of pupils	Contamination through bodily fluids	All	Serious	PPE to be provided and worn by staff when dealing with personal care issues including face shields in case of fluid splash.	Low	Low



First Aid	Contamination through bodily fluids  Contact with infected persons  Contact with those developing symptoms of the virus during the working day	First Aiders	Serious	<p>Employees providing first aid will not be expected to maintain 1m+ distance. The following measures will be adopted: -</p> <ul style="list-style-type: none"> <li>• Washing Hands or using hand sanitiser before and after treating injured person</li> <li>• Wear gloves or cover hands when dealing with open wounds</li> <li>• If CPR is required on an adult attempt compression only CPR and early defibrillation until ambulance arrives.</li> <li>• If CPR required on a child use a resuscitation face shield if available to perform mouth to mouth ventilation in asphyxia arrest.</li> <li>• Dispose of all waste safely</li> </ul> <p>If employees have close hands-on contact, they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	Low	Low
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil is placed at risk	All	Serious	<p>Teachers will make weekly contact through the use of phone calls and online platforms - concerns may become apparent during interaction with the parent/carer. These would be reported immediately to the DSL through the use of My Concern. Safeguarding flowchart on school website for procedure to follow if staff have safeguarding concerns. Currently this risk is considered closed as the school has re-opened, however it will continue to be monitored due to the ever changing nature of the pandemic.</p>	Medium	Closed
	E-Safety. Inappropriate staff contact with pupils	Pupils	Minor to Serious	<p>School Acceptable Use and Social Media Policies continue to apply. Staff must not make informal arrangements to contact pupils using their own phones/ devices etc.</p>	Low	Low
Parent Communication	Parent unaware of school expectations and procedures and feels isolated. May not engage going forward. Anxious about child returning to school post COVID-19	Pupils and their parents/carers	Minor to Serious	<p>Communicate to parents via parentapp and e-mail preventative measures being taken (risk assessment posted on website) Encourage parents to phone school and make telephone appointments with class teachers if they wish to discuss their child (to avoid face to face meetings) If meeting necessary consider a 'virtual platform'. Continue remote education for those pupils staying at home..</p>	Low	Low



<b>Part 4 – Update in light of new variant – Jan 2021</b>						
What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing	What <b>Hazards</b> are present or may be generated?	Who is <b>affected</b> or <b>exposed</b> to hazards? (Staff, pupils, visitors, contractors etc.)	What Severity of Harm can be reasonably expected?  (See Definitions Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the <b>Risk Rating</b> ?  (See Risk Rating Matrix Table 2)
New variant more transmissible	Higher likelihood of contact due to the new variant	All	Minor to Serious	All staff to be advised to wear face shields whilst at work, Staff to be reminded of importance of regular hand washing	Medium	Medium
	Visitors attending site	All	Minor to Serious	Only Multi-agency visitors to be allowed on site  All deliveries to be dropped outside of building and picked up from there  All meetings with visitors to be held virtually where possible	Low	Low
	Multi agency use of rooms crossing bubbles	All	Minor to Serious	Each bubble to now have a room set for use by multi agency,	Low	Low
	Teachers sharing PPA room/lunch	All	Minor to Serious	Teachers to undertake PPA in separate areas .Teachers to eat in their classrooms? Area to be disinfected after use.	Low	Low
	Pastoral Care (Behaviour)	All	Minor to Serious	Behaviour Support currently crosses bubbles when called on an emergency. Timetable to be reorganised so behaviour support is in contact with one bubble a day for ELSA sessions.	Medium	Medium



## References

1. The Department for Education Coronavirus helpline has been launched to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows: Phone: 0800 046 8687
2. Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)
3. Opening hours: 8am to 6pm (Monday to Friday)
4. Where to find the latest information:

Updates on COVID-19: <https://www.gov.uk/coronavirusGuidance> for educational settings:  
<https://www.gov.uk/government/publications/guidanceto-educational-settings-about-covid-19>

5. The Poster: <https://www.hw.ac.uk/documents/HPS-coronavirus-advice-poster-for-education-settin.pdf>
6. Health protection in schools and other childcare facilities  
[https://www.gov.uk/government/publications/health-protection-in-schools-and- otherchildcare-facilities](https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities)
7. Public Health England advice on " heavy duty" cleaning is at:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
8. NHS Website 'Every Mind Matters' - [https://www.nhs.uk/oneyou/every-mind-matters/?WT.tsrc=Search&WT.mc\\_id=Brand&qclid=EAlaIqobChMI1NSzgJiN6QIVV-DtCh0OxQptEAAYASAAEgIBm\\_D\\_BwE](https://www.nhs.uk/oneyou/every-mind-matters/?WT.tsrc=Search&WT.mc_id=Brand&qclid=EAlaIqobChMI1NSzgJiN6QIVV-DtCh0OxQptEAAYASAAEgIBm_D_BwE)



## Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the description 'Harm'	Likelihood of Harm	Meaning of Likelihood
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from school.	<b>High (frequent)</b>	Occurs repeatedly/ to be expected
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from school (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from school	<b>Low (Unlikely)</b>	Not Likely to occur

Table 2: Risk rating matrix: **Potential Severity of Harm** + **Likelihood of Harm** = Risk Rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review frequently particularly following any changes/updates to activities/procedures



## Appendix

### Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned as directed by any existing workplace risk assessment or manufacturer's instructions on the safe use of their cleaning products.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean and disinfect all hard surfaces or floor or chairs or door handles and sanitary fittings in the room, following one of the two options below:

use either a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine

or

a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into the waste bags.

When items cannot be cleaned using detergents or laundered, for example upholstered furniture and mattresses, steam cleaning may be used.

Spillages of blood and body fluids should be managed in accordance with the organisations spillage policy, before cleaning and disinfection. If any items are heavily contaminated with body fluids and cannot be appropriately cleaned, consider discarding. Gain permission to do this from the owner.

If an area can be kept closed and secure for 72 hours, wait until this time for cleaning, as the amount of virus contamination will have decreased significantly. The area can then be cleaned as directed by any existing workplace risk assessment or manufacturer's instructions on the safe use of their cleaning products