



Risk Assessment Full Opening of Moor House School & College site

School Name:	Moor House School & College
Site Details:	Mill Lane, Oxted, Surrey
Risk Assessment completed by:	MHS&C Senior Management Team
Risk Assessment Date:	22.04.2022

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and students of the School & College in line with the government guidance.

The following guidance has been consulted as part of the risk assessment process

[Guidance for people with symptoms of a respiratory infection including covid 19](#)

The government has removed remaining domestic restrictions in England. They highlight that there are still steps that can be taken to reduce the risk of catching and spreading COVID-19:

- Get vaccinated
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Risk owner
<p>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19</p>	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<p>Control Measures:</p> <p>Surveys have been undertaken to identify those staff with underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically vulnerable or clinically extremely vulnerable. HR holds and maintains a register of staff responses. Government advice highlighting steps that can be taken to reduce the risk of catching and spreading COVID-19 have been shared with all staff.</p> <p>Support and advice is available to all staff through our Employee Assistance Programme should they be impacted in any way from COVID. Referral to Occupational Health will be considered and discussed with employees wherever appropriate.</p>	<p>No</p>	<p>CS</p>
<p>Students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19</p>	<p>Clinically vulnerable and clinically extremely vulnerable pupils.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<p>Government advice recognises that respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19 and RSV. For most children and young people, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids. Very few children and young people with respiratory infections become seriously unwell.</p> <p>It is important that children attend school for their education, wellbeing, mental health and long-term development. Clinically extremely vulnerable pupils and students should have returned to their school or other educational setting.</p> <p>Latest advice can be found at the following link:- Guidance on protecting people who are clinically extremely vulnerable from COVID-19</p>	<p>No</p>	<p>BM</p>

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<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p><i>Control measures</i></p> <ul style="list-style-type: none"> • Anyone with symptoms of a respiratory infection, such as COVID 19, who also has a high temperature or does not feel well enough to go to work or carry out normal activities, are advised to stay at home and avoid contact with other people until they no longer have a high temperature (if they had one) or until they no longer feel unwell • If a staff member or student over the age of 18 tests positive for Covid using a LFD test, it is very likely that they have COVID and could pass the infection on to others even if they have no symptoms. If a staff member or student over the age of 18 tests positive, they should try to stay at home and avoid contact with other people for 5 days after the day they took their test. They should work from home if they are well enough and if they can. They can return to onsite working on day 6 after they took their test as long as they are well enough to work and they no longer have a high temperature. The requirement to have two consecutive negative LFD tests has been removed. • If a child, under the age of 18, tests positive for Covid using a LFD test they should stay at home and try to avoid contact with other people for 3 days after the day they took their test. They can return to onsite working on day 4 after they took their test as long as they are well enough to return and they no longer have a high temperature. • If a staff member tests positive for COVID, they should continue to notify their absence in the usual way and also notify covid@moorhouseschool.co.uk. It remains important that we keep record of the number of cases / suspected cases that we have in setting, so that we can take advice from the Health Protection Team if we suspect that we have an outbreak. • Any student who displays signs of being unwell is immediately referred to the school healthcare team. • Staff are vigilant and report concerns about a pupil's symptoms to the healthcare team member CO2 monitors are deployed across the site to monitor air quality. Where teachers become concerned with the recorded air quality, the maintenance team are available to discuss ways of improving ventilation whilst sustaining acceptable temperature levels. • The school health care team member/ designated member of staff contacts the Principal and Head of Care at the earliest opportunity about any cases of suspected coronavirus, even if they are unsure. • The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff. 	<p>No</p>	<p>HM</p>

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		<ul style="list-style-type: none"> • The student will be moved to a sick bay room in the school Healthcare Room or to their bedroom if they are a residential student. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • Students displaying symptoms of coronavirus do not come into contact with other students and as few staff as possible, whilst still ensuring the student is safe. • The student leaves the sick bay room to go home with parents by the safest route so that they do not encounter other students and staff as possibility should not go home via public transport. <p><i>Moor House will continue to work with their local health protection team who will be able to advise if additional action is required.</i></p>		

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Risk owner
Failure to be considerate of social distancing.	All Potential spread of COVID-19 between staff, pupils and others on site.	Staff and students are advised to wear face masks in corridors and communal areas should it be announced there is an outbreak of COVID at Moor House. Moor House will continue to support any student or member of staff who wishes to wear a mask in communal areas.	No	JM
Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	Good hand and respiratory hygiene remain imperative to minimising the spread of the virus. Staff, pupils, contractors and visitors are advised to wear face masks in corridors and communal areas should it be determined there is an outbreak of Covid at Moor House and this action is recommended by the local HPT.	No	CS
Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.	All. Potential spread of COVID-19 between staff, pupils and others on site.	The virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Control measures: <ul style="list-style-type: none"> • Stocks of cleaning substances, equipment, and PPE will be kept under review and additional stocks purchased as required. • Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.). • Cleaning staff have suitable PPE (i.e. disposable gloves and aprons as a minimum). • Cleaning staff are trained on changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE and all training is recorded. • Cleaning schedules compiled (or update existing schedules to reflect changes) and toilets have cleaning schedules on display. 	No	CS

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<p>Lack of risk assessments for any new/adapted therapy or teaching activities.</p>	<p>All. Various injuries arising from teaching activities.</p>	<p>Control measures:</p> <ul style="list-style-type: none"> • Risk assessment for tele-therapy is below. All parents have been informed and consented and all therapy staff have been consulted and trained on the guidelines. <p>J:\POLICIES and PROCEDURES and A-Z\MHSC INFORMATION SHEET FOR PARENTS TELE THERAPY.docx J:\POLICIES and PROCEDURES and A-Z\MOOR HOUSE SCHOOL TELE THERAPY GUIDELINES.docx</p>	<p>Yes</p>	<p>NM</p>
<p>Poor ventilation Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<p>All.</p>	<p>The general aim is to supply as much outside air as possible, with a high air change rate. For buildings with mechanical ventilation systems this may be achieved by adjusting the system settings. Windows and doors may also be used to create additional air flow. The recirculation of air should be prevented, and the settings of any heating and ventilation systems should therefore be adjusted accordingly.</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Staff are advised to open windows where possible and safe to do so – with external temperatures dropping it is only necessary to have windows ajar whilst rooms are in use. A full air change can then be achieved during breaks when the area is not in use. • Staff are advised that only doors with automatic fire closers can be left open to improve ventilation, and new fire closers have been fitted to many rooms. • Our air conditioning specialist contractor has been consulted to ensure that all relevant precautions are in place and that the system is compliant with current standards. Units serve single rooms and do not recycle air between space. The air conditioning units can also supply warm air as part of their function. • CO2 monitors deployed across high occupancy rooms 	<p>No</p>	<p>CS</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Risk owner
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</p>	<p>Staff who may be required to work from home whilst displaying symptoms or self-isolating following a positive test result</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Employees working from home can access guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing here: Working from Home: A Brief Guide for Employees. • Employees working from home know who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and have been provided details of the Employee Assistance Programme. • We will consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). • We will consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). • The outbreak management plan will consider the impact of staff working from home for longer periods as a result of having to close the school. 	No	CS
Lack of adequate communication related to updated COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	<p>All</p> <p>Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<p>The latest government guidance for people with symptoms of a respiratory infection, including COVID-19 can be found through the link below</p> <p>Guidance for people with symptoms of a respiratory infection including covid 19</p> <p>Employers have a duty to consult employees on health and safety. Staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the school. Staff should be encouraged to identify, speak up and provide feedback on risks and control measures.</p> <ul style="list-style-type: none"> • A risk assessment review is regularly reviewed by SMT and staff are advised to speak directly to their line manager about any concerns 	No	HM

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		<ul style="list-style-type: none"> • Staff to be given regular reminders of their duty to report concerns about health and safety and the mechanisms for doing this. • Staff working on-site are reminded regularly of their duty to identify and report any health and safety concerns so that these can be swiftly addressed. • Complete a training needs analysis to identify any additional staff training that will be required (e.g. first aiders/medical staff/boarding staff responding to a suspected case, changes in fire procedures etc.) • Domestic and catering staff have been trained in Covid hygiene protocols and the use of PPE. 		

Next review due:

Beginning of each term or when there is a significant change in Government guidance