

**Organisation name: Running Deer School (Running Deer C.I.C)**

**Date: 18th September 2020**

This risk assessment specifically addresses additional risks caused by Covid-19 and does not form the entire risk assessment for Running Deer School.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Students, staff, or visitors may transmit Covid-19 to one another.	Students, staff, visitors.  Anyone who comes into contact with the above groups.	<ul style="list-style-type: none"> <li>• Staff or students who experience any signs of Covid-19 infection must stay at home.</li> <li>• Students in school who experience, or who staff reasonably suspect display any signs of Covid-19 infection must be immediately isolated at school and sent home.</li> <li>• Staff in school who experience any signs of Covid-19 must follow the NHS guidelines (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19">https://www.nhs.uk/conditions/coronavirus-covid-19</a>).</li> </ul> <p>Staff experiencing symptoms must immediately inform Chris Bollons or Oliver Griffiths by telephone or email as well as their line manager.</p> <ul style="list-style-type: none"> <li>• Staff or Students who have been in contact with the virus must get a test and isolate for 14 days from the last contact, and inform Chris Bollons or Oliver Griffiths as well as their line manager.</li> <li>• Reminders of the signs of Covid-19, “social distancing” and hand-washing must be positioned around the site.</li> <li>• Staff, visitors, and students must wash their hands before entering the site.</li> <li>• Hand washing facilities (hot water and soap, and alcohol gel) must be available.</li> <li>• Staff, visitors, and students must be briefed on efficient hand washing in accordance with Public Health England guidelines.</li> <li>• Staff, visitors, and students must be instructed to cough into their elbow/a tissue away from the direction of any other person. Tissues must be disposed of in a lined and covered bin.</li> </ul>	1. Constant review of guidance and advice from PHE, NHS and the UK Government.	Oliver Griffiths Chris Bollons.	Ongoing.	Ongoing.

		<ul style="list-style-type: none"> <li>• Staff, visitors, and students must follow “social distancing” guidelines and should remain 2m apart from one another.</li> <li>• Where it is not possible to remain 2m apart from one another, staff, visitors and students must remain 1m apart from one another and use appropriate appropriate precautions (face covering, hand washing).</li> <li>• Staff and students must not work in groups larger than the student’s minimum staffing level.</li> <li>• Staff and students must remain outdoors as much as possible. If inside windows and doors are to be open where safe to do so.</li> <li>• Classrooms to be cleaned after every use using an antibacterial cleaning substance.</li> <li>• The Classrooms and toilets must be cleaned each day using an antibacterial cleaning substance.</li> <li>• Communal cooking (campfire cooking) is not permitted unless officiated by a senior member of staff with approval from the Health and Safety Officer.</li> <li>• Staff and students must provide their own food unless otherwise arranged in advance through Adam Baxter or Rachael Knight.</li> <li>• Staff and students must not share or swap food or drinks.</li> <li>• While transporting students, students and staff should take appropriate precautions (face mask). If students require support, for example accessing a vehicle or buckling their seatbelt, staff should use PPE (gloves and face mask). Students and staff should be positioned in vehicles in such a way as to maintain 1m social distance.</li> <li>• Visitors must be by appointment only. Visitors must enter classrooms or offices only where strictly necessary.</li> </ul>				
Students, staff, or visitors may transmit Covid-19 to the	Students, staff, visitors. Anyone who comes into	<ul style="list-style-type: none"> <li>• Students must wash their hands before leaving the school.</li> <li>• Students must bring their own water bottle.</li> </ul>	1. Constant review of guidance and advice from PHE, NHS and the UK	Oliver Griffiths Chris Bollons.	Ongoing.	Ongoing.

home environment.	contact with the above groups.	<ul style="list-style-type: none"> <li>Tissues must be disposed of in a lined and covered bin rather than taken home.</li> </ul>	Government.			
Students, staff, or visitors may contract Covid-19 from contact with the environment.	<p>Students, staff, visitors.</p> <p>Anyone who comes into contact with the above groups.</p>	<ul style="list-style-type: none"> <li>The school must as far as is practicable be kept clean and sterile. Surfaces such as gates, door handles, should be cleaned and wiped down frequently throughout the day.</li> <li>The Reception has been designated as a PPE storage and distribution point, and is out of bounds to students. The Blue Classroom is also out of bounds to staff except in circumstances where PPE is required.</li> <li>Neither staff nor students will have access to any catering equipment, cutlery, plates, bowls, mugs, cups, or kettles unless approved by the Health and Safety Officer .</li> <li>When using books, computers, tools or other equipment, staff and students must avoid touching their face and must immediately clean their hands either with hot water and soap or alcohol gel.</li> <li>Where safe (see the tool's individual risk assessment for further guidance), tools must be used while wearing gloves.</li> <li>Students must avoid bringing unnecessary items from home into the school environment. Where appropriate, necessary items should be cleaned and sterilised.</li> <li>Students must bring their own equipment for example pens, laptops, books or have such equipment issued to them personally and must not share such equipment with other students or staff.</li> <li>Radios must be cleaned before being handed in to charge overnight.</li> </ul>	1. Constant review of guidance and advice from PHE, NHS and the UK Government.	Oliver Griffiths Chris Bollons.	Ongoing.	Ongoing.
Staff or students may transmit Covid-19 during routine care, medical care, or violent incident.	<p>Students, staff, visitors.</p> <p>Anyone who comes into contact with the above groups.</p>	<ul style="list-style-type: none"> <li>All members of staff must carry a radio.</li> <li>Staff must follow routine and medical care guidelines.</li> <li>Staff must use PPE when performing routine care and medical care.</li> </ul>	1. Constant review of guidance and advice from PHE, NHS and the UK Government.	Oliver Griffiths Chris Bollons.	Ongoing.	Ongoing.

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|  |  | <ul style="list-style-type: none"> <li>• Should staff need to intervene physically with a student, they must as far as is practicable obtain support from other members of staff before intervening; the designated member of staff for PPE will distribute PPE suitable for close contact (less than 2m) to all staff who may be involved in a physical intervention (see <b>NOTES</b>).</li> <li>• Used PPE must be disposed of in a lined and covered bin.</li> </ul> |  |  |  |  |
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**NOTES**

**Instructions**

Specific instruction on social distances must be provided **daily**.

Specific instruction on hand washing must be provided **daily**.

Specific instruction on coughing into elbow or tissue and importance of safe disposal must be provided **daily**.

**PPE**

Unless otherwise stated, "PPE" in this document refers to the use of barrier gloves (nitrile or latex), an appropriate face mask, and where necessary a face shield and body covering or gown.

Specific training on the use of PPE must be provided in accordance with the Health and Safety in the Workplace Acts and Regulations must be provided **before use and thereafter where required**.

- Gloves – when gloves are appropriate to use, the correct procedure for donning and removing gloves, allergen risks, paradoxical risks, disposal.
- Face masks – when face masks are appropriate to use, the correct procedure for donning and fitting face masks and making a good seal, the correct procedure for removing face masks, paradoxical risks, disposal.
- Face shields – when face shields are appropriate, fitting, safe removal and sterilisation.
- Gowns and other body coverings – when coverings are appropriate, correct fitting and safe removal and disposal.

**Physical Interventions**

When acting as the carers of students, staff must endeavour to the best of their ability and as far as is reasonably practicable to prevent harm to members of staff, students, and other people.

Where a situation immediate threatens the safety of a member of staff, a student, or another person, it may be necessary intervene physically without specific Covid-19

personal protective equipment. Running Deer School should not persecute a member of staff who acts in accordance with the law to prevent harm occurring in such circumstances.

Running Deer School does not consider the threat of significant damage to property to be sufficient grounds for a member of staff to physically intervene to prevent that damage without using PPE (i.e., there is no immediate threat to the safety of a member of staff, student, or another person).

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>  
Combined risk assessment and policy template published by the Health and Safety Executive 11/11