



# RISK ASSESSMENT MOORFIELD PRIMARY SCHOOL

	<p><b>RISK ASSESSMENT MOORFIELD PRIMARY SCHOOL REMOTE LEARNING USING TEAMS</b></p>	
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<b>Location /Site</b>	Insert location and site where activity taking place
MOORFIELD PRIMARY SCHOOL	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
TEAMS MEETING WITH CLASS/SCHOOL/ small groups	
<b>Assessment date</b>	Insert date when assessment is being carried out
5 <sup>TH</sup> January 2021	

## Risk Assessment Guidance

**Hazard:** Something with the potential to cause **harm**.

**To Assess Risk:** Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

**Describe Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

**Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

**Multiply (S x L) = Risk Rating** (with controls).

Severity (S)	Likelihood (L)	Risk Ratings (R)	
Fatality = 5	Likely = 5	20 +	High Risk
Injury (Specified injury / RIDDOR reportable) = 4	Probable = 4	15-19	Medium Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3	Possible = 3	9-14	Low Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2	Unlikely = 2	4 – 8	Negligible Risk

<b>Identify hazard</b>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of supervision on the internet by parents</b>				
<b>Existing level of risk</b>		Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Parents ask to make themselves known to the host and asked to stay close to child for the meeting.</li> <li>2. Parents asked to login for the child using the authentication</li> <li>3. Parents received Parent and child protocols on how to use TEAMS and how to stay safe when using it</li> </ol>				
<b>Remaining level of risk</b>		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

<b>Identify hazard</b>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Members of the public attending – non invited guests</b>				
<b>Existing level of risk</b>		Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1.				
<b>Remaining level of risk</b>		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

<b>Identify hazard</b>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Parents not being aware of the risks of using TEAMS</b>				
<b>Existing level of risk</b>		Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Send parental internet guide specifically concerning TEAMS
2. Set out clear expectations for parents concerning their role in keeping the children safe- protocol shared with parents
3. Parents asked to ensure children are dressed appropriately.
4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child's bedroom

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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**Children acting inappropriately whilst on Zoom call**

<b>Existing level of risk</b>	Consider current level of risk
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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. All staff notify KH/ school office ( via text or phone call, if at home ) if any children are using the site in appropriately and this is followed with a telephone call to the child's parents
2. Children will be muted, unless invited to use it
3. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately.
4. Parent and child Protocols on how to use TEAMS appropriately shared with all families

<b>Remaining level of risk</b>	Consider level of risk following use of control measures
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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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**Adult or other children acting inappropriately by accident or deliberately**

<b>Existing level of risk</b>	Consider current level of risk
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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. All staff notify KH/ school office ( via text or phone call, if at home ) if any children are using the site in appropriately and this is followed with a telephone call to the child's parents
2. Children will be muted, unless invited to use it
3. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately.
4. Parent and child Protocols on how to use TEAMS appropriately shared with all families
5. Staff will remove any person from the meeting if the child acts inappropriately

<b>Remaining level of risk</b>	Consider level of risk following use of control measures
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## HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Parents making judgement about each other's homes</b>			
<b>Existing level of risk</b>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Parents suggested to ensure nothing in the background they do not want others to see – blank wall</li> <li>2. <u>Protocols on use of TEAMS shared with parents</u></li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Illegal or inappropriate content in the houses of the children</b>			
<b>Existing level of risk</b>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Members of staff will be the host of every meeting and will remove any family from the meeting. if this is necessary</li> <li>2. Check will be made when accepting children into the meeting and message sent to parent via email or phonecall from school</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Attendance of estranged parents on email system</b>	
<b>Existing level of risk</b>	Consider current level of risk

**THE EMMAUS FEDERATION HEALTH & SAFETY**

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. List of estranged parents to be given to office – DSL to be consulted to create the list			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk		
<b>NOT REDUCED THE OVERALL RISK</b>	<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>	
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Kathryn Heyes		5 <sup>th</sup> January 2021

<b>Risk assessment review</b>	
<b>Date:</b>	After day one/week one/ on-going
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>	
Who was involved in the Review	
Signature of those involved in the Review	

## Moorfield Primary School Expectations for Remote learning

### Parent

- Please ensure all safeguarding settings are implemented on IT devices being used for remote learning, by your child/children
- Please talk to your child/children on how to stay safe when working online.
- Please remind your child/children that despite being at home, the same level of level of behaviour and conduct exists as if they were at school. Our behaviour policy still stands.
- Please encourage your child/children to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer screen.
- We appreciate that space is in high demand, whilst both parents and children are working from home, where possible it is preferable that children work in a communal area to maintain safeguarding.
- Please ensure your child/children dress properly i.e. no pyjamas (They do not need to wear school uniform).
- Please ensure children have had their breakfast before logging on- they should not be eating whilst participating in lesson.
- Please reduce distractions i.e. TV/toys/pets etc. (NB pets should not be on children’s laps during lessons). Be aware of what is in the background and can be seen from your child’s screen.
- If you are sat with your child, supporting them during live lessons, please try to stay off screen.
- Wherever possible please ensure your child/children log on at the allocated start time for each session. Children should not log on before this time.

### Children

**Join** The scheduled meeting on time. When you enter the meeting, make sure you are in a quiet place without distraction (TV/toys etc.) and that an adult is nearby

**Mute** Please make sure you join the meeting with your keep your microphone muted. When instructed by a member of staff, you may unmute yourself to speak and then mute yourself again when asked. **DO NOT** hold conversations with other children unless you are asked to do so by your teacher.

**Be prepared** Come to any lessons prepared. You will need your book/paper, pen/ pencil handy. Ensure you pay attention during the session so you’re aware of the task you will need to complete. **ALL** English writing lessons **MUST** be written by hand on lined paper and not typed.

**Questions** If you have any questions during the lesson, raise your hand by pressing the hand icon in TEAMS and your teacher will know you want to speak. Make sure any questions are related to the learning. Your teacher might invite you to use the chat. Please **DO NOT** use the chat facility to chat between yourselves. The chat facility is only to be used to communicate with your teacher. You should only use it when asked to do so.

Do	Don't
Dress appropriately- No pyjamas please. Join on time Mute yourself immediately Keep your video on Refrain from eating during the lesson Raise the hand icon to request to speak Press LEAVE to hang up and finish the lesson	Have distractions nearby Be disrespectful during the lesson Chat to others unless directed to Unmute yourself unless you have been directed to b your teacher Stay on TEAMS or re-join meetings once the lesson has finished Use TEAMS to keep in touch with friends the platform is <b>ONLY TO BE USED</b> for learning .

