

Generic COVID-19 Risk Assessment for Dudley Learning Support Staff (Dudley)

Assessment conducted by:	Alicia Simpson Louise Shackleton	Job title:	Head of Dudley Learning Support Service	Covered by this assessment:	Staff and pupils
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Date of risk assessment:	19.06.20	Date of next review:	17.07.20 (or if Government Guidance should change)
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Completed with reference to the following Government Guidance

- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-pupilcare-settings>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Please note, this risk assessment is in addition to the risk assessments and procedures in school and by the LA and is specific to Dudley Learning Support Service

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

Additional site-specific issues and risks

- In the event that adverse weather conditions prevent working outdoors, either:
 - By prior agreement between the LSS Specialist Teacher and the school to move to an inside venue – following the appropriate operational guidance attached and the risks/actions noted below.
 - Postpone the session and arrange another suitable date for visiting.

	Risk Area and Identified Risks:	Current assessment of risk (H.M.L)	Risk Management controls: (actions to mitigate risk)	Additional Controls	Residual Risk Rating (H.M.L)
1	Risk of transmission of COVID 19 Contraction and transmitting COVID-19 from pupils, staff and parents The increased risk of COVID-19 to those with underlying health conditions	High	<p>Plan ahead</p> <ul style="list-style-type: none"> LSS Specialist Teacher to only visit one setting per day and block visits to a setting within a working week where at all possible. <p>Follow all risk assessments set up by school/setting The potential health risks to the individual from coronavirus (COVID-19), bearing in mind any underlying health conditions</p> <p>The government has advised to follow the generic guidelines:</p> <ul style="list-style-type: none"> Keep hands and face as clean as possible. Wash hands regularly for at least 20 seconds with soap and water Use a hand sanitiser where there are no facilities to wash hands – to be used when entering and exiting the school building Maintain a physical distance of 2 metres apart – individuals should not be too close to each other for more than a short period of time Touching of the face should be avoided Long hair to be tied back Glasses should be kept on or put in a case Clothes should be changed and washed daily Cover your mouth and nose into a tissue or sleeve (not your hands) when you cough or sneeze and throw the tissue away immediately into a bin (if available) or into a carrier bag, ‘catch it, bin it, kill it’. 	Carrier bag	Medium
2	Hand hygiene Risk of transmission of COVID-19 by touching face, surfaces and resources.	High	<p>Ensure that all staff:</p> <ul style="list-style-type: none"> Clean their hands on arrival/leaving at the setting, after sneezing or coughing, after handling resources/assessment tools and between pupil appointments. Wash their hands with soap and water for 20 seconds and dry thoroughly if access to a sink is available. Are encouraged not to touch their mouth, eyes and nose 	Hand sanitiser Bacterial wipes Plastic wallets Laminated assessment materials	Medium

			<ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Assessment tools/resources will be placed inside wipeable plastic wallets or laminated and cleaned in-between use. 		
3	Clothes	Medium	<ul style="list-style-type: none"> • Clothes must be changed and washed following the planned visit to school • Fabric lanyards to be removed or clip on or retractable lanyard to be considered • ID badge to be wiped with anti-bacterial wipes after each visit 	Anti-bacterial wipes	Low
4	Car	Medium	<ul style="list-style-type: none"> • Regularly wipe down heavily used areas such as steering wheel, gear stick, door handles, keys etc. with anti-bacterial wipes 	Anti-bacterial wipes	Low
5	Room (for one to one withdrawal)	Medium	<ul style="list-style-type: none"> • Ensure room is large enough to maintain 2 metre social distance • Ensure any room used is cleaned prior to visit. • Room is well ventilated with natural ventilation i.e. open window/door where safe to do so • Non fabric chairs to be used • Tables to be provided by school and set up arrival in such a way that the social distancing can be adhered to. • Assessment materials to be cleaned and laid out prior to pupil arriving for appointment. • Specialist Teacher to clean table and chairs between pupil appointments. 	Anti-bacterial wipes	Low
6	Social distance	Medium	<ul style="list-style-type: none"> • Maintain 2 metre social distance from staff and pupils at all times • Avoid face to face contact, sit or walk side by side • Assessment reports to be emailed to setting following the visit within Service deadlines • Feedback/reviews to parents, carers, teachers and SENCo to be arranged, if necessary, as virtual meetings or by telephone. 		Low
7	Handling Equipment and stationery Risk of transmission COVID-19 from handling equipment and assessment materials	Medium	<ul style="list-style-type: none"> • Staff maintain social distance • Follow hand washing procedure before and after handling equipment. Use of hand sanitiser if access to a wash basin is not available due to working outside the school building • Pupil to bring own writing implements to the appointment 	Antibacterial wipes Hand sanitiser	Low

			<ul style="list-style-type: none"> Individual packs for assessment e.g. paper to be collated prior to the appointment Pupils and staff advised not to share equipment .Shared materials and surfaces should be cleaned and disinfected more frequently Frequently cleaning and disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods. Any specialist assessment materials taken into settings to be kept in a bag in the car, all equipment to be thoroughly cleaned/sanitised before being put back into the bag Staff to ensure anti-bacterial wipes and hand sanitiser available 		
8	Staff appears symptomatic, risk of transmission of COVID-19	High	<ul style="list-style-type: none"> Any symptomatic member of staff and pupils follows self isolation procedure <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> Do not attend any appointments if you or a member of your household has symptoms of COVID-19 Inform line manager as soon as possible School to alert LSS if any pupil seen by the team displays any symptoms 		Medium
9	Visiting staff not familiar with school setting policies and risk assessments	Medium	<ul style="list-style-type: none"> Staff to ensure they have made themselves aware of all school/settings policies, procedures and risk assessments. Staff to make sure that they have made themselves aware of who the Designated Safeguarding Lead on duty is and the setting Safeguarding procedures. Staff to ensure they have made themselves aware of the school First Aid and accident reporting procedures. 		Low
10	Fire/emergency evacuation	High	<ul style="list-style-type: none"> Visiting staff to follow schools emergency evacuation procedures 		Low

Communication and Review

In line with current Government advice this risk assessment should be communicated to all employees, and relevant persons (parents/carers/ social workers etc.) who may come into contact with the COVID -19 potential hazards being assessed.

The assessment must be reviewed frequently in conjunction with the evolving advice from the Government and Public Health England. As always the safety of staff and students is paramount.

Please familiarise yourself and keep up to date with the current Coronavirus advice on www.gov.uk