

Skool'sOut – Covid 19 Risk Assessment

<p><u>Risk Rating - Severity</u> A - Death, major injury or major damage or major loss to property or equipment B - Over 3 day injury or damage to property or equipment C - Minor injury or damage to property or equipment</p>
<p><u>Risk Rating – Likelihood</u> 1 – Extremely likely to occur 2 – Frequent/often/likely to occur 3 – Slight chance of occurring</p>

Activity	Significant hazard and identification of risks	Initial Risk Rating	Who is at risk? (Any greater risks)	Control measures – how can we reduce the risk?	Final Risk Rating
Staffing the Scheme	<ul style="list-style-type: none"> • The scheme is in danger of closing because of low staffing levels. • Dangerous levels of supervision for young people risk injury, poor infection control • Inadequate support for 			<ul style="list-style-type: none"> • Staffing levels are monitored to ensure there are sufficient members of staff to supervise young people on scheme and site maintenance/cleaning. Parents have been advised that places may be cancelled at short notice. • All staff will be asked to complete a risk assessment. • There is a register of staff under the following headings: <ul style="list-style-type: none"> • staff who have/had Covid-19 • staff whose family members have Covid-19 • Staff not required to work on scheme: <ul style="list-style-type: none"> • staff who are shielding 	

	<p>young people and staff</p> <ul style="list-style-type: none"> • Inadequate first aid provision or staff trained to meet other needs 			<ul style="list-style-type: none"> • staff who have family members who are shielding • pregnant staff • Staff with a BMI of over 40 • BAME staff who feel at risk • Any staff over 70 • Where staffing levels are low young people's places may be cancelled, including at short notice. The Group Coordinator or the designated Senior staff member may step into the group to support as appropriate. • Staff not attending work will be asked to support virtual activities, support planning or other roles which can be done from home. • Staff must not enter the site if they show signs of being unwell, either with Covid 19 symptoms or any other contagious illness or if they believe they have been exposed to coronavirus. • Staff must report sickness by following the normal procedures. If staff become ill during their virtual week they must still report this illness and follow the procedure. • Staff will be paid for days they are sick or are sent home from site due to concerns re infection. This will encourage all to stay away if they are ill and compensate for any expected income. • We ask all staff to self-isolate as far as is practicable for the duration of the scheme. • Staff will sign to say that they have read and will comply with this risk assessment. 	
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Admin	•			<ul style="list-style-type: none"> • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Any documents needed in paper form will all be placed in wipeable plastic wallets. These should be wiped with antibacterial wipes before and after use. 	
Cleaning	<p>Spread of Covid-19 through poor cleaning practices.</p>	A2	<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Follow the COVID-19: cleaning of non-healthcare settings guidance; https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Nominated members of staff will clean the rooms throughout the day; • Clean surfaces that are touched, such as toys, books, desks, chairs, doors, sinks, toilets, light switches frequently throughout each day with anti-bacterial wipes or anti-bacterial spray and paper towels. (at least after each activity.). They will be sterilised where possible • Cleaning of door handles, buttons and switches will take place regularly throughout the day (at least hourly) with anti-bacterial wipes or anti-bacterial spray and paper towels. • Bins will be emptied at least hourly and waste will be stored in line with current government Covid 19 guidelines 	

				<ul style="list-style-type: none"> • The senior team are to ensure adequate supplies of cleaning products are available. • Staff are to report low stock on cleaning products • Shorter activity days planned to allow for thorough clean • Staff member allocated to minimum hourly clean of frequently trafficked objects/items. • All areas used will receive a thorough clean by the rota'd clean up team. • Staff will wear PPE whilst cleaning 	
Handwashing	Risk of spread of infection through poor hygiene	A2	<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: Those with physical disabilities who cannot access handwashing facilities without support. And those with learning difficulties who may not understand need to wash hands regularly and may not do it effectively</p>	<ul style="list-style-type: none"> • There are sufficient handwashing facilities available. Each classroom has a sink supplied with soap and hand towels. • There are toilets with hand basins adjacent to each classroom. They are adequately supplied with soap and paper towels; • Hand sanitiser is available in rooms and other areas in use. Each staff member will have their own sanitiser bottle • Ensuring that all adults and children: <ul style="list-style-type: none"> -frequently wash their hands with soap and water for 20 seconds and dry thoroughly. --clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing; -all young people are supervised to wash their hands, as is appropriate for their level of physical and cognitive ability; -are encouraged not to touch their mouth, eyes and nose; 	

				<ul style="list-style-type: none"> Reminders of these practices will be posted around the venue These practices will be shared with the young people in an engaging way to help them learn and embed them 	
Sneezing/ Coughing	Risk of Spreading infection through airborne transmission		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> Ensuring that all adults and children: use a tissue or elbow to cough or sneeze where they are able and use bins for tissue waste ('catch it, bin it, kill it'); Reminders of these practices will be posted around the venue. These practices will be shared with the young people in an engaging way to help them learn and embed them. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE at all times To support efforts to 'catch it, bin it, kill it' bins will be emptied at least hourly. Any person with a cough, whether suspected Covid 19 related or not, must not attend scheme/the site 	
Arriving on site	Risk of bringing infection on site on skin, clothing or other objects Increasing of contact circle leading to an		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> Staff will be reminded of good hygiene and requested to shower before attending each session. Staff will wash their hands when arriving at scheme. (Staff will also be advised to wash their hands/shower on returning home to prevent protect their home environment) Good hygiene practices are to be communicated to parents via our communication and newsletters and through our website. 	

	<p>increased risk of infection</p>		<p>19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Staff/Families are requested where possible not to arrive at scheme via public transport. Where this is not possible staff must wear a mask on transport, maintain social distancing and make regular use of handgel. • Staff driving to scheme are instructed to leave at least one parking space between theirs and the next parked car. • Parents are asked to leave a distance of at least 2 metres between their car and other parent’s cars when dropping off or picking up. • Staff will be provided with freshly washed scrubs and should remove their own clothing and bag this up until they are due to leave the site where they will change out of the scrubs, which will then be washed at 60°C. • Temperatures of all staff and young people on site will be taken each day on arrival. • Parents should observe social distancing when dropping off and picking up. There will be a one in/one out system for signing in and out. Parents are to wait in the car park until called in. • Signing in/out will be done outside. Parents will not enter the building unless it is an emergency. • Single use pens will be placed on the signing in desk. • Contact with parents is minimised– where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents. 	
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Arriving on Transport	Increasing of contact circle leading to an increased risk of infection		<p>All those using the transport and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • We will liaise with the local authority to ensure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; • We will ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers; • We will liaise with the local authority to ensure appropriate actions to reduce risk as hygiene rules and social distancing are not possible, when transporting young people with complex needs who need support to access the vehicle or fasten seatbelts; • Communicate arrival and pick up plans clearly to contractors, local authorities; • Work with transport operators to ensure young people are unloaded from the transport we it is safe to receive them; • A designated member of the team will supervise the arrival of young people into scheme; 	

<p>Being indoors /onsite</p>	<p>Risk of spreading or contracting infection through airborne transmission if social distancing not maintained</p>		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Rooms will be arranged to ensure all young people can socially distance from each other effectively: tables will be spaced as far apart as possible with sitting positions 2 metres apart. • Where possible, all spaces are to be well ventilated using natural ventilation (opening windows and doors – except fire doors and for reasons of safeguarding) • Air conditioning and hand dryers are not to be used • Electric doors are to be on open where possible to reduce touching of handles and buttons • All routine H & S checks of the building continue to be undertaken on a regular basis and recorded. • Any concerns re the building are reported to senior team by group coordinator who can inform the site manager. • No outside contractors can work in the same building. If essential work is required it would result in the closure of the scheme for 72 hours • The senior team will arrange at least a weekly catch up with the Site manager to discuss any issues. 	
<p>Being Outdoors</p>	<p>Risk of spreading or contracting infection through airborne transmission</p>		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk:</p>	<ul style="list-style-type: none"> • Evidence suggests outdoor spaces are better than indoor spaces to reduce the spread of infection • As many activities as possible will take place outdoors 	

			<p>All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Areas will be designated to show social distancing 	
Using the toilet			<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Staff are to clean toilet seats, handles, basins and taps with anti-bacterial spray/wipes after every use – both young people and staff toilets • The senior team are to ensure adequate supplies of soap, anti-bacterial gel, paper hand towels and cleaning products are available. • Staff must replace their PPE with a fresh set after using the toilet. • Staff are to report low stock on soap, anti-bacterial gel, paper hand towels and cleaning products. • Only the large accessible toilet is to be used by young people in case of any requirement of assistance as the space is too small in other toilet to assist. 	
Providing personal Care			<p>All those involved in the task and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to</p>	<ul style="list-style-type: none"> • Full PPE should be worn during intimate care and during hoisting procedures – (gloves, aprons, masks, goggles) • Staff should work alongside, rather than opposite, each other if possible; • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately 	

			https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/	<p>in line with the Health and Safety Policy, using PPE at all times</p> <ul style="list-style-type: none"> • Use yellow bags to double bag all soiled materials; • Carefully clean down bathroom areas using antibacterial wipes and spray and paper following each visit. • Waste will be stored and collected according to current guidelines. 	
Eating	Risk of spreading or contracting infection through airborne transmission		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Lunch breaks - young people and staff should clean their hands before and after eating • Young people and staff should eat outdoors. All tables to be cleaned before and after eating with anti-bacterial wipes or spray. • After eating, at a social distance from others, staff will replace their PPE with fresh PPE • All staff and young people to bring their own lunch to scheme. Staff should not leave the site to purchase lunch. Young people or staff must not share lunch items. • Items must be washed up immediately, items can be sterilised, and waste disposed of safely in the bins. 	
Activities	Risk of spreading or contracting infection through airborne transmission		<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to</p>	<ul style="list-style-type: none"> • Staff are to stay directly with the young person they are allocated to unless they need to meet a care need that cannot be met by another staff member or there is a risk of harm to another person. • Young people are to socially distance from each other by at least the recommended guidelines 	

<p>Activities deemed to High Risk</p>	<p>Transmission of infection through shared materials</p> <p>Number of factors relating to the listed activities in either their environment,</p>		<p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • All activity providers who attend in person will be required to complete a risk assessment and wear appropriate PPE. • Only lunch boxes and essential medicine should be brought into school. Wherever possible medication should be left onsite for the duration of the young person’s booking • Spare clothes may be brought on the first day and left on scheme. Ideally this should be bagged up. • Each young person will be given their own set of activity resources which are to be cleaned after each use. • Surfaces are to be cleaned with anti-bacterial wipes and sprays between each use by a young person; • Bean bags will be designated to a young person, covered with kylie squares and sheets and these will be washed on a daily basis • Staff are requested to only bring essential items on site. <p>Prohibited activities</p> <ul style="list-style-type: none"> • Swimming • Soft play • swing and roundabout; • shared resources • shared musical instruments; 	
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	materials, requirement to share resources or contact that deem them too high a risk regarding the spread of infection			<ul style="list-style-type: none"> • use of toys with intricate parts or fabrics that cannot effectively be cleaned; • Co-operative games involving close contact and hand holding. • Trips offsite on buses <p>This list is not exhaustive and staff should seek advice from senior team for any activities that have not been agreed as part of the timetable and assessed as low risk</p>	
Workshop Providers	Increasing the contact circle of all those attending and risk of spreading or contracting the virus	B2	<p>All those using the site and all those in contact with them.</p> <p>Greater Risk: All those deemed more vulnerable according to https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<ul style="list-style-type: none"> • Limited of 2 workshop providers on site and 2 videographers for Summer 2020 • Workshop leaders and videographers will also be placed within the contact bubbles and only attend for those sessions • Workshop leaders will maintain social distancing at all times • PPE will be available to all workshop leaders and although not compulsory it is highly recommended that they wear at least a mask whilst indoors • Workshop leaders should take their temperature on arrival at the session. • Workshop providers provide all their own equipment needed for the session • Workshop leaders do not share their equipment around the young people or staff • Workshop leaders wash their hands regularly (including on arrival at the setting, between activities, before/after eating/drinking, after using toilet, after coughing/sneezing) 	B3

				<ul style="list-style-type: none"> • If a workshop leader coughs or sneezes they should do so into a tissue or their elbow. All tissues should then be properly disposed of ('catch it, bin it, kill it') 	
Suspected Covid 19 symptoms				<ul style="list-style-type: none"> • The senior team and other admin support will not be onsite. A list of 'who to contact' will be provided to Group Coordinators as part of the process for how to deal with a suspected case of Covid 19, including support from Health and social care teams. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission as part of the daily briefing. • Staff are vigilant and report concerns about their own, a colleague's or a young person's symptoms, health or wellbeing to the Group Coordinator who will in turn notify a member of the senior team. • When a young person or staff member develops symptoms consistent with coronavirus, the group coordinator will follow the current guidelines, which will be displayed in the setting and also communicated in the staff briefing. Where any person is suspected of being seriously ill, we will contact the emergency services (tel. 999) • Staff and young people will be required to give consent to share anonymous information relating 	

				<p>to the display of symptoms to all users in their group.</p> <ul style="list-style-type: none"> • Staff will ensure that any unwell young person or member of staff who is waiting to go home are moved to a quiet area, one of the rooms not in use, away from others. Areas used by unwell young people/members of staff who need to go home are appropriately cleaned once vacated. • If it is a young person the staff member who has been working with them will stay with them and support them if not already wearing full PPE they must put it on at this point (mask, gloves, apron, goggles/visor) • If a member of staff is ill the Group Coordinator will support them, if not already wearing full PPE they must put it on at this point (mask, gloves, apron, goggles/visor) 	
Use of PPE				<ul style="list-style-type: none"> • In line with government guidance the young people will not be required to wear PPE as the risk of them using it effectively is low and the risk of them using inappropriately and increasing risk of transmission is high. Young people will be supported in regular handwashing, including when arriving on site, before and after eating, after using the toilet and coughing and sneezing. • Due to the risks of close social contact staff will all be required to wear minimum PPE of a face mask. Certain young people's risk assessment and certain task risk assessments require increased levels of PPE. Any staff member 	

				<p>unclear as to the level of PPE required should speak to the Group Coordinator as required.</p> <ul style="list-style-type: none"> All PPE determined necessary will be provided by BDCPS. 	
First Aid	Social distancing cannot be adhered to whilst administering first aid risking transmission or contraction of the virus			<ul style="list-style-type: none"> The First Aid Policy is up-to-date and outlines the management of medical emergencies – medical emergencies are managed in line with this policy Spillages of bodily fluids, including respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE (mask, gloves, apron, goggles) at all times. PPE should be refreshed after administering first aid involving bodily fluids. 	
Wellbeing	Anxiety about the virus, workloads, supporting young people could lead to a deterioration in mental health and wellbeing			<ul style="list-style-type: none"> Staff are provided with details of who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. A member of the senior team will make virtual contact with every staff member to ‘check in’ and support any concerns they have 	
General comments				<ul style="list-style-type: none"> The senior team have met with the premises managers to discuss operations The Senior team will make daily checks of the government website for coronavirus and update the Group coordinator of any relevant changes, All staff will read this policy and sign they understand it and will adhere to it. All staff will be invited to a meeting with the senior team to discuss the policy and allow them 	

				to have input into, ask any questions or raise any concerns relating to this policy.	
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