**RISK ASSESSMENT FORM**

**Part A**

|  |  |  |  |  |  |  |  |  |
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| **DEPARTMENT/ SERVICE** | | | The Melton Learning Hub | | | | | |
| **Assessor/ Person(s) assisting with the assessment** | Sarah Cox | | | | | | **DATE** | 02/11/2020 |
| **TASK / ACTIVITY**  (Include duration and frequency of task activity**)** | | **Safety of Learners and Staff During COVID lockdown** | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Likelihood of Occurrence** | **Severity of Outcome** | | | | | | 1  Negligible | 2  Slight | 3  Moderate | 4  Severe | 5  Very Severe | | 1  Very Unlikely | **LOW (1)** | **LOW (2)** | **LOW (3)** | **LOW (4)** | **LOW (5)** | | 2  Unlikely | **LOW (2)** | **LOW (4)** | **LOW (6)** | MEDIUM (8) | **MEDIUM (10)** | | 3  Possible | **LOW (3)** | **LOW (6)** | **MEDIUM (9)** | **HIGH (12)** | **HIGH (15)** | | 4  Probable | **LOW (4)** | **MEDIUM (8)** | **HIGH (12)** | **HIGH (16)** | **HIGH (20)** | | 5  Very Likely | **LOW (5)** | **MEDIUM (10)** | **HIGH (15)** | **HIGH (20)** | **HIGH (25)** | | | | |  | | | | |
| **A** | Employees | **E** | General Public / Pupils | |
| **B** | New Employees | **F** | Visitors | |
| **C** | Contractors / Sub-Contractors | **G** | Volunteers | |
| **D** | Young person | **H** | Clients / Service users | |
| **Likelihood of occurrence X Severity of outcome = Risk Rating**  **Example:**  **Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)** | | | | |

**Part B**

| **What are the hazards**  **and**  **What could happen** | **Affected persons**  **groups** | **What are the existing control measures** | **Risk rating**  (refer to chart) | **Further action required to eliminate or reduce the risk**  (who by and Date) | **Residual risk**  **rating**  (refer to chart) |
| --- | --- | --- | --- | --- | --- |
| **Hygiene**  **• Infection of contagious disease**  **• Working in close proximity to others** | AD | • Not to attend work with an infectious illness respect government guidance.  • Wash hands  • Wipe down desks and equipment before use  There are numerous hand wash facilities on site and these should be used every 20 minutes by staff and students. There is also sanitiser available in each classroom which is clearly marked.  The premises is cleaned 3 times a week and staff are responsible for using anti bacterial products for their own work area once sessions are complete. Where possible staff are not to use another tutors work area.  ***A fogging clean will take place at centre once a week. The gym will be fogged after each use.*** | 3 | All staff at centre will complete the COVID response in the workplace course.  All staff to wear masks or visors during the teaching day.  At the start of the day student arrival will be supervised to remind students of social distancing. The same will happen at departure.  At the start of the day staff and students must have their temperature taken. Staff or students with a temperature of 37.8 or above will be required to go home.  Staff can choose to wear masks – although this is not current guidance.  STUDENTS WHO REFUSE TO WASH THEIR HANDS WILL BE SENT HOME  If Melton Mowbray enters a Tier 3 situation then all staff and students will be required to wear masks in teaching areas. Shielded staff will be required to work from home if the receive a government letter. Otherwise they must take suitable precautions around students. | 2 |
| **internal/external areas and Social Distancing**’ | A and B | All unnecessary equipment is removed from the provision  Information on display regarding Social Distancing, Cleaning and Hand washing in multiple areas (including at entrance)  Communal areas to be organised to allow 2m separation between all young persons and staff  Provision to comply with all relevant requirements already in place for lunch arrangements for young persons without putting young person or staff member at risk.  A cleaning rota has been implemented throughout the Provision including special requirements for high contact points e.g. work surfaces, door handles, taps etc.  Currently staff respect personal space and follow Department of Education Guidance for contact with children. This must change during the current pandemic. | 4 | |  | | --- | | All premises checks have been completed.    Young people should be as far apart as possible, with 2m apart, and sitting positions should be side to side where possible. Tutors should avoid face to face contact, however it is acknowledged that for students with SEN this might not be possible.    Young Persons are to be kept in small groups where possible, no more than 30 learners will be on site. Groups are to remain consistent, separated from other groups with social distancing (2m separation or as a minimum 1 m+) as far as possible between them, and maintained as far as is reasonably practicable in own group also.  A simple one way system as far as is reasonably practicable is in place ( this will be done as numbers increase)  Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the Provision should consider whether that activity needs to continue for the young people , and if so, take all the mitigating actions possible to reduce the risk of transmission between young people or staff including the use of PPE  ***Beauty- visors/masks and gloves to be work if undertaking practical beauty treatments in accordance with government guidance.***  ***Cooking- gloves to be worn***  ***Mechanics/ construction- gloves to be work if sharing tools. Tools will be treated in a disinfectant bath at the end of each day.***  ***Football- we will be following the FA guidelines.***  All rubbish must be put directly in the bin by the person that has held it. | | Cleaning rota will be monitored regularly and signed off each day  Limiting or restricting use of high-touch items and equipment, for example, printers or photocopier for staff and wipe any equipment touched after use (printer etc) | | No sharing of equipment at any times unless appropriate PPE is worn.  Provision to provide learning material for young person that must be named and left on site – Pens, pencil etc  If the young person brings anything from home then they must keep it with them at all times.  Try to avoid working with paper/other materials that are shared in a way that may aid transmission  All soft furnishings are out of use or removed  Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. Posters as guidance in washing hands areas should be on view.  Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the  bin.  Regularly clean the hand washing facilities and check soap and sanitiser levels.  Restrict the number of people using toilet facilities to one at a time. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet  Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. |   Stop all non-essential visitors entering site.  If we are in a Tier 3 situation no visitors will be allowed to the site.  If essential visitor on site they must sign in with all contact details. (need own pen, or pen wiped over) temperature taken.  All out door areas checked for any hazards.    Areas to be organised to allow 2m separation between all young persons  Depending on group sizes consider marking out separate areas for each group if required  Staggered Break and Lunch times may be required to comply with social distancing  Check smoking area and put social distancing measures in place or stagger times for use  Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the Provision should consider whether that activity needs to continue for the young people, and if so, take all the mitigating actions possible to reduce the risk of transmission between young people or staff including the use of PPE.  Young Person should also be required to stay on site once they have entered it and not use local shops at break or lunch times | 2 |
| **Symptomatic students and staff** | A&B | •Normally staff would be able to work with colds and students could still attend education. However COVID is different and the government guidance needs to be respected. | 4 | If a staff member has symptoms or someone in their household has symptoms, then they must follow government guidance  This is the same for students.  Any student attending the centre displaying symptoms will be put in the isolation room ( beauty salon) until they can be sent home.  Staff or young person with symptoms of Covid-19 (persistent cough, high temperature) is NOT to attend the Provision, but should follow Government guidance on self-isolating. The room used to isolate the student should then be cleaned with a bleach solution.  Should staff or young person disclose if anyone living with them is self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.  Staff or young person who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the Provision if stringent Covid-19 control measures can be implemented and if they fully understand them.  If a person displays symptoms - A high temperature or a persistent  cough, they should:  Avoid touching anything.  Go home immediately – in line with safeguarding process.  If a young person with Covid-19 symptoms has to remain at the provision until arrangements are in place for them to go home they should be located in a room separated from all other people with the window open if possible, but with the door closed, away from other young people and if possible staff.  If a young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and young people who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.  **If a member of Staff needs to attend to the young person by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary**).  A separate toilet facility should be used if necessary and available, the toilet, room used, and any PPE used should be cleaned and  disinfected after use, or bagged and binned if disposable.  If the centre is notified of a single positive COVID case we will:  Notify [educationeffectiveness@leics.gov.uk](mailto:educationeffectiveness@leics.gov.uk)  And then contact PHE on 03442254524.  If there are multiple cases we will immediately contact PHE on the aqbove number.  Engage with the NHS Test and trace process  Contain any outbreak by following local health protection team advice.  Parents/ carers will need to book a test if they are displaying symptoms. | 2 |
| **Student transport** | A&B | • Normal occupancy levels for a vehicle are respected and vehicles are regularly maintained. During the pandemic the capacity of vehicles needs to be amended. | 4 | The driver and chaperone where used will maintain safe distancing.  Students temperatures will be taken prior to entering the vehicle.  All students must wear a face mask on transport. This will be removed at centre and placed in a plastic bag.  Students to use sanitiser before entering the vehicle  The driver will clean the steering wheel and handles after each use. | 2 |
| **Fire** | A&B | • Suitable procedures and evacuation arrangements in place  • Fire alarms tested regularly  • Evac chair present  • No smoking permitted in building  • Fire extinguishers present throughout building  • No electrical work undertaken by unauthorised personnel  •  • Clear notification of where the fire assembly point is | 2 | Take part in six monthly fire drills and training  Should there be a fire at centre, the normal routine must be followed but safe distancing must be maintained. | 2  2 |
| **Food preparation** | A and B | Food is normally served to students. It is prepared by staff with food hygiene certificates. | 3 | Staff can prepare food for children, however food should be taken out of the kitchen an eaten where safe distancing can be maintained. | 2 |
| **Slips, trips and falls**  • Spillages  • Stairs and steps  • Trailing cables  • Uneven floor surfaces  • | A&B | •Tutors and students to maintain a safe and tidy working environment  • Spillages to be cleared up promptly  • Accident and incident reporting to take place  • Adequate lighting throughout and outside main entrance  • Computer and other electrical leads are routed safely.  • Suitable footwear to be worn  • Adequate lighting | 2 | Continual training  Staff must check their own area during this period of reduced staff on site. It is their responsibility to notify the centre manager or a member of the management of any concerns. | 2 |
| **Work environment**  • Unpleasant smells  • Hot or cold conditions  • Movement and posture | A&B | • Suitable ventilation in place  • Time available for short frequent breaks as necessary  • Break room available ( sarahs office)  • Avoid long periods of standing/sitting | 2 | Encourage regular breaks  Encourage learners to work in open spaces where possible | 2 |
| **Use of work equipment**  • Electrocution  • Cuts  • Trapped limbs | A&B  Expectant mothers | • Training and awareness on all equipment  • No electrical work undertaken by unauthorised personnel  • Faulty equipment to be reported immediately | 2 |  | 2 |
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**Part C**

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| Links to other risk assessments and or safe working instructions - please state | | Please see all Risk Assessments in Customer service section | | | |
| Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented | | ***Sarah Cox*** | | | **Date** |
| 01.06.20 |
| **Review -** Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.  For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?  Please record any changes required and or action taken, then date and sign | | | | | |
| **Reviewer Name & Date** |  | | **Notes** |  | |
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