



# Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation) **Visits to homes, schools or education settings during COVID19 Pandemic**

<b>Service</b>	<b>VSS</b>	<b>Team / Section</b>	<b>SEND and Inclusion</b>		
<b>Assessment Date</b>	<b>4.5.21</b>	<b>Review Date</b>		<b>Reference Number</b>	

<b>What are the hazards</b> <i>(i.e. what can cause harm)</i>	<b>Who might be harmed and how?</b> <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	<b>What existing control measures are in place to reduce / prevent the risk?</b> <i>(i.e. what are you already doing?)</i>	<b>Considering existing controls, what is the current risk level</b> <i>(i.e. high, medium or low – use the matrix above)</i>	<b>Further Action to be taken to control the risk?</b> <i>(i.e. only record action/additional controls measures you are going to implement)</i>	<b>Assigned to</b>	<b>Completed by when</b>
Staff member displaying COVID symptoms or concerned about asymptomatic coronavirus	Whole school community	Staff member should stay at home or leave school site immediately  Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.	Medium	SLT to remain updated on current guidance and share with the VSS team	FC/CM	Ongoing

		<p>All staff currently lateral flow testing twice weekly.</p> <p>Outcome of positive test result should be shared with relevant setting if staff member has been onsite.</p>				
Home Visits	VSS Staff/Pupils and Families at risk of contracting or transmitting COVID	<p>An appointment system has been set up at Exhall Grange School Conference Suite to see children/families there. This enables the safer control of hygiene and social distancing measures.</p> <p>Where the family are unable to attend clinic at Exhall Grange a home visit check list has been shared with VSS staff to reduce the risk of infection and transmission.</p>	Medium	Staff to follow the VSS homevisit checklist.	All Staff	Ongoing
Within school environment	Student Staff Others	<p>Latest government guidance on returning to school to be followed:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>. Updated Jan 21</p> <p>Schools should have their own risk assessments in place for allowing students into school. Specialist VSS Staff must have seen this and agreed to it before agreeing to access school/setting site.</p> <p>VSS staff are to only visit one setting inside a day, but another can be made outside. Two settings in total.</p>	Medium	<p>Staff will review the risk assessment to ensure that the identified risks are being managed appropriately. If any issues or concerns staff to speak to FC/CM</p> <p>To follow the VSS checklist.</p> <p>Follow strict hand hygiene and carry hand sanitiser, using this regularly to reduce the risk of contracting and/or spreading the virus.</p> <p>Weekly diary sheets monitored by FC</p>	School/Setting staff Manager	Ongoing

		<p>VSS Staff must have spoken to school relevant staff about what is required for a visit. ie-separate room/well ventilated</p> <p>Through conversation with School/setting staff, the Staff will be confident in relevant processes and processes such as which bathroom is available to use and the fire evacuation protocol.</p> <p>If social distancing is unavoidable it should be for as little time as possible, side by side and with face coverings.</p> <p>Washing /sanitising hands prior and after working with a pupil</p> <p>Mobility staff to conduct work outside as much as possible. Use verbal commentary and linking canes in order to increase social distance.</p>		<p>Staff to be aware of the latest DfE advice on the wearing of face covering in settings and follow particularly where social distancing is difficult: Face coverings should be worn inside school in public areas such as corridors etc</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p>		
Handling Equipment	Risk of transmission COVID19 from handling and sharing equipment	<p>Students should use their own equipment wherever possible. Students and staff not to share equipment / brailers/computers, /canes/pens, pencils etc.</p> <p>Limit amount of equipment used by students</p>	Medium	<p>Frequently clean and disinfect objects and surfaces that are touched regularly using appropriate cleaning products and methods.</p> <p>Equipment wiped down before and after use</p>	All staff	Ongoing
Student becoming unwell whilst on school site	Student Staff	<p>We have a duty of care to ensure the student is safe and well under our responsibility.</p> <p>Ensure school protocols are known and followed, in accordance with latest government guidance.</p>	Medium	Should an episode of illness take place, the support must be reviewed. If this is COVID19 related, the necessary steps must be taken in accordance with government guidance.	Allocated Staff	Ongoing

Staff risk levels – some staff may be at greater risk.	Staff	<p>Current government guidance on those who are extremely vulnerable from COVID19, was updated on 18th August 2020 and can be found here:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>If a member of staff fits one of these criteria, staff will need to determine the level of risk posed to themselves in liason with F.C/K.B</p> <p>CEV ( Clinically extremely vulnerable) staff are currently shielding .Other staff with other under lying health conditions and or pregnant have all been offered an individual Occupational Health risk assessment.</p> <p>Exhall Grange are subscribed to WCC staff wellbeing service. If support is required liase with FC/KB</p> <p>Follow general guidance on keeping safe during the COVID19 pandemic</p>	Medium	<p>Staff should seek further advice from their doctor or consultant.</p> <p>Staff have a responsibility to be aware of any updated guidance and advice about their condition.</p>	Staff	Ongoing

<b>Name of Assessor</b>	<b>Faye Commander</b>	<b>Signature</b>	<b>Faye Commander</b>
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<b>Name of Manager responsible for activity / process</b>	<b>Christine Marshall</b>	<b>Signature</b>	
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# Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

