



## Coronavirus (COVID-19): risk assessment for students

### Work Ltd

|                                    |                           |  |
|------------------------------------|---------------------------|--|
| Assessment conducted by: D. Wilson | Job title: Centre Manager | Covered by this assessment:            |
| Date of assessment: 23 July, 2020  | Review interval: 4 Weeks  | Date of next review: 1 September, 2020 |

#### Related documents

[Infection Control Policy](#), [Ill Health and Infectious Disease Risk Assessment](#), [Social Distancing Policy Statement](#), [First Aid Policy](#), [Business Continuity Plan](#), [Supporting Pupils with Medical Conditions Policy](#), [COSHH Policy](#), [Administering Medication Policy](#), [Child Protection and Safeguarding Policy](#), [Behavioural Policy](#)

| Risk rating   |   | Likelihood of occurrence |          |            |
|---------------|---|--------------------------|----------|------------|
|               |   | Probable                 | Possible | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill health.       | High (H)                 | H        | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|               | <b>Minor</b><br>Causes physical or emotional discomfort.                | M                        | L        | L          |

Please note that this risk assessment has been created in line with the current government guidance. very challenging. This resource will be kept up-to-date with new guidance and any changes to current advice.

| Area for concern                     | Risk rating prior to action<br>H/M/L | Recommended controls  | In place?<br>Yes/No | By whom?                                  | Deadline | Risk rating following action<br>H/M/L |
|--------------------------------------|--------------------------------------|---|---------------------|---|----------|---------------------------------------|
| Awareness of policies and procedures | <u>H</u>                             | <ul style="list-style-type: none"> <li>• All staff, /Parents/Carers/ students are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Social Distancing Policy Statement</a></li> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> <li>- <a href="#">Behavioural Policy</a></li> <li>- <a href="#">Coronavirus (COVID-19) Full Opening Plan</a></li> </ul> </li> <li>• WORK LTD has conducted a <a href="#">Coronavirus (COVID-19): Risk Assessment for partial opening in August</a>, which considers all areas of risk relating to coronavirus.</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in Student care facilities.</li> </ul> </li> <li>• Staff receive any necessary training to help keep students safe and support them, e.g. infection control and student wellbeing.</li> <li>• WORK LTD keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>PHE</li> <li>- Department of Health and Social Care</li> <li>- WORK LTD health protection team (HPT) Di Wilson/D</li> </ul> </li> </ul> | <u>YES</u>          | <u>Centre manager</u><br><u>D. Wilson</u> |          | <u>M</u>                              |

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|--|--------------------------------------|---|---------------------|------------------|----------|---------------------------------------|
|  |                                      | <p>Galloway</p> <ul style="list-style-type: none"> <li>Parents receive an <b>information pack</b> which explains the measures that are in place to ensure the safety of our students and staff</li> <li>Students are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around the centre.</li> </ul>  |                     |                  |          |                                       |
| Cleaning   | <u>H</u>                             | <ul style="list-style-type: none"> <li>The <b>Centre Managers</b> create a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>Dining areas are cleaned between use by different bubbles.</li> <li>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use.</li> <li></li> </ul> | <u>YES</u>          | <u>D. Wilson</u> |          | <u>L</u>                              |
| Minimising contact with individuals who are unwell | <u>H</u>                             | <ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the our centre WORK LTD.</b></li> <li>Parents/Carers are informed via <b>letter/email/call</b> not to bring their son/daughter/charge to the centre or onto the premises if they show signs of being unwell and/or believe they have been exposed to</li> </ul>  | <u>YES</u>          | <u>S. Field</u>  |          |                                       |

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|------------------|--------------------------------------|---|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <p>coronavirus</p> <ul style="list-style-type: none"> <li>• Instances of students displaying coronavirus are managed in line with local and national guidance and the <a href="#">Infection Control Policy</a>, and any unwell individuals are sent home as soon as possible.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• <b>WORK LTD Will take student temperature's on arrival.</b> Any student who displays any symptoms is immediately sent home.</li> <li>• The parents of an unwell student are informed of the situation as soon as possible by a member of staff.</li> <li>• Where contact with a student's parent cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <a href="#">Infection Control Policy</a>.</li> <li>• Students awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the student, they are moved to an area that is at least two metres away from others. Depending on the needs of the student, they are supervised if needed.</li> <li>• If the student needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE is worn by supervising staff if they cannot maintain a two metre distance.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the</li> </ul> |                     |          |          |                                       |

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|                  |                                      | <p>symptomatic individual subsequently tests positive.</p> <ul style="list-style-type: none"> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>The area around the unwell individual is cleaned with an antibacterial cleaner after they have left the premises.</li> <li>Parents are advised to contact 999 if their charge becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <a href="#">Administering Medications Policy</a>.</li> </ul>   |                     |                 |          |                                       |
| Test and trace   | <u>H</u>                             | <ul style="list-style-type: none"> <li>Parents are informed, via <b>letter/email/call</b> that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a test if they (or their son/daughter/charge) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Parents of students who display coronavirus symptoms are encouraged to get their son/daughter/charge tested.</li> <li>Parents/carers are asked to inform WORK LTD immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>If an individual tests positive, they are required to self-isolate for at least 7 days from the onset of symptoms and then return to WORK LTD only if they do not have symptoms other than a cough or loss of</li> </ul> | <u>YES</u>          | <u>S. FIELD</u> |          | <u>L</u>                              |

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|--------------------------------|--------------------------------------|--|---------------------|-----------------|----------|---------------------------------------|
|                                |                                      | sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.   |                     |                 |          |                                       |
| Confirmed cases of coronavirus | <u>H</u>                             | <ul style="list-style-type: none"> <li>• Parents are informed, via <b>letter/email/call</b> of how WORK LTD responds to confirmed cases of coronavirus.</li> <li>• Where an individual in WORK LTD tests positive for coronavirus, the <b>Centre Manager</b> contacts the Centres health and safety team immediately.</li> <li>• WORK LTD works with our health and safety team to manage the response.</li> <li>• Individuals at WORK LTD who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of students and staff in each bubble and of any close contact between individuals at WORK LTD</li> </ul> | <u>YES</u>          | <u>S. FIELD</u> |          | <u>L</u>                              |

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|                  |                                      | <ul style="list-style-type: none"> <li>If required, all parents are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>The centre does not request evidence of negative test results or other medical evidence before admitting individuals back to the centre after a period of self-isolation.</li> <li>If the centre has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the centre will continue to work with the local HPT who advises on additional actions.</li> </ul>  |                     |            |          |                                       |
| Hygiene practice | <u>H</u>                             | <ul style="list-style-type: none"> <li>Infection control procedures are adhered to in accordance with the <a href="#">Infection Control Policy</a></li> <li>Students are encouraged to wash their hands regularly, including when they arrive at WORK LTD, when they return from breaks, and before and after eating.</li> <li>Posters are displayed throughout WORK LTD reminding students to wash their hands regularly.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas.</li> <li>Students are supported to ensure they adopt good hygiene practices.</li> <li>Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>Students are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>Students clean their hands after they have coughed or sneezed.</li> <li>In line with current government guidance, face coverings are not required to be worn on the premises. Unless parents/charges request this.</li> </ul> | <u>YES</u>          | <u>CMT</u> |          | <u>M</u>                              |

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|                   |                                      | <ul style="list-style-type: none"> <li>The centre assesses the ability of students to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</li> </ul>  |                     |            |          |                                       |
| Social distancing | <u>M</u>                             | <ul style="list-style-type: none"> <li>Social distancing measures are implemented in line with the <a href="#">Social Distancing Policy Statement</a>.</li> <li>Visual aids are used to display social distancing measures.</li> <li>Students are separated into ('bubbles').</li> <li>Most bubbles are small and do not mix with those outside of their bubble.</li> <li>Classrooms are adapted to support social distancing, including seating students' side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>Students queue two metres apart at entrances and exits.</li> <li>Activities start, and end times are staggered to reduce the number of pupils in the corridors at once.</li> <li>Breaktimes and lunchtimes are staggered to reduce the number of students congregating in break and lunch areas at once.</li> <li>Pick-up and drop-off times are staggered to reduce the number of parents on or near WORK LTD premises at once.</li> <li>Parents are briefed on new provision for the drop-off and collection of their Son/Daughter/Charge.</li> <li>WORK LTD implements other social distancing measures where necessary, e.g. one-way systems in busy area's. Where necessary, transport is restricted to essential use only.</li> <li>Where Community transport is essential, infection control and social distancing measures are implemented.</li> <li>Public transport to and from WORK LTD is minimised as far as</li> </ul> | <u>YES</u>          | <u>CMT</u> |          | <u>L</u>                              |

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|------------------|--------------------------------------|--|---------------------|------------|----------|---------------------------------------|
|                  |                                      | <p>possible. Where it is totally necessary, students are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible.</p> <ul style="list-style-type: none"> <li>Students are given clear messages about minimising the risks of transmission on public transport outside WORK LTD</li> </ul>   |                     |            |          |                                       |
| Resources        | <u>M</u>                             | <ul style="list-style-type: none"> <li>Staff and students have their own individual and frequently used items, e.g. pencils and pens.</li> <li>Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>Students only bring essential items to the centre each day, e.g. lunch boxes, hats, coats.</li> <li>Students are permitted to bring bags to the centre.</li> </ul>                        | <u>YES</u>          | <u>CMT</u> |          | <u>L</u>                              |
| Communication    | <u>M</u>                             | <ul style="list-style-type: none"> <li>WORK LTD will keep students and parents updated about any changes to the centres procedures as necessary.</li> <li>WORK LTD communicates with parents/Carers via letter/email/call regarding any changes to procedures that are affected by the coronavirus pandemic, whether Students will be able to attend WORK LTD and what protective measures WORK LTD is implementing to keep the Student safe.</li> <li>Student attending the centre are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>All staff are actively present around the centre to provide additional support, advice and reassurance.</li> </ul> | <u>YES</u>          | <u>CMT</u> |          | <u>L</u>                              |

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|---|--------------------------------------|---|---------------------|------------|----------|---------------------------------------|
| Mental health, wellbeing and safeguarding | <u>M</u>                             | <ul style="list-style-type: none"> <li>The centre provides opportunities for students to talk about their mental health and experiences during the pandemic.</li> <li>Student and parent surveys will be sent out to assess how they feel about being at the centre and to enable staff to act on any concerns students and parents may have.</li> <li>The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>Staff are vigilant in discerning student's mental health and report any concerns to a centre manager.</li> <li>Staff are sensitive to student's needs and worries</li> <li>Safeguarding issues are managed in line with the <a href="#">Child Protection and Safeguarding Policy</a>.</li> <li>All staff ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the centre re-opens.</li> </ul> | <u>YES</u>          | <u>CMT</u> |          | <u>L</u>                              |
| Emergencies                               | <u>M</u>                             | <ul style="list-style-type: none"> <li>All student emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Student, parents are contacted as soon as possible in the event of an emergency.</li> <li>Students alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The centre has an up-to-date <a href="#">First Aid Policy</a> in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy.</li> <li>The centre management team (CMT) review whether adjustments need to be made to the fire drill – this is practised each time the number of students attending the centre changes significantly.</li> </ul>   | <u>YES</u>          | <u>CMT</u> |          | <u>L</u>                              |

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| Contingency planning | <u>H</u>                             | <ul style="list-style-type: none"> <li>• There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>• Staff will liaise with the Local Authority about local lockdown arrangements.</li> </ul> | <u>YES</u>          | <u>CMT</u> |          | <u>M</u>                              |