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|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **RA Reference** | | CCC Model risk assessment (amend to your ref)  *Enter your RA reference* | **Activity Description** | **Staff/other agencies statutory and non-statutory visits including but not limited to observations, meetings with parents and teachers, admissions appeals, disciplinary issues, exclusions & mediation, audits and inspections V5 March 2021** | | **Assessment Date** | | *Enter Date* | **Assessor Name** | *Name of risk assessor* | | **Assessment Team Members** | | *List contributors to RA* | **Review Date** | *Enter Date* | | **Location** | | *Name of Service* | **Number of People who might be affected** | *Enter No affected* | | **This generic risk assessment is to assist all educational settings with visitors, to consider the potential hazards that might exist whilst undertaking their normal duties in schools, other educational settings or undertaking home visits** | | | | | | **Overall Residual Risk Level following implementation of effective control measures** | | *Enter Your Overall Residual Risk Rating*  e.g. Medium risk | **People who might be affected**  **Add or remove other people who might be affected** | All Employees Service Users/Pupils Visitors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers  Contractors | | **Date Record Created** | |  | **Is this an acceptable risk** | Yes | | **Additional guidance is available in ‘Procedures for carrying out visits to various locations by Council Officers and Healthcare Practitioners V4 March 2021**  **Reviewed and changes made in January 2021**  **Reviewed and changes made in March 2021** | | | | | | **Severity**   1. **Insignificant No Injury** 2. **Minor Minor injuries requiring first aid** 3. **Moderate First Aid/RIDDOR reportable incident** 4. **Major Serious injury/hospital attendance** 5. **Most Severe Disabling injury, long term ill health, fatality**   **Likelihood**   1. **Very unlikely e.g. 1 in 1000,000 chance of it happening** 2. **Unlikely e.g. 1 in 100,000 chance of it happening** 3. **Possible e.g. Likely to occur during standard operations** 4. **Likely e.g. has been known to happen before** 5. **Very likely e.g. it’s almost certain that something will happen**   **15-25 Unacceptable**.  Stop activity **and make immediate improvements**  **6-12 Tolerable**  Look to improve within a specified timescale  **1-5 Acceptable**  No further action, but ensure controls are maintained   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Severity** | | | | | | | **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most Severe** | | **5**  **Very Likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk | | **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk | | **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk | | **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk | | **1**  **Very Unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk | | | | | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | Hazard Description and How are people at risk | Potential Risk | Current Control Measures | Additional Control Measures | Residual Risk | By Whom and when | | --- | --- | --- | --- | --- | --- | | **Infection prevention and control**  **Risk of contracting or transmitting the virus COVID-19 during visits to educational settings and provision of welfare facilities** | **High**  **(4L x S4)**  **16** | * Where possible any observations will be carried out remotely through video conferencing etc. * Where site visits must take place, these will be by appointment only at the Head teacher/Manager’s discretion. * Visiting officers/practitioners will follow the guidance in the [Corporate Travel Risk Assessment](https://www.cumbria.gov.uk/elibrary/Content/Internet/535/615/2721/44116112749.pdf) when travelling to settings. * Visiting officers/practitioners will follow local arrangements as identified in the setting’s COVID-19 risk assessment and any other relevant risk assessments including any dress codes * Visiting officers/practitioners will advise the purpose and approximate timescale of the visit in advance * When signing into the setting, visiting officers/practitioners will use their own pens * Visiting officers/practitioners will carry their own supply of PPE including hand sanitiser * Paper documentation will be kept to a minimum such as individual sheets of paper rather than notebooks * No paper diaries to be taken. All future appointments will be made via e-mail/phone * Visiting officers/practitioners will bring their own receptacles for drinks i.e. water bottles/cups * Visiting officers/practitioners will eat in their cars or away from the setting if attending all day. | * All adults working in the wider school community will now be offered twice weekly testing using Lateral Flow Devices See Procedures document * If the Head teacher/Manager has any doubts regarding the fitness/wellness of visiting officers/practitioners, they reserve the right to refuse entry into the setting. * Visiting officer/practitioner reserves the right to terminate a visit at any point should they feel unsafe. * Additional parental consent will be requested for visits involving children where not previously obtained * Where necessary all parents of children within the bubble concerned, will be made aware that external visitors may be in the setting on a pre-arranged basis. * Agreed arrival times will be adhered to. The Head teacher/Manager’s decision is final with regards to admission outside of the agreed meeting times * In the event of any delay to the agreed arrival time, the visiting officers/practitioners will notify the Head teacher/Manager as soon as possible * Visiting officers/practitioners will call ahead of their arrival to ensure access to the building can be arranged and confirm that there are no persons on site with COVID-19 symptoms * All visiting officers/practitioners will be expected to comply with the local COVID-19 requirements. * All visiting officers/practitioners will be required to wash their hands using the hand wash/sanitising facilities provided before entering a classroom * Visiting officers/practitioners will be advised which toilet facilities to use. * If the visiting officer/practitioner has the NHS COVID-19 app on their phones and their phone is stored in a locker or communal area in an educational setting they should **pause** the tracing function in the appto preventthe app picking up contacts when the individual is not with their phone. | **Medium**  **(L4 x S2)**  **8** |  | | **Risk of contracting or transmitting the virus COVID-19 during direct observations in setting/classroom** |  | * Visiting officers/practitioners will maintain social distancing measures as far as possible * Where PPE is required staff have been provided with instructions and training in the correct methods for putting on, removing and disposing of PPE [See Protecting you and protecting others](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) * Staff are advised not to leave their used PPE on site unless there is appropriate waste disposal facilities available. [See Protecting you and protecting others](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) * Where PPE is required visiting officers/practitioners will adapt their communication styles to avoid miscommunication between them and the child * Where 1:1 contact/support is required the visiting officers/practitioners will inform the Head teacher/Manager in advance to ensure that safe staffing levels are achievable. * Visiting officers/practitioners will refer to individual healthcare plans where available * Where a child or young person requires a degree of privacy/confidentiality according to the principles of “Gillick competence” an appropriate risk assessment will be undertaken and clear records made of the reasons for the decision, as well as the contents of the discussion. * The number of visiting officers/practitioners will be managed by the setting at any one time | * The Head teacher/Manager will ensure that all high-risk contact points are cleaned prior to permitting access to the setting. * Where specific PPE has been identified visiting officers/practitioners will advise the Head teacher/Manager in advance what PPE they will be wearing to allow advance preparation for the children if necessary. * Local compliance to be monitored by Head teacher/Managers as far as reasonably practicable. * Where close contact is required that is less than the recommended social distancing measures, the time spent will be minimal and visiting officers/practitioners will pay particular attention to hand sanitising before and after the session. * Where possible work outside or in large spaces |  |  | | **Risk of contracting the virus due to dealing with children with hygiene/behaviour/sensory difficulties such as nose wiping, spitting, licking etc.** |  | * Visiting officers/practitioners will refer to available information to ascertain what normal PPE is required when dealing with individual children. * [Supporting children and young people with SEND as schools and colleges prepare for wider opening](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance) * Staff will refer to [Protecting you and protecting others guidance](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) document for correct method of putting on, taking off and disposing of PPE | * Based on risk assessment of the situation, additional PPE will be provided as necessary |  |  | | **Risk of contracting or transmitting the virus during meetings that must be held on site** |  | * Remote meetings including video conferencing will be considered in the first instance * Alternate venues for meetings will be sought if an educational setting cannot be used. * Where meetings have to be held on site, all visitors will follow the local arrangements as set out in the setting COVID-19 risk assessment and any other relevant risk assessments * Visiting officers/practitioners will bring their own receptacles for drinks i.e. water bottles/cups * Staff are instructed to remain alert at all times and limit contact with others as much as possible | * Meetings will be agreed in advance with the Head teacher/Manager who reserves the right to refuse holding the meeting on educational setting site * The setting COVID-19 risk assessment will be shared with all relevant agencies * Meeting rooms/area will be of sufficient size and seating to ensure social distancing measures can be followed * Meeting rooms/areas will be located as far away as possible from the classrooms that are in use. * Areas used for meetings etc. will be thoroughly cleaned after the meeting has ended and not used again that day. * Refreshments will not be provided |  |  | | **Risk of contracting or transmitting the virus by visiting more than one child or young person in multiple rooms or settings in one day.** |  | * Visiting officers/practitioners will maintain social distancing measures as far as possible. * Where social distancing is not possible any close contact should be kept to a minimum and hand hygiene measures should be followed. * Visiting officers/practitioners will follow Government guidance around wearing face coverings in indoors settings | * Headteacher/Manager has final decision for visits to multiple bubbles to take place * Parents of children involved in the visits must be notified that the visiting officer will be moving between bubbles. * Where surgical face masks are required, staff should have access to a supply of appropriate masks and other PPE. Masks must be worn under visors. |  |  | | **Risk of contracting or transmitting the virus by visiting more than one site** |  | * Visiting officers/practitioners should limit the number of visits they make to different premises each day * Additional risk assessments will be carried out by visiting officers/practitioners in order to determine the number of visits that can be completed safely in one day | * Head teacher/Manager will have the final say on the number of external visits that can take place in any one day * Visiting officers and Healthcare practitioners will discuss with the Head teacher/Manager regarding purpose of the visit and what can be carried out virtually |  |  | | **Risk of contracting or transmitting the virus during home visits** |  | * Before any home visit, officers/practitioners will refer to the guidance document [Protecting you and Protecting others](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) to ensure that appropriate screening is carried out prior to the visit * Social distancing measures should be maintained as much as possible at all times * Visiting officers/practitioners will carry their own supply of hand sanitisers and other PPE * Visiting officers/practitioners will bring their own receptacles for drinks i.e. water bottles/cups | * Visiting officers/practitioners will contact the occupants in advance to check that no one is shielding or self-isolating due to a confirmed or suspected condition. * Visiting officers/practitioners will comply with the requests of the property regarding hand hygiene etc. |  |  | | **Risk of contracting or transmitting the virus through incorrect cleaning and use of equipment** |  | * Visiting officers/practitioners will minimise close contact as far as possible * All bags and equipment will be wiped down before and after use * When using tactile resources visiting officers/practitioners will ensure that they and the child have washed their hands prior to touching the resources * Where possible the same resource will only be used once in the day to avoid any cross contamination. * Separate guidance will be in place for specialised equipment such as aids for hearing or visually impaired children | * Where close contact is required that is less than the recommended social distancing measures, the time spent will be minimal and visiting officers/practitioners will pay particular attention to hand sanitising before and after the session. * Visiting officers/practitioners will review their arrangements for the use of soft toys and other hard to clean equipment * Visiting officers/practitioners will establish procedures for routinely cleaning and disinfecting frequently used equipment. * Where equipment cannot be routinely cleaned other arrangements will be made to reduce the risk of cross contamination * Antibacterial wipes for cleaning hearing aids must be at least 60% alcohol |  |  | | **Risk of contracting or transmitting the virus during visits to hospital** |  | * All visiting officers/practitioners will be guided by the protocols in place at the hospital for hand washing etc. * All visiting officers/practitioners will arrive in good time before the appointment to allow them to correctly fit any PPE * Where PPE is required staff have been provided with instructions and training in the correct methods for putting on, removing, and disposing of PPE * All visiting officers/practitioners are aware of basic hygiene principles * Visiting officers/practitioners will carry their own supply of hand sanitisers and other PPE * Only equipment required for the visit will be taken into hospital * Visiting officer/practitioners will remove and dispose of PPE before leaving the hospital setting and sanitise hands on leaving * Staff will refer to [Protecting you and protecting others guidance](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) document for correct method of putting on, taking off and disposing of PPE | * Where directed by the hospital, staff will be provided with the appropriate PPE to facilitate the visit. * Current hospital guidance states that a mask can be removed for communicating with a deaf person as long as all parties follow the social distancing requirements. |  |  | | **Risk of contracting the virus when giving personal care** |  | * Separate guidance in place for different areas of need. Guidance to be provided to Head teacher/Manager if requested * Staff will refer to [Protecting you and protecting others guidance](https://www.proceduresonline.com/cumbria/cs/user_controlled_lcms_area/uploaded_files/Infection%20Prevention%20Advice%20v6.pdf) document for correct method of putting on, taking off and disposing of PPE |  |  |  | | **Risk of contracting or transmitting the virus during visits to potential placements and employers (work permits)** |  | * Initial contact will be made by telephone or video conferencing * Visiting officers/practitioners will carry their own supply of hand sanitisers and other PPE | All businesses will be contacted and asked to provide   * a copy of their COVID-19 risk assessment * cleaning handwashing and hygiene procedures * Social distancing measures * Practical measures to manage risk where social distancing is not possible |  |  | | Increased risk to black, Asian, and ethnic minority (BAME) and Clinically Extremely Vulnerable (CEV) staff |  | * Any staff that are identified as BAME or CEV should have an individual risk assessment carried out and consultation with Occupational Health * Working from home will continue to be supported * PPE will be provided where required * Staff who have been identified by letter from the NHS or their GP that they are CEV are **strongly advised** to work from homeduring the current or any future lockdown and continue to follow guidance at the end of lockdown in terms local rules enforced by the current coronavirus tier alert levels. | [Individual risk assessment link](https://www.cumbria.gov.uk/hr/absence_wellbeing/default.asp)  Consider redeployment to lower risk roles  Staff who are Clinically Extremely Vulnerable will work from home until shielding ends (31st March 2021) |  |  | | **Use this row to include any specific hazards you may encounter** |  |  |  |  |  | | | | | | | | **Assessment Conclusion** | Providing the stated control measures are implemented and adhered to the risk can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective | | | |  |  | | --- | | **To be completed by the Individual undertaking the risk assessment:**  **Name: Job Title:**  **Signature: Date:** | | I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.  **Name: Job Title:**  **Signature: Date:** | |  |

**Other guidance**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services/coronavirus-covid-19-guidance-for-local-authorities-on-childrens-social-care>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-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>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.cumbria.gov.uk/coronavirus/backtoschool.asp>

[National lockdown: Stay at Home - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-lockdown-stay-at-home)