

Corporate Risk Assessment

COVID 19 Setting Visit Risk Assessment : LAL in-reach teaching sessions

- Visits to the school will comply with LAL host school's guidance / risk assessments relating to visitors.
- Group sizes are limited to a maximum of 3 and social distancing will be maintained where possible.
- Teaching equipment will be used during sessions but will be cleaned prior to and following each use.
- Packs of sanitiser, face masks, gloves and antibacterial wipes are provided to staff.
- Children from no more than one school will visit the setting per day.
- If a member of staff becomes symptomatic with possible COVID 19, they must inform their line manager immediately and follow government guidance.

Visit information	
Name of member of staff	Dawn Dance
Setting/Address	Theale C of E Primary School
Date of visit	
Time of visit	

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

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Directorate	People					
Service	Education – Learning Support Services					
Team	All					
Job, Activity or Task	Teaching sessions with children from other settings					
List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Any further action needed?	Action by whom?	Action by when?	Date complete
Spread of infection – arranging the visit	Staff, setting staff, pupils, others on the site/in the home	<ul style="list-style-type: none"> Consider who should be present and establish if they have any specific needs or challenges in attending a face to face meeting. Consider who needs to be present and seek to reduce attendees as far as possible. Arrangements for visit made by phone/Zoom/email. 		LAL teacher	Before visit	
Spread of infection - making arrangements for the visit in order to reduce points of contact and follow hierarchy of measures	Staff, setting staff, pupils, others on the site/ in the home	<ul style="list-style-type: none"> Risk assessment sent to setting Email/phone to confirm arrangements Check space to be used - needs to be cleaned (check setting's actions and confirm your actions – see below) Check space to be used – needs to allow for ventilation Attendees agreed – including discussion of any 'cross-bubble' issues/concerns Parental consent checked - parents must agree to sessions taking place under circumstances where there will be relatively close contact for a sustained period of time with an external visitor 		LAL teacher	Before visit	
Spread of infection – preparing for the visit	Staff, setting staff, pupils, others on the site / in the home	<ul style="list-style-type: none"> Take PPE where social distancing is likely not to be possible Ensure that equipment is cleaned in advance of the visit and in between appointments. Ideally equipment will be able to be cleaned and appropriate cleaning products will available to be used. 		LAL teacher	Before visit	

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		<ul style="list-style-type: none"> Ask the setting to check that the attendees are still well and that there are no symptomatic persons in the setting prior to visits. 				
Spread of infection - arrival at the setting/home	Staff, setting staff, pupils, others on the site/ in the home	<ul style="list-style-type: none"> Wash hands/use sanitiser before entering the setting Check that the person you are visiting is still well and that there are no symptomatic persons in the setting or home. On arrival follow the instructions given/agreed previously. Make sure that the setting has your name and contact details, as well as full details of who you were visiting and when, for contact tracing purposes. 		LAL teacher	On arrival at setting/home.	
Spread of infection - during the visit	Staff, setting staff, pupils, others on the site	<ul style="list-style-type: none"> Maintain social distancing at all times and encourage attendees to do so as well. Wash/sanitise hands during visit. If your visit will involve close working with an individual and 2m social distancing is not possible then screens should be used OR face masks should be worn. If one individual can't wear a face covering (a child for example) then other measures should be followed to reduce the risk, such as not touching faces, frequent handwashing etc... for the protection of all present if 2m distance is not possible. If visit involves seeing more than one pupil/group, staff must clean surfaces, equipment, assessment materials between each individual/group. Pupils to wash hands on entering the room If pupil appears to be poorly, staff should inform school and not proceed with visit. 		LAL teacher	During visit	
Spread of infection - after the visit	Staff, setting staff, pupils, others on the site	<ul style="list-style-type: none"> Ensure that you wash your hands/use sanitiser when leaving the setting. Waste must be disposed of appropriately. Ensure that equipment is cleaned in between each visit. 		LAL teacher	After visit	

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		<p>Ideally equipment will be able to be cleaned and appropriate cleaning products will available to be used (antibacterial wipes are provided to staff).</p> <ul style="list-style-type: none"> Ensure that you have recorded visit via track and trace app 				
PPE	Staff, setting staff, pupils, others on the site	<ul style="list-style-type: none"> Screens OR face masks should be used in circumstances where distancing cannot be maintained. Face masks should be put on and taken off in line with the guidance and stored in a plastic bag whilst not in use. <p>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#how-should-ppe-and-face-coverings-be-disposed-of</p>		LAL teacher	Before visit	

Risk assessment completed by	Dawn Dance	Signature	
Risk assessment sponsored by	Learning Servics Support Manager	Signature	
Date assessment completed	5.3.2021		
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email X <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/> please state:		

Review Date	Assessor	Signature	Sponsor	Signature

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