

APPENDIX 1
Risk matrix

Key

Likelihood	Rare (will probably never happen/recur) Unlikely (do not expect it to happen but is possible) Possible (might happen) Likely (will probably happen) Almost certain (will undoubtedly happen)
Severity	Negligible Minor Moderate Major Critical
Risk control strategies (Likelihood x Severity)	Trivial - no action required
	Tolerable - monitor the situation
	Substantial - take action within an agreed period
	Intolerable - stop activity, take immediate action to reduce the risk

		Consequence of event occurring (Severity) → →				
		Negligible	Minor	Moderate	Major	Critical
		1	2	3	4	5
Likelihood of Event Occurring (Probability)	Rare 1	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5
	Unlikely 2	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Possible 3	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Likely 4	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Almost 5	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25

Risk assessment for minimising risk of infection from Covid-19 at HOE outreach centres

Version History

Date	Review Details	Reviewed by
8/1/2021	Transferred to HSE grid	CKi and JSh
13/1/21	Advice from HSE qualified person	MK
21.1.21	Updated in light of new DfE/PHE advice	JS, SVS, Cki

This Risk Assessment considers the HAZARD of becoming infected with the COVID-19 virus in the outreach centres
to include pupils, staff and visitors

This risk assessment builds on the measures we have had in place to minimise risks to all stakeholders since in September 2020, following guidance issued by DfE and the subsequent updates (still ongoing). Evidence suggests, as of December 2020, there is a new strain of coronavirus that is substantially more transmissible. We have therefore introduced further measures to minimize the risk of transmission.

COVID-19 symptoms

- High temperature
- A new and continuous cough
- A new loss of smell or taste

Please see additional risk assessments which includes measures for inpatient teaching, one to one teaching in pupil homes, arrangements for music teaching and arrangements for making home visits where required.

Staff and pupils who are advised by a medic to shield as we are now in Tier 4 will have their individual risk assessments reviewed with their Leader of Learning and alternative arrangements made if required. Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the centres in line with the guidance.

The number of staff we have available to teach at the centres at any time will also impact on this risk assessment.

Bubbles - we know that the recommendation for secondary schools is that year groups are classified as a single 'bubble'. In AP, we know that because our numbers are low, we will be allowed to class the whole setting as one bubble.

For our purposes:

- Delapre and the Bridge will be one bubble
- The Gatehouse will be one bubble
- The Sett and the Burrows will be one bubble.

Cross bubble working is permitted providing all measures contained in this risk assessment are followed. Weekly testing of staff will also reduce the risk of cross bubble infection.

We will share risk assessments with our trust, our staff, parents/carers, pupils and unions to ensure that there are no points we have overlooked. When agreed, this will be displayed on our website for transparency.

Additional PPE, such as seat coverings, can be requested when and where required.

#	Activity	Sub-activity	Risk Management Measure	Residual Risk			Action#
				Probability	Severity	Risk	
1	Contact between	General movements	Parents will be strongly reminded of the PHE advice Follow the advice here: When to self-isolate and what	1	3	3	1, 3,10,

		Anyone that develop symptoms whilst at a centre Staff, Pupils, visitors to have temperature checks on Anyone showing/suspecting that they have symptoms Parent contact details to be updated to ensure that there is someone to take a sick child home in ALL				
		Use of Sign in App system. Staff, pupils and visitors to use the sign in app	1	3	3	1, 6, 13
		Preventing transmission of C-19 with All centres to have a regular cleaning routine daily, in Staff attending a bubble should wash their clothes Teaching Staff at Delapre are NOT to enter the admin Staff & Pupils who are unwell must stay at home and Download the NHS Track and Trace app - all staff to Staff and pupils to carefully follow government and Staff and most pupils participate in weekly testing Use of home-school agreements for clarity (contained Close contacts of an infected person at school will be Staff to record seating plans Staff areas restricted to maximum occupancy -	2	3	6	1, 11, 15 11 5 1 5 6, 12, 13,
		Social Distancing Staff, pupils and visitors to maintain 2m distance from Tape on floors to indicate 2m distance Convex mirrors placed at blind spots to see people Staggered break times for pupils and staff. Staff to use one cup only and bring their own lunch. Ensure all pupils are fully briefed before they start to Playing board games - wipe down boards and pieces Social distancing marked on ramp at Gatehouse Clear briefing to parents prior to pupils starting at the Arrangements to phone in so people can have the Any meetings to be conducted in a wide enough space	2	3	6	1, 11 1, 10, 11
		Infection control - preventing Ventilation - classrooms to have at least one window Sneeze screen to be provided for reception and Pupils allocated workstation/place with tray and box for Pupils to get refreshments one at a time on a rota Mobile phone wallets to be held in the classroom (in a Corridor 2m floor markings Facemasks/Visors - staff and pupils provided with a <u>Clear instructions to be provided to pupils and staff on</u> Follow handwashing guidelines and staff to role model Antiseptic hand gel - people to apply hand gel when Surface sanitation - antiseptic wipes available for all PPE to be worn for administering first aid to pupils and PPE stations available at entrances to centres and PPE boxes with all equipment ready for staff to use in Gloves to be available when required for certain	1	3	3	4 3,11 11, 12 11 11
		Use of toilets Antiseptic soap in all toilets. Antiseptic wipes for sinks, surfaces and handles in all One person only allowed in toilets with clear notices on Pupils to use a paper towel to open and close doors	1	3	3	1
		Teaching Staff to teach from the front of class maintaining the Classroom arrangements - preferably single desks Classroom arrangements - "Horseshoe" Staff and pupils to have their own stationery (to be Staff to record seating plans	1	3	3	
			2	3	6	

Removed following updated DfE advice on 20/01/21

		Minimise face to face exposure, side by side or "1m Classroom based resources such as books and games				
	Teaching Art, Science and sports	Art Lead to plan equipment needs for the three weeks	1	3	3	
	Book Marking	Staff marking books - to use hand gel before and after	1	3	3	
	Book Marking 1	Staff marking books alternative1 - staff can wear	1	3	3	
	Book Marking 2	Staff marking books alternative 2 - staff can put books	1	3	3	
	Book Marking 3	Staff marking books alternative 3 - If marking books Plenty of tissues to be provided. Pupils to be	2	3	6	
Providing pupils	Teachers preparing food and drinks	Staff will follow hierarchy of controls and wear	1	3	3	15
	Working across HOE "Bubbles"	Bubble working reduces the number of pupils that staff HOE Class sizes already small (Max 9 pupils) Staff and most pupils participate in weekly testing Staff use the sign in app rigorously Staff required to change bubble (site) in one day will	2	3	6	13, 14
			2	3	6	14
Use of resources and equipment	General use	All surfaces in use to be wiped with antiseptic wipe at the start of the day (person to wear gloves when doing cleaning) Areas and equipment to be wiped clean before and Ask pupils to wipe their desk areas at the end of each Staff and pupils to have their own stationery (to be Pupils will normally be provided with their own Pupils who are doing art activities will be given their All staff to undertake regular cleaning of surfaces in line with guidance after each class (if change of pupils). Staff clean/wipe their desk when they move to another Art teacher to plan equipment needs for the three weeks in advance so that it can be sanitised and/or prepared. Staff at Delapre will need to get art equipment ready. Sports and science equipment to be cleaned frequently and meticulously after each group has used them, or it must be rotated out of use for 48 hours (72hrs for plastics). Soft furnishings removed from bases if they cannot be Excess furniture removed to allow space for safe Pupils allocated workstation/place with tray and box for	1	3	3	15 3 3
	Shared use	Equipment that may present a safeguarding risk, such Any shared equipment to be wiped down by antiseptic Option to wear gloves available when equipment is	2	3	6	3, 11
Incorrectly	Risk of infection from direct contact with	Pedal bins to be emptied by staff at the end of the Wash or gel hands after emptying bins See separate risk assessment for disposal of C-19	1	3	3	2, 11
Use of transport	Staff	Staff to travel alone in cars - no transporting pupils. Staff to check their car regularly to ensure it is in good Staff to avoid public transport if possible but report to Take appropriate measures if using taxis (as pupils	1	3	3	
	Pupils	Pupils who travel in taxis to be risk assessed Taxi firms used have supplied details of their risk Pupils provided with masks, antiseptic wipes, seat Pupils dispose of single-use masks in pedal bins	2	3	6	16

Pupil refusing to		Talk to pupil about risk of infection and reasons for	2	3	6	3, 17
Contact of staff or	Health and Education specialists	To be kept to a minimum and individually risk	1	3	3	18
Contact of staff or		Only to visit sites outside of normal school hours and	1	3	3	18

#	Recommended Action	Responsibilities		
		Who	Target Date	Completion
1	Content of the risk assessment to be communicated with staff , pupils, parents members prior to teaching	Leader of	13.1.21	20.1.21
2	Health and safety updates to be provided to all staff monthly in team meetings to avoid complacency	HT	20.1.21	Ongoing
3	Ensure all pupils have received a briefing about requirements for infection control whilst attending	Core teacher/LOL	On induction	Induction dates
4	Provide masks, bespoke if required, to enable as many staff and pupils to wear them at all times	SBM	4.1.21	31.1.21
5	Twice weekly testing for staff and pupils (pupils to be done at the end of the day)	Test team	6.1.21	Ongoing
6	Staff to go offsite for PPA provided there is adequate cover in the centres	HT, DHT, LoL	6.1.21	Ongoing
7	Staff Covid action group to be formed and meetings convened at least 2 weekly to review risk assessments	HT and identified	15.1.21	Ongoing
8	Seek external quality assurance of risk assessment	H & S consultant	14.1.21	15.1.21
9	Engage external contractor to loosen more windows	SBM	15.1.21	15.1.21
10	Regular PHE updates to be shared with parents	Business team	20.1.21	ongoing
11	Staff and pupils to be reminded of the guidance and updates regularly	Business team	20.1.21	ongoing
12	Add signs to The Gatehouse with maximum occupancy of each room	Business team	14.1.21	15.1.21
13	Individual arrangements for staff to work from home can be made to minimise staff numbers on site where appropriate. These must be made with agreement from SLT and staff must always inform their manager when leaving the site not at their usual time. Staff should sign out using the Sign In App.	SLT	6.1.21	Ongoing - kept under review
14	Staff may also be needed to redeploy at short notice to support in other settings if staff numbers reduce	SLT	13.1.21	Ongoing
15	Cleaning procedures for kitchen spaces to be put in place		4.1.21	Ongoing
16	Individual risk assessments for travel in taxis where required	LoLs	11.1.21	Ongoing
17	Consider moving to remote education if pupil cannot adhere to measures	SLT	11.1.21	
18	Consider additional risk assessments where required	SLT	11.1.21	Ongoing

Related policies

This risk assessment should be read alongside the policies and HOE guidance:

[Procedures to follow if a pupil or staff member becomes unwell whilst on site](#)

[Policy and procedures in response to any infection](#)

[Policy for safe sharing of equipment](#)

[Policy and procedures to keep staff safe on site](#)

[Policy for provision of remote education support \(in the case of lockdown, temporary closure or for pupils who are required to shield\)](#)

[Risk assessments for external visitors e.g. music teacher, careers advisor](#)

[Risk assessment for the carrying out of asymptomatic testing on site](#)

[One to one teaching in pupils homes](#)

[Risk assessment for staff visiting parents in their homes](#)