

## Risk Assessment Form

<b>Activity:</b>	COVID-19 Response – Re-opening of Aspire Hub's	<b>Location:</b>	Aspire Hub Burnley	<b>Persons at Risk:</b>	Staff/ Children
<b>Assessor(s):</b>	Danny Maher			<b>Date of Assessment:</b>	11/05/2020
<b>Risk Assessment Approval by Service Director / Manager</b> (insert name):	Gill Bullock			<b>Date Risk Assessment Approved:</b>	11/05/2020
<b>Activity/Session Approved or Declined by Service Manager:</b>	Approved			<b>Date Activity/Session Approved:</b>	11/05/2020

Significant Hazards		Risks Involved	Current Control Measures	Harm Potential (A)	Likelihood of Harm (B)	Risk Banding (AxB)	Further Action Required (Controls / Procedures/ Authorisation Training / Modification to equipment or Process)	Action By	Target Date	Completed By (Name/Date)	Risk Banding After Action
1	Contact with individuals who are unwell or displaying COVID-19 symptoms, or who have someone in there household who is.	Infection of COVID -19 for children and staff.	Record daily information and to take temperatures of staff and children along with Covid questions being checked with staff and parents prior to entering the building or accessing Aspire Transport. Anyone exhibiting a high temperature or symptoms relating to corona virus will be advised they are unable to attend in line with government guidance.	1	2	2 (Low)	N/A	N/A	N/A	N/A	N/A

## Risk Assessment Form

			<p>Identified member of staff will take temperatures of all children entering the Hub, staff will take their own temperature and record it on the staff signing in and out sheet. Whilst temperatures are being taken staff need to be aware of social distancing.</p> <p>Temperatures will be taken with a non-contact thermometer.</p> <p>Anyone with a high temperature above 37.8C or any corona virus symptoms are to be refused access to the building and follow government guidelines around self-isolation and book a test. If you or anyone in your household is showing any symptoms you must self-isolate for 10days. Before returning to work staff members must receive a negative test result or have isolated for 10</p>									
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## Risk Assessment Form

			<p>days. Please see current government guidance for full details</p> <p>Record staff and children temperatures prior to finishing for the day</p>								
2	Staff & children that may be COVID-19 carriers but asymptomatic.	Infection of COVID-19 for children and staff.	<p>Both children and staff to clean hands more often than usual - wash hands, wrists, arms thoroughly for 20 seconds (happy birthday song) with running water and soap and dry them thoroughly.</p> <p>Sanitise hands regularly throughout the day using alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered</p>	5	3	15 (High)	<p>Aspire Hub staff and children will implement good hygiene procedures following government guidance around this procedure within schools/alternative provision settings, including regular hand washing and use of hand sanitiser throughout the day. Staff and children will use gloves for washing pots, staff and children will wear one set of aprons and tabards for food prep and a different set for craft/ art activities. As stated in the scientific evidence and guidance from the UK government, approaches and procedures will lower the risk of infection for staff and children.</p>	<p>Aspire SLT</p> <p>Aspire staff</p> <p>Aspire pupils</p>	Ongoing/ every day	DM – 11.5.20	5x1 = 5 (Low)

## Risk Assessment Form

3	Respiratory hygiene	Infection of COVID -19 for children and staff.	<p>Promote the 'catch it, bin it, kill it' approach.</p> <p>Use of personal protective equipment (PPE) including face coverings, face masks and aprons.</p>	5	2	10 (medium)	<p>To promote the 'catch it, bin it, kill it' approach all staff and children will be encouraged to use paper towels to dry hands after washing and discard in the bin.</p> <p>The latest evidence and advice is that children aged 12 and over should wear a mask where social distancing cannot be safely managed and there is widespread transmission in the area. Nationwide, we are not recommending face coverings are necessary in nurseries, childminders, schools and colleges generally. This is because the approaches nurseries, childminders, schools and colleges are putting in place already reduce the health risks</p> <p>Children in nurseries, at childminders and primary school children will not need</p>	<p>Aspire SLT</p> <p>Aspire staff</p> <p>Aspire pupils</p>	Ongoing/ every day	DM – 11.5.20	5x1 = 5 (Low)

## Risk Assessment Form

							<p>to wear a face covering. In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, corridors Face masks or visors are to be worn.</p> <p>However at the Aspire Hub, social distancing measures may not always be possible. At times during the day children and staff may need to be in close proximity. During these times staff will be provided with and be required to wear coverings to prevent the risk of infection or spread.</p> <p>Aprons/ masked will be washed and dried every day</p>				
4	Contraction of COVID-19 via surfaces.	Infection of COVID -19 for children and staff.	Cleaning frequently touched surfaces often throughout the day using products, such as detergents and bleach to kill any possible traces of the virus.	5	2	10 (medium)	<p>The Aspire Hub will ensure regular wiping of surfaces throughout the day. At the end of each day all surfaces and large furnishing will be cleaned and disinfected.</p>	Aspire SLT Aspire staff	Ongoing/ daily/ every day	DM – 11.5.20	5x1 = 5 (Low)

## Risk Assessment Form

			<p>Upon entering the building staff will hang coats and shoes in the staff room and wear pumps throughout the day which are to stay at the Hub.</p> <p>Children will put outdoor coats and shoes in a drawstring bag which will be hung up in reception and wear pumps throughout the day which are to stay at the hub.</p>								
5	Contraction of COVID-19 via being in close proximity or touching others (this includes restraint procedures).	Infection of COVID -19 for children and staff.	Minimising contact and mixing of both staff and children by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). Classes will also not be mixed at any point of the day to ensure this.	5	2	10 (medium)	<p>Where possible staff will not mix, if they need to mix at any time staff will wear a visor or face covering. If staff are moving areas, they must hand sanitise between area's</p> <p>Where possible children will work outside and where possible social distancing measures will be implemented within each classroom and throughout the Aspire Hubs</p>	Aspire SLT Aspire staff	Ongoing/ daily/ every day	DM – 11.5.20	5x1 = 5 (Low)

## Risk Assessment Form

			<p>Minimising the crossover of staff from each site.</p> <p>Children being transported to and from the Hub on the minibus will be allocated their own seat and a reduced number of children will be on the mini- bus to keep with the social distancing guidelines. Staff will be wearing face coverings and eye protection if needed along with the Hi Vis vest.</p> <p>Children who arrive off the minibus will enter the building via the shutter door, a staff member will come to collect the children from the bus and escort to the classroom. The</p>			<p>Staff who usually work between both sites will when possible stay at one location to reduce the amount of people they come into contact with and reduce the spread of the virus.</p> <p>Refresher training with staff will revisit the need and importance of understanding behaviours but with a large emphasis on revisiting de-escalation techniques with children in the classroom setting to ensure that all de-escalation techniques are being used and deployed regularly and consistently to ensure the need for physical intervention lowered significantly through these key approaches and strategies.</p> <p>Individual risk assessments for children will highlight the need for physical intervention but as above this will be an absolute last option alternative. If de-escalation techniques are used consistently and appropriately, it will take</p>					
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## Risk Assessment Form

			<p>children will be escorted at staggered times.</p> <p>Parents who bring their child to the Burnley and Bolton Hub will wait outside or in the reception area when they arrive, a staff member will meet at you ask the above information and take temperature of the child and escort the child into class</p> <p>Communal areas will be restricted to a maximum of two to three staff members at one time depending on the site.</p> <p>Children will be escorted to the bus at staggered times</p> <p>When parents arrive at the hub, children are escorted to their parents by a staff member and have the</p>				away the need for any form of restraint.					
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## Risk Assessment Form

			<p>temperature recorded.</p> <p>.Visitors to the Hub.</p> <p>Visitors are asked to wear a face covering or visor prior to entering the building.</p> <p>Visitors are asked to leave all unnecessary items in their car. Upon entering the Hub visitors will sign in and take their temperature, hand sanitise and make their way to the room they are visiting.</p> <p>Upon Leaving visitors are to take temperature, hand sanitise and sign out.</p>				<p>To minimise contact between staff and visitors, staff are always to remain 2 metre away from visitors. When a visitor arrives, they will enter the building and take their own temperature and sanitise their hands. A staff member will unlock the door and move back to a safe distance and allow the visitor to walk through. Any items the visitor has brought are to be placed in a box with a lid on and kept in the office. The visitor will place these in themselves and collect themselves. The box will be disinfected before and after it has been used.</p> <p>Upon leaving room staff must phone the office to inform them the visitor is leaving; a staff member from the office can then unlock the door and step behind the door ensuring there is no direct face to face contact, ready for the visitor to leave.</p> <p>Visitors are to take their own temperature and sanitise</p>				
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## Risk Assessment Form

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In addition to the specific risk assessment above, a general risk assessment regarding generic spread of COVID-19 Coronavirus has been included below. This should also be followed in line with government guidance and the links provided to staff below to ensure the risk of infection is minimised by following government scientific guidance and therefore ensuring the safety of themselves, their colleagues and the children/pupils in our care.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Children/ pupils</li> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Staff encouraged to protect the skin by applying emollient cream regularly</li> <li><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-">https://www.gov.uk/government/publications/guidance-</a></p>	All staff	Ongoing/ every day	

## Risk Assessment Form

		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <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>Taking steps to review work schedules including start &amp; finish times/shift patterns, etc.</p> <p>Redesigning processes, classrooms and offices to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in communal rest areas for staff.</p>	<p><a href="#">to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff and children to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
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## Risk Assessment Form

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## Risk Assessment Form

		<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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