

Risk Assessment Form

Activity:	COVID-19 Response – Re-opening of Aspire Hub's	Location:	Aspire Hubs (Burnley & Bolton)	Persons at Risk:	Staff/ Children
Assessor(s):	Danny Maher			Date of Assessment:	11/05/2020
Risk Assessment Approval by Service Director / Manager (insert name):	Gill Bullock			Date Risk Assessment Approved:	11/05/2020
Activity/Session Approved or Declined by Service Manager:	Approved			Date Activity/Session Approved:	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 their household who is.	Infection of COVID -19 for children and staff.	Record daily information and to take temperatures of staff and children 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. Identified member of staff will take temperatures of all	1	2	2 (Low)	N/A	N/A	N/A	N/A	N/A

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			<p>staff members and senior management will take temperature of identified person. Whilst temperatures are being taken staff need to be aware of social distancing. Temperatures will be taken with a non-contact thermometer.</p> <p>Anyone with a high temperature above 38C or any corona virus symptoms are to be refused access to the building and follow government guidelines around self-isolation (7 days isolation. If anyone in your household is showing any symptoms you must self-isolate for 14 days.) Before returning to work it is advised that the staff member is tested for corona virus.</p> <p>Record staff and children temperatures prior to finishing for the</p>								
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			day								
2	Staff & children that may be COVID-19 carriers but asymptomatic.	Infection of COVID-19 for children and staff.	Both children and staff to clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	5	3	15 (High)	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 throughout the day, use of hand sanitiser, moisturiser and barrier cream. 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.	Aspire SLT Aspire staff Aspire pupils	Ongoing/ every day	DM – 11.5.20	5x1 = 5 (Low)
3	Respiratory hygiene	Infection of COVID -19 for children and staff.	Promote the 'catch it, bin it, kill it' approach. Use of personal protective equipment	5	2	10 (medium)	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. Wearing a face covering or face mask in schools or other	Aspire SLT Aspire staff Aspire pupils	Ongoing/ every day	DM – 11.5.20	5x1 = 5 (Low)

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			(PPE) including face coverings and face masks.				education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. 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.				
							Aprons/ masked will be washed and dried every day				

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4	Contraction of COVID-19 via surfaces.	Infection of COVID -19 for children and staff.	<p>Cleaning frequently touched surfaces often throughout the day using products, such as detergents and bleach to kill any possible traces of the virus.</p> <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	2	10 (medium)	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.	Aspire SLT Aspire staff	Ongoing/ daily/ every day	DM – 11.5.20	5x1 = 5 (Low)
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	5	2	10 (medium)	The Aspire Hub will be opening on a reduced timetable with a reduced number of children in the first instance to ensure low numbers of children and staff, minimising further any	Aspire SLT Aspire staff	Ongoing/ daily/ every day	DM – 11.5.20	5x1 = 5 (Low)

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			<p>staggered break times). Classes will also not be mixed at any point of the day to ensure this.</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 children will be escorted at staggered</p>			<p>risk of transmission.</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> <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</p>					
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			<p>times.</p> <p>Parents who bring their child to the Burnley and Bolton Hub will telephone the Hub when they arrive, a staff member will meet at your car and ask the above information and take temperature of the child and escort the child into the hub. This is to minimise the amount of people accessing the Hub.</p> <p>Communal areas will be restricted to a maximum of two staff members at one time.</p> <p>Children will be escorted to the bus at staggered times</p> <p>Parents phone the hub when they arrive, children are escorted to their parents by a staff member and have the temperature recorded.</p>				<p>appropriately, it will take away the need for any form of restraint.</p>				
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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"> Children/ pupils Staff Visitors to your premises Cleaners Contractors Drivers 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that</p>	<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 https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	All staff	Ongoing/ every day	

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		<p>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><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & 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><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</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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