

RISK ASSESSMENT FOR SUPERVISED LEARNING ENVIRONMENT DURING THE COVID-19 PANDEMIC

Completed by: R Marsh

Date: 11.08. 2020

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through supervised learning centre and out into wider community	Pupils	1	3	3
	Staff	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> Parents/carers are instructed not to enter the school building without an appointment. Children are received into school/centre by a member of staff, maintaining social distancing protocols. Structured release of children at the end of the school day Communication sent to all parents/carers that should their child appear unwell they should not be sent to school/centre. Parents informed that they are not to congregate at school gates, entrances or within the playground. Soap dispenser and paper towels/hand driers within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. 		<ul style="list-style-type: none"> Hand washing station in operation outside school main entrance for staff and pupils to use Face coverings, should be worn in staff rooms and during adult to adult meetings lasting more than 15 minutes Face coverings are strongly encouraged for activities that entail large numbers of staff or pupils within an enclosed space where social distancing is not possible; Staff encouraged to download STOP COVID NI Track and Trace NI app Discipline policy addendum to address persistent contraventions of school hygiene measures or 		All Staff and pupils
				From August 2020

<ul style="list-style-type: none"> • Inform parents of hygiene expectations and for the need to communicate this message in the home environment. • All staff/children to wash their hands before coming to school, before going home, during day and when they get home. • Children to wash/sanitise hands before eating. • Staff monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date. • Public Health Advice on Covid-19 displayed on posters around school buildings. • Discuss with parents the initial steps and agree key actions e.g. Parents may wish to send their hand wipes and sanitisers into school with pupils. • Hand sanitiser provided to schools for staff. • Communicate to parents the importance of the school hygiene and health and safety protocols. • Keep all internal classroom and corridor doors propped open. 	<p>inappropriate behaviours that could lead to spreading infection</p> <ul style="list-style-type: none"> • Keep Left instructions for walking in corridors and one way systems in place in some areas. • Individual risk assessments for staff who fall into certain DE defined health categories. • Pupils in learning bubbles when possible and appropriate 		
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Completed by: R. Marsh

Date: 11.08. 2020

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.	Pupils	1	2	2
	Staff	3	2	6
	Wider Community	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Contact relevant agencies e.g. PHA, EA, DE. • Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transit purposes then all areas accessed should be isolated for 72 hours. Cleaning to be completed after 72 hours and before reoccupation of the classroom. • In the case of post primary schools where the pupil may have spent their school day in a number of classrooms, all rooms should be closed. • Inform staff (check with EA Communications on wording). • Contact parents with EA Communications agreed statement. • Refer to DE Guidance on what to do if someone develops symptoms of Covid-19 in a school or other educational setting. • EA to support schools in form of words for communication to the school community. • Schools must not name individuals. 				Ongoing

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Completed by: Centre Manager

Date: 8 April 2020

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or pupil or staff with a family connected to the learning hub. No symptoms of Covid-19 displayed within the school or later that day.	Pupils	1	2	2
	Staff	3	2	6
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Whole family to self-isolate for the designated period in line with most up to date Government guidance. • Consult PHA website for most up to date guidance. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas, toilets, door handles, telephones, grab rails. • It is recommended that regular contact is made with the Principal. 				

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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Shortage of staff Absence of School/Centre Leadership 	Pupils	2	3	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Use NISTR register to employ substitute teachers. Consider combining classes whilst maintaining social distancing. Where pupil/teacher ratios exceed DE recommendations– partial closure for certain classes or part time / AM / PM classes. Text alert service to parents to notify them of any exceptional closures due to insufficient staff cover. Notify DE in the event of an exceptional closures. 		Unplanned staff absence to be communicated to A Best, R Marsh and SJ Skobel as soon as is possible	A Best (Cover Manager) R Marsh (Principal)	

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Shortage of support service staff such as <ul style="list-style-type: none"> • Building Supervisor/Cleaning • Admin Staff • Learning Support Resulting in non-delivery of essential services	Pupils Staff	3	3	9
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • Contact EA for cover arrangements • Classroom Assistants to provide temporary cover for admin • Reassign support staff to core health & safety functions within the school • Explore the option to share support staff with neighbouring schools. 		<ul style="list-style-type: none"> • 		When

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<ul style="list-style-type: none"> Reducing contact point activities. 	Pupils Staff	1	1	1
Existing Precautions		Additional Precautions		When
<ul style="list-style-type: none"> Daily disinfecting of equipment which pupils are in regular contact with. Classroom door and corridor doors to be propped open (this is only during the period of Covid-19). All doors must be closed at the end of the school day. Each child to be assigned their own desk and equipment which they use for the duration of supervision. Consideration should be given to reconfiguration of the layout of desks within the classroom to aid social distancing and limit the amount of contact points. 		Anti-bacterial wipes in every room Anti Bacterial spray and blue roll in practical subjects		Class teachers Cleaning Staff Caretaker Pupils
				From September

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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Risk of Fire 	Pupils Staff	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Routine weekly testing of the fire alarm system within the school building should continue as normal. Any faults to be logged to EA Maintenance. Fire escape routes kept clear at all times. Daily cleaning of bins, to avoid build-up of combustibles. Staff who are not familiar with the building should be made aware, on their first day of attendance, of actions to be taken in the event of a fire, emergency escapes routes and the position of the assembly point. Register kept of all persons present in the building. Fire Extinguishers must not be used to prop open doors, they must remain in situ. It may be prudent to carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points. 			Buildings Supervisor Principal	

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Hazard	To Whom	Severity	Likelihood	Risk
<ul style="list-style-type: none"> Risk of an accident or injury during outdoor supervised play. 	Pupils	1	1	1
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Outdoor fixed playground equipment should not be used during this period. Staggering of lunch times so limited number of children are in the playground at any one time. No contact sports to be played during this time. Adequate supervision ratios. 		Each year group given designated areas to go to at lunch and break	Principal Supervising staff	