

Tower Learning Centre – Risk Assessment Form



Ref No:	Risk Assessment Title	Assessor name	Assessment date	Review date
	Covid – 19 – Risk Assessment – Version 1	David Ratcliff	14 <sup>th</sup> August 2020	Weekly
How communicated to staff		Email/Website	Date communicated	

REF	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, students, contractors, parents/guardians	<p>All staff, students, parents and visitors are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>*Health and Safety Policy</li> <li>*First Aid Policy</li> <li>*Infection Control Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>*The Health Protection (Notification) Regulations 2010</li> <li>*Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> </ul>

\*DfE and PHE (2020) 'COVID-19: guidance for educational settings'

The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.

The Centre keeps up-to-date with advice issued by, but not limited to, the following:

- DfE
- NHS
- Department for Health and Social Care
- PHE
- Blackpool Local Authority

We have followed national and local guidance when writing the risk assessment. Guidance used, but not limited to, the following:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

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of-coronavirus

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<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>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

			<p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>Staff are made aware of the Centres infection control procedures in relation to coronavirus via email and contact the Centre as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>The Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, visitors and students with either confirmed or suspected cases of coronavirus</p>
(b)	Poor hygiene practice	Staff, visitors, students, contractors, parents/guardians	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's.</p> <p>Posters are displayed throughout the Centre reminding students and staff to wash their hands, e.g. before entering and leaving the Centre. Visitors to reception MUST wear a face covering and sanitise their hands on arrival.</p> <p>Essential Visitors are permitted on to site. This includes Support Workers, Social Workers, Counsellors, etc. Permitted visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <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></p>

			<p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets and kitchen areas.</p> <p>Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the session teacher)</p> <p>Students are able to use hand sanitiser, under the supervision of a member of staff. Students to only have access to hand sanitisers from a dispenser.</p> <p>Pupils are discouraged from sharing stationery items or equipment. Students are supplied with their own stationery items. Items used less frequently to be shared, pencil sharpeners, calculators, rules, must be sanitised before and after every use.</p> <p>Additional cleaning will take place throughout the day of all touch points including door handles, tables, toilets, etc.</p> <p>All Session rooms to have cleaning kits to clean tables, touch points, etc throughout the day.</p> <p>Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</p>
(c)	Ill health	Staff, visitors, students, contractors, parents/ guardians	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Students who feel unwell whilst in Centre will have their temperature taken immediately using a non contact thermometer</p> <p>Any student or member of staff who displays signs of being unwell, <u>coronavirus (COVID-19)</u></p>

symptoms, have a cough, fever, or has a loss of, or change in, their normal sense of taste or smell (anosmia), or difficulty in breathing, and believes they have been exposed to coronavirus seeks immediate medical advice. They are advised to follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Their relevant school or agency will be notified immediately and testing to be undertaken in accordance with their own policy – students / staff that test negative will be able to return to the Centre once 1 day after evidence of a negative test is received.

The Centre will book staff on their behalf here <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If a pupil displays symptoms whilst in Centre. The agency designated person and or parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. Unwell students who are waiting to go home are kept in room 4 where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the designated room, move them to an area which is at least 2 metres away from other people.

If unwell staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use and taped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Areas used by unwell staff and students who need to go home will be appropriately cleaned once vacated. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

			<p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents or guardian – they are advised to contact NHS 111 immediately or call 999 if the student becomes seriously ill or their life is at risk. They are also requested to get the student tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. They advised to follow the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds and sanitise after any contact with someone who is unwell.</p>
(d)	Confirmed Case of Covid- 19		<p>All staff and students who are attending the Centre will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>If a staff member or pupil tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the Centre only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>As soon as Centre becomes aware of a confirmed case of Covid-19 we will contact the local health</p>

		<p>protection team. This team will also contact schools and agencies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Centre – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, the Centre must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"><li>• direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li><li>• proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li><li>• travelling in a small vehicle, like a car, with an infected person</li></ul> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. If the test result is positive, they should inform Centre immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation</p>
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		<p>ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected we will work with our local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or specific bubble. Whole Centre closure based on cases within the Centre will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by the whole Centre if necessary, in line with routine public health outbreak control practice.</p>
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(e)	Spread of infection	Staff, visitors, students, contractors, parents/ guardians	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The 'catch it, bin it, kill it' approach to be communicated to students at the start of every session and PSHE.</p> <p>Younger students and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Cleaning kits are available in all session rooms</p> <p>Parents / guardians are informed via letter not to bring their children to the Centre or on the Centre premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents / guardians encouraged to take their child for a test.</p> <p>Parents/staff to inform school immediately if they test positive for Covid – 19.</p> <p>Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period). Parents / guardians encouraged to take their child for a test.</p> <p>Parents/guardians and staff to notify the Centre if their child/they have an impaired immune system or a medical condition that means they are vulnerable to infections. As individual RA will need to be completed.</p> <p>The Centre, in liaison with individuals' medical professionals where necessary, reviews the needs of students/staff who are vulnerable to infections.</p> <p>Students are required to come to the Centre in responsible clothing and parents / guardians are asked to ensure this is regularly washed.</p> <p>Students to only bring coats and or drink bottles only. No unnecessary items.</p>
(f)	Poor management of infectious diseases	Staff, visitors, students,	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus.</p>

		contractors, parents/ guardians	<p>Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Centre Manager or DSL.</p> <p>The Centre is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Centre Manager or DSL is informed by a students' school, agency or parents immediately once a student has tested positive for coronavirus.</p> <p>Staff inform the Centre Manager or DSL immediately once a pupil has tested positive for coronavirus.</p> <p>The Centre Manager and DSL monitors the cleaning standards of Centre cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, students, contractors, parents/ guardians	Centre to keep staff, students and parents / guardians adequately updated about any changes in relation to guidance/procedures around coronavirus
(h)	Disruption to the running of the school and exams	Staff, visitors, students, contractors, parents/ guardians	The Centre adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.

(i)	Emergencies	Staff, visitors, students, contractors, parents/ guardians	<p>Staff to ensure emergency contact details are up-to-date, including alternate emergency contact details, where required.</p> <p>Student parents / guardians, school or agency are contacted as soon as practicable in the event of an emergency.</p> <p>Centre Manager to ensure all students on site at the Centre have TWO WORKING emergency contact numbers.</p> <p>The Centre has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Gloves, aprons and masks should be worn when dealing with a medical emergency where a 2 metre distance cannot be observed.</p> <p>All staff made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices.</p> <p>All staff advised to watch the link below video.</p> <p><a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p>
(j)	Managing Entrance and Egress	Staff, visitors, students, contractors, parents/ guardians	<p>Only one member of a family, school or agency to drop off a student</p> <p>Staff asked to maintain 1Metre + distance when arriving and leaving the building and whilst in the building.</p> <p>Staff asked to maintain 1Metre + distance when receiving and dismissing students. Posters and markings will be used to support students and staff for distancing.</p> <p>Students who refuse to cooperate whilst in Centre and put staff at additional risk will be at risk of</p>

			<p>exclusion. The Centres separate Behaviour and Exclusions Policy will be followed (whichever Policy is most appropriate).</p> <p>School, agency or parental queries will be dealt with over the phone or via email where possible. Not at the beginning and end of the Centre day.</p>
(k)	session sizes and layout	Staff and students	<p>Sessions to have no more than the allocated students in them as below: Students in them. Tables to be front facing. Students to use the same table each day where possible. Rooms to be accessed directly from outside where possible. Students to use the same session room or area each day, with a thorough cleaning of the rooms at the end of each session Tables, touch points to be cleaned throughout the day by tutor or designated person</p>
(l)	Social Distancing		<p>Staff and students are reminded to stay 1Metre + apart where possible. Signage displayed around the Centre. Markers/tape to be used where needed. Students and staff to stay away from other people and groups where possible.</p> <p>The same tutor(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days where possible and where staffing allows.</p> <p>Only one Male and Female to access the toilet facilities at any one time. Each floor at the Centre to use its own toilets.</p>
(m)	Sharing of Resources		Session rooms have access to their own resources.

			<p>Equipment not needed to be removed where possible or do not use signage/tape displayed.</p> <p>Students to be provided with their own stationery. Students will be given daily reminders to only use their own stationery and not to share with other students.</p> <p>Items used infrequently to be shared across each session room, but must be sanitised before and after use.</p> <p>All classrooms to have their own first aid, cleaning materials, bodily spillage kits and PPE</p> <p>Other shared equipment (keyboards &amp; Mouse's) to be cleaned thoroughly between each use</p>
(n)	Shared spaces		<p>Classrooms will not be shared between students allocated to separate parts of the building</p> <p>Toilets used by single student only. Students asked to wash hands on the way back from the toilet.</p> <p>Lunch break for staff will be in session room 5, observing the 1 meter + rule. Tables will be cleaned afterwards by designated person.</p> <p>Shared entrances/exits will be cleaned on a regular basis.</p> <p>Cleaning kits to be available in all areas, out of reach of students for regular cleaning of equipment for example, photocopier, telephones, computers, etc.</p>

(o)	Visitors		<p>There will be no unnecessary visitors allowed access into the building.</p> <p>Meeting with other professionals will take place virtually where possible. Meetings that are unable to take place virtually, social worker visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <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></p> <p>Contact details will need to be provided by all visitors in order to comply <b>with track and trace</b>. Details inputted and stored on the Centre IT system</p> <p>All visiting staff reminded to remain 1Metre + from other staff and students where possible and must wear a mask at all times.</p> <p>Visitors to read and sign a declaration regarding Covid 19 when they sign in.</p>
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(p)	Physical Environment/Ventilation	Staff & students	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>Stand alone fans maybe used.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>Increase the frequency of emptying bins. Bins to be emptied in the morning, at lunchtime and at the end of the day.</p> <p>Bins to have bin liners in them for ease of emptying. Gloves to be worn when emptying bins. Hands to be washed after emptying. Lidded bins would result in students touching lids and could in fact spread infection.</p> <p>Lidded pedal bins in staff and student toilets</p> <p>Additional cleaning will take place at lunchtime. All toilets will be cleaned along with shared areas</p> <p>Hand driers are in use in 3 of the toilets at the Centre.</p>
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(q)	Staff unable to work	<p>From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly, <u>current advice on shielding</u></p> <p>You may still be at risk of severe illness if you catch coronavirus, so continue to take precautions. If you are extremely clinically vulnerable or clinically vulnerable or live with someone who is clinically vulnerable you should wash your hands regularly, avoiding touching your face and keep 2 metres away from people outside of your household or bubble wherever possible and at least 1 metre with protective measures in place.</p> <p>The majority of students and staff will be able to return to the Centre. You should note however that:</p> <ul style="list-style-type: none"> <li>· a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> </ul> <p>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Staff members who refuse to return to work will be dealt with on a case by case basis in conjunction with HR advice.</p> <p>Individual Risk Assessments put in place for those members of staff who require them.</p> <p>Individual Risk Assessments put in place for students who require them</p> <p>Staff MUST wear a face coverings whilst in the Centre at all times – face coverings will be supplied by Tower Learning Centre for all staff.</p> <p>Consideration is taken around staff who are considered to be more at risk, for example BAME, gender.</p>
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(r)	Premise Management	Staff & students	<p>Statutory checks and essential building servicing to continue.</p> <p>Servicing/checks to be completed where possible when staff and students are not in the Centre</p> <p>Reassurance from providers the appropriate social distancing and hygiene practices will be adhered to at all times whilst on site.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></p>
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<b>Additional actions taken to manage this risk</b>					
<b>No.</b>	<b>Action required</b>	<b>Action target date</b>	<b>Person responsible</b>	<b>Notes Comments</b>	<b>Date completed</b>
<b>Notes of ongoing issues or concerns relating to this assessment.</b>					
Government advice is changing daily. While this risk assessment is relevant today, tomorrow it may need updating. Therefore, this document will be updated in the light of any guidance changes and re-circulated to staff.					
Version 1 Risk Assessment updated following Reopening guidance published on 2 <sup>nd</sup> July.					

