

**RISK ASSESSMENT FORM**

<b>Original Assessment By:</b>	Susan Cumbers	<b>Date:</b>	27/10/2020	<b>Activity/Task:</b>	Running the Language Resource Centre
<b>Reviewed by:</b>	Laura Williams	<b>Date:</b>	28/10/2020	<b>School Name:</b>	Corbets Tey School
<b>Reviewed by:</b>	Kate Gallagher	<b>Date:</b>	28/10/2020	<b>Department/Phase:</b>	CAD 5-19 Team and CTS
<b>Reviewed by:</b>	Kelly Cornish	<b>Date:</b>	28/10/2020	<b>Directorate:</b>	
<b>Reviewed by:</b>	Elizabeth Dunnett	<b>Date:</b>	28/10/2020	<b>Headteacher:</b>	Emma Allen
<b>Reviewed by:</b>	Emma Allen		28/10/2020		

Activity/ Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implem ented Y/N
Contact with someone who may have the virus	CAD Team and Speech Therapy staff and LRC Users  May contract Covid-19 from exposure to the virus or an infected person	<p>Where possible, meetings should be conducted by telephone or using video conferencing. Where this is not possible, an LRC appointment system will organise and limit all LRC users. Prior to asking to visit the LRC, schools will be encouraged to ask for a telephone consultation and/or video conferencing call to view resources.</p> <p>Visits to the LRC by appointment only. CAD Team to manage the numbers of staff in ground floor and first floor office spaces. Maximum people in ground floor LRC = 4 Maximum people in first floor office = 3</p> <p>All visitors, NELFT staff and CAD Team to follow social distancing rules at all times. Visitors to wash hands on arrival and offered a mask and gloves to browse the resources in the cupboards. First floor toilets available for staff and visitors. Ground floor toilets should not be used.</p> <p>Other professionals (Therapists, Educational Psychologists, etc.) should contact Elizabeth Dunnett and Karen McGuire to check before using the office space to ensure maximum numbers are not exceeded.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Catastrophic</p> <p>Risk Level: Tolerable</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

Sharing and handling Resources	<p>CAD Team and LRC Users</p> <p>May contract Covid-19 from exposure to the virus from shared resources</p>	<p>CAD Team to provide delivery and collection service for resources to Havering schools to limit visitors to LRC. Gloves should be worn or hands washed before handling resources to be lent to schools. Printed/copied worksheets and resources taken from the cupboard to give to visitors to borrow should be handled with gloves. Resources will be sanitized with anti-bacterial wipes before being loaned to schools. A notice will be given out to schools with loaned resources advising them to leave the resources untouched for 72 hours before being used.</p> <p>Gloves are to be worn when browsing the resources in the cupboards.</p> <p>When resources are returned to the LRC they are placed in a returns box and not touched for 72 hours before they can be returned to the resource cupboards to be available for loan again. Resources will be sanitized with anti-bacterial wipes before returning to the cupboard.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Catastrophic</p> <p>Risk Level: Tolerable</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		
Record keeping of contacts made	<p>CAD Team and Speech Therapy staff and LRC Users</p> <p>May contract Covid-19 from exposure to the virus or an infected person and spread more widely</p>	<p>All visitors to provide their contact details including a personal/mobile phone number on arrival to ensure that they can be traced at a later date through the NHS Track and Trace service.</p> <p>All visitors including CAD Team to use school visitor sign in &amp; out contact form using the QR code. This to be displayed on entrance and CAD staff to direct visitors to complete form.</p> <p>Sign on door and submit message on form to instruct visitors to inform the school office on 01708 225888 if they later develop symptoms or are confirmed to have COVID-19.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Catastrophic</p> <p>Risk Level: Tolerable</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		
Lunch/ snacks /drinks	<p>CAD Team and Speech Therapy staff and LRC Users</p> <p>May contract Covid-19 from exposure to the virus</p>	<p>Individual lunches and snacks can be eaten but no food should be shared.</p> <p>Drinks will not be made/prepared for others. Kettle handle should be sanitised with an anti-bacterial wipe after use.</p> <p>Cups and other crockery and utensils should be thoroughly washed in between uses.</p> <p>The dishwasher can be used to thoroughly wash crockery and cutlery.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Catastrophic</p> <p>Risk Level: Tolerable</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

Adequate ventilation	CAD Team and Speech Therapy staff and LRC Users  May contract Covid-19 from exposure to the virus in the air	Rooms in use will be well ventilated by opening windows, doors or using ventilation units to ensure ongoing circulation of outside air.	Likelihood: Unlikely  Consequence: Catastrophic  Risk Level: Tolerable		Likelihood:  Consequence:  Risk Level:		
Awareness of school control measures	LA and NELFT staff  May be unaware of full school control measures	All LA and NELFT staff using the school facilities should read the current school COVID-19 risk assessment available via the link on the school website <a href="http://www.corbetsteyschool.org.uk/about-the-school/policies">www.corbetsteyschool.org.uk/about-the-school/policies</a>	Likelihood: Unlikely  Consequence: Catastrophic  Risk Level: Tolerable		Likelihood:  Consequence:  Risk Level:		
Keeping surfaces clean	CAD Team and LRC Users  May contract Covid-19 from exposure to the virus from surfaces	CAD Team staff will regularly sanitize frequently touched surfaces using standard cleaning products (e.g. bleach, detergent, anti-bacterial wipes), including: <ul style="list-style-type: none"> <li>• Banisters/hand rails</li> <li>• Tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> <li>• Front door code pad</li> </ul>	Likelihood: Unlikely  Consequence: Catastrophic  Risk Level: Tolerable		Likelihood:  Consequence:  Risk Level:		

<b>Next steps/ Notes</b>	Sign in QR Code signs printed, laminated and put up in entrance areas to LRC and office Sign in form to be updated to advise visitors to contact school if they develop symptoms and/or are confirmed case of COVID-19 after visit. CAD Team to create notice to attach to loaned resources to advise schools to not touch for 72 hours before use. School to provide cleaning materials, anti-bacterial wipes, gloves and masks for CAD team to use in LRC and office spaces.
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<b>Date Communicated to Staff:</b>				
<b>Who:</b> LA staff	<b>When:</b> 02/11/2020	<b>Is a safe system of work in place</b>	Yes	
<b>Who:</b>	<b>When:</b>		<b>Review date:</b> <i>If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.</i>	ongoing
<b>Who:</b>	<b>When:</b>			

<b>Signed (Headteacher)</b>	<b>Signed (CAD 5-19 Support Team Manager)</b>	<b>Date</b>
<i>Emma Allen</i> Emma Allen	<i>Elizabeth Dunnett</i> Elizabeth Dunnett	02/11/2020

## Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					