

## COVID-19 RISK ASSESSMENT

Assessment Reference No.	COVID-19	Area or Activity Assessed:	Learning Outside the Classroom Team Teaching in Schools
Assessment Date:	September 2020 updated March 2021		
Person who may be affected by this activity	Staff & Service Users		

Context of this risk assessment

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) Published march 2021

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

The current government guidance for the full re-opening of schools says:

*March 2021:*

You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) page 58

*September 2020*

*Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.*

*Peripatetic teachers can move between schools, for instance, but you should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the premises, and secure best value, you could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year.*

*Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. This would include school's own outdoor space on the school site – interpretation from Edsential.*

Learning Outside the Classroom Teachers will ***comply*** with school arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. Before commencing work in a school the Learning Outside the Classroom Teachers will share company risk assessment with school and ask to see their operating procedures. ***School may ask LOfC tutor to complete LF Covid 19 test before starting session. Follow school policy and procedures and inform line manager.***

## Section 1: Identify the Hazard

1.	Transmission of COVID-19 through bio-aerosols emitted when singing or playing instruments	✓	2.	Transmission through contact with other people	✓	3.	Transmission through contact with touch points	✓	4.	Workforce Resilience	✓
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## Section 2: Risk Controls

What are the hazards?	Who might be harmed	Risk	Pre-Control Risk Rating (Likelihood x Severity)	Controls Required	Post-Control Risk Rating (Likelihood x Severity)
Contracting COVID 19	<b>LOTC staff Children School Staff</b>	Transmission of COVID-19 through bio-aerosols emitted when project voice outside.	3 x 3 = 9	<p><b>In all situations:</b></p> <ul style="list-style-type: none"> <li>Teaching will take place outside where possible.</li> <li>Indoor teaching spaces will be well ventilated.</li> <li>Indoor spaces will be large with high ceilings where possible.</li> <li>Pupils to be facing forward where possible.</li> <li>Do everything possible to minimise contacts, avoid close face to face contact and minimise time spent within 1 meter of anyone.</li> </ul> <p><b>Individual or small group activity (tool work and strikers)</b></p> <ul style="list-style-type: none"> <li>Pupils grouped so that only pupils from the same 'bubble' learn together</li> <li>Tutor will be side-by-side with pupils where possible.</li> <li>If no other mitigations are possible, the tutor will be at least 2m from pupils<sup>6</sup></li> <li>If Tutor needs to be face to face with pupil face masks should be worn (using bow saw)</li> <li>If the above measures are not possible then do not complete tool work activity.</li> </ul>	1 x 3 = 3

Transmission of COVID-19 through contact between adults and pupils	<b>LOtC</b> <b>Teachers</b> <b>Children</b> <b>School</b> <b>Staff</b>	Physical contact with other people poses an additional risk of contracting the virus; Transmission between children in different bubbles; Staff contracting corona virus from other adults on arrival, departure and general movement around the school; A pupil showing signs of corona virus in a LOtC lesson; LOtC tutors in proximity of Corona Virus case in school; LOtC Tutors spreading the virus between schools; Poor hygiene increases risk of spreading the virus.	3 x 3 = 9	<ul style="list-style-type: none"> <li>• LOtC tutor will not make physical contact with pupils or School Staff unless there is a safety concern</li> <li>• Timetables for small group tuition will be re-organised so that only children from a single bubble are in a group together.</li> <li>• LOtC tutors to keep 2m (or 1m plus mitigations) away from all staff, pupils and colleagues in school corridors, wherever possible.</li> <li>• Arrival and departure times planned to avoid contact with others.</li> <li>• LOtC tutors will wash hands, or sanitise, on arrival and departure from each school and more often than usual.</li> <li>• Use of the staff room, toilet facilities, photocopying etc. to be discussed as part of the risk assessment.</li> <li>• The school and Edsential staff will follow the guidance from the Track and Trace team. LOtC Tutors to keep accurate attendance diary of which shows which school and classes they have worked with. LOtC tutor to keep attendance register for any afterschool clubs.</li> <li>• Catch it, bin it, kill it advice about sneezing and blowing nose to be followed.</li> <li>• Children must wash their hands before and after attending a LOtC lesson.</li> <li>• Children with special needs to be considered individually within the Edsential/school risk assessment. This includes children with medical needs, for example; allergies.</li> <li>• LOtC Tutors will wear face coverings where required by the school or other local policies. LOtC tutors may also choose to wear face coverings at other times in settings where children are in Years 7 and above and where social distancing cannot be safely managed. LOtC tutors should ensure that their face coverings are worn correctly and we have provided clear instructions<sup>5</sup> on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission.</li> </ul>	1 x 3 = 3
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Transmission through contact with touch points	<b>LOtC Teachers Children School Staff</b>	Touching resources could transmit the COVID 19 virus.	3 x 3 = 9	<ul style="list-style-type: none"> <li>Resources that are shared between classes or bubbles, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.<sup>1</sup></li> <li>Students can share resources within their bubble. Resources need to be cleaned after each session.</li> </ul>	1 x 3 = 3
Spread of Covid-19 Coronavirus	<b>LOtC Teachers Course delegates</b>	Risks described above and applied to REMOTE delivery.	3 x 3 = 9	<p><b><u>When appropriate control measures procedures cannot be put into place then remote teaching will take place using the following procedures.</u></b></p> <p><b>Delivered through videos, live video conferencing.</b></p> <ul style="list-style-type: none"> <li>LOtC Service tutors will use Teams or Zoom using accounts in their Edsential email address.</li> <li>The LOtC tutor will 'meet' online with the delegates to ensure that all tec is working.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Resources are to be shared with delegates as PDF files not word.</li> </ul>	1 x 3 = 3
Workforce Resilience	<b>LOtC Service Staff</b>	LOtC Service staff may be quarantined or in local lockdown; School requests may be difficult to fulfil; Losing school and individual customers.	3 x 2 = 6	<ul style="list-style-type: none"> <li>LOtC Tutors will not attend venue in-person to deliver session if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell.</li> <li>LOtC staff to follow Edsential policy and procedures on what to do if displaying symptoms of COVID 19.</li> <li>Good communication will be maintained with schools and via Area Leads.</li> </ul>	1 x 3 = 3

Main References:

Government Advice

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

2. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
3. <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>
4. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
5. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

### Risk Rating

**S = SEVERITY**

**L = LIKELIHOOD**

**Degree of Risk (DR) = RISK x SEVERITY**

**\*\* Residual Risk (RR) = the level of risk that remains after suitable and sufficient control measures are introduced.**

LIKELIHOOD	SEVERITY
1= Low	1 = Slight
2= Medium	2 = Serious
3 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Risk Score	Risk Rating	Actions Required
1 – 3	<b>LOW</b>	Continue to review working practises on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4 – 6	<b>MEDIUM</b>	Implement control measures within time scale shown in risk assessment and review working practises on a regular basis. Review tooling and working practises used to reduce the probability of an accident to the lowest level possible. Employee consultation should be included in the review.
7 – 9	<b>HIGH</b>	DO NOT allow work to start and review working practises immediately. Implement all the additional control measures identified in the Risk Assessment within the given time scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. Employee consultation should be included in the review.

*All control measures are in place and no further action is required* **YES / NO**

*Additional control measures have been identified and are required* **YES / NO**