

**RISK ASSESSMENT**

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| Directorate Young Peoples and Children’s Services  | **Location:** Woolston 6th Form College | **Service** Education | **Date of Assessment:** 24/8/21 | **Review Date**: Termly  |
| Name of Assessor Neil Bothwell | **Position of Assessor** Teacher  | **Signature**  |

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| Title and Ref. Number of Task : Community visits - Covid arrangements 00024 |

| Hazard | **Persons at Risk** | **Potential Harm** | **Existing Control Measures** | Risk Rating**(H/M/L)** | **Further Action Required** | **Residual Risk (H/M/L)** |
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| Inability to socially distance with members of the public  | Students, staff, members of the public | Contracting Covid-19 | * Trips to take part in college form groups or bubbles.
* Availability of personal protective equipment and hygiene resources (e.g. masks, aprons, hand gel)
* Avoid busy areas and crowds.
* Consider how the group can be isolated from the public e.g. use cones in a park to demarcate a particular area, instructions not to go beyond a fence.
* Use outdoor seating areas primarily if using café/restaurants
 | M | Consider aborting or changing plans after a dynamic risk assessment if on the day the location is too crowded or is not following expected hygiene protocols. | L |
| Increased risk of covid if receiving first aid | Students, staff, members of the public | Contracting Covid-19 | * Avoid activities with higher risk of minor injuries.
* Include PPE within first aid kit (apron, mask, gloves) when outside of college building
 | L | Students showing any signs of being unwell to not leave college building  | L |
| Lack of hygiene | Students, staff, members of the public | Contracting Covid-19 | * Regularly washing/sanitising hands, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off college transport.
* Students to be toileted before they leave college to reduce the need to use public toilets. Staff to take antibac wipes to wipe down toilet before and after it is used. Staff supporting students with personal care to wear PPE as they would in college.
 | L |  |  |
| Risk of contracting covid from touching objects shared by the public | Students, staff, members of the public | Contracting Covid-19 | * Avoid touching objects shared by the public e.g. a member of staff could hold a gate open to avoid everyone touching it;
* Avoid activities which involve touching members of the public (e.g. exchange of money)
* Staff to sanitise equipment before it is used e.g. Picnic bench
 | L |  |  |
| Lack of PPE available publicly | Students, staff,  | Contracting Covid-19 | * Staff to carry packs with antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and disposable aprons.
 | L |  |  |
| Traveling to a venue | Students, staff,  | Contracting Covid-19 | * Groups will not use public transport until government guidelines dictate
* Groups to walk where possible.
* If using college transport: only staff and students from the same form group to share a vehicle; use hand sanitiser when getting on and off transport; wipe down of vehicle after use; boarding and disembarkation to be well organised; distancing on transport where possible; use of face coverings.
 | L | Staff from the same bubble may support if needed due to staff absence, to avoid cancelling the trip. | L |
| Emergency visit to indoor venue e.g. to seek medical help  | Students, staff, members of the public | Contracting Covid-19 | * As few people to go indoors as is possible whilst ensuring appropriate levels of supervision.
* Use of facemasks
* Use of handgel and hand washing facilities
* Use of antibac wipes to wipe surfaces used
* Social distancing where possible
 | L |  |  |
| Visiting indoor venues or outdoor enclosed venues such as a stadium or zoo (when local and national guidance allows) | Students, staff, members of the public | Contracting Covid-19 | * Contact the venue prior to the visit to discuss what control measures they have in place to prevent infection and if a risk assessment is available to view (information may be available on their website).
* Consider making a preliminary visit to check the measures in place and to discuss any issues with the provider.
* All Staff on trip to read and be fully aware of venue precautions and guidelines
 | M | Consider aborting or changing plans after a dynamic risk assessment if on the day the location is too crowded or is not following expected hygiene protocols. | L |
| Student / staff member showing signs of being unwell on trip | StaffStudents | SicknessPotential infection  | * No students to go out on trip if showing any signs of being unwell
* If staff or student shows signs of being unwell – isolate from rest of group as best as possible. Lead staff to contact parents in first instance – if they cannot come if staff ratio allows staff member to return to college with student – lead staff to call for back up / transport from college. Staff / student to isolate back in college until collected by parent .
* If staff member vaccinated – no need for self isolation. If unvaccinated isolation until result of PCR test
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| **Additional Information** |

Please record below names of staff that need to read the risk assessment. The risk assessment needs to be shared before activity takes place.

Staff recorded below to **read** and sign that they **understand** the risk assessment. If you have any questions please see initial assessor.

Once all staff have read risk assessments please pass to SLT. This should be completed 2 weeks prior to trip taking place.

| Staff to read risk assessment | **Signed** | **Staff to read risk assessment** | **Signed** |
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