This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 for Alternative Provision, It is not likely to cover all scenarios and each Alternative Provision should consider their own unique circumstances.

Health and safety legislation

An employer may in the future have to justify the decisions that it took during the outbreak (for example, in the course of a regulatory investigation or litigation), so having a clear, contemporaneous note explaining its approach may help to robustly defend its position.

Employers should keep a record of what measures they have taken to reduce the risk to employees and persons other than employees from Covid-19 (including any steps that they have consciously decided not to take), and the reasons for doing so.

The employer’s duties under sections 2 and 3 of HSWA in relation to the health and safety of their employees and persons other than employees.

The employee’s own duties under section 7 of HSWA to take reasonable care for the health and safety of themselves and other persons, and to co-operate with the employer in relation to health and safety matters.

**AP NAME**

**Covid-19 – Risk Assessment**

**Date- Review Date:**

**THIS RISK ASSESSMENT AFFECTS ALL PERSONNEL/YOUNG PEOPLE/VISITORS/CONTRACTORS** (anyone who comes into physical contact with AP name) to help in the prevention of the spread of Covid-19 and should be used alongside other policies and procedures as required.

AP name is committed to following current government guidelines, and will look at employees and young people needs on an individual basis while treating everyone equally, included clinically vulnerable and clinically extremely vulnerable employees and young people.

This risk assessment sits alongside current guidance -

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Covid-19 can spread rapidly, official guidance as to what steps should be taken to tackle it is changing frequently. AP Name will carry out regular, possibly daily, reviews of this risk assessments and control measures.

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| **Hazard/Risk/Concern/Task**  | **Controls**  | **Responsible**  | **Extra controls/ conditions**  | **Date Actioned**  | **Review Date**  |
| **Travel arrangements to and from Provision for Young People– including staff**  | Discussions with Staff and Young persons on how they will be travelling to the Provision. All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible or get a lift from same household person, walk or bike. If Provision Collecting Young Person social distancing measures and cleaning procedures must be in place.  |  |  |  |  |
| **Access to &****egress from****site** | Stop all non-essential visitors entering site.If essential visitor on site they must sign in with all contact details. (need own pen, or pen wiped over) Introduce staggered start and finish times to reduce congestion and contact at all times.Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.Remove or disable entry systems that require skin contact (Ensure other measures to ensure security are in place where necessary).Require all persons to wash or sanitise their hands when entering or leaving the site.Allow plenty of space (two metres) between people waiting to enter site. |  |  |  |  |
| **Suspected****case before attending or whilst****on site and government control measures**  | Staff or young person with symptoms of Covid-19 (persistent cough, high temperature) is NOT to attend the Provision, but should followGovernment guidance on self-isolating.Should staff or young person disclose if anyone living with them is self-isolating,they should be encouraged to do the same for 14 days as per Government guidance.Staff or young person who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the Provision if stringent Covid-19 control measures can be implementedand if they fully understand them.If a person displays symptoms - A high temperature or a persistentcough, they should:Avoid touching anything.Go home immediately – in line with safeguarding process.If a young person with Covid-19 symptoms has to remain at the provision until arrangements are in place for them to go home they should be located in a room separated from all other people with the window open if possible, but with the door closed, away from other young people and if possible staff. If a young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and young people who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.If a member of Staff needs to attend to the young person by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary).A separate toilet facility should be used if necessary and available, the toilet, room used, and any PPE used should be cleaned anddisinfected after use, or bagged and binned if disposable. Coughing or sneezing must be into a tissueand put in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.They must then follow the guidance on self-isolation and not return to the Provision until their period of self-isolation has been completed.Checks of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.If you are cleaning after a known or suspected case of Covid-19 then you should refer to the specific guidanceAs part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the Provision and other settings on the most appropriate action to take. |  |  |  |  |
| **Outdoor****Areas** | All out door areas checked for any hazards. Areas to be organised to allow 2m separation between all young persons Depending on group sizes consider marking out separate areas for each group if requiredStaggered Break and Lunch times may be required to comply with social distancingCheck smoking area and put social distancing measures in place or stagger times for use Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the Provision should consider whether that activity needs to continue for the young people, and if so, take all the mitigating actions possible to reduce the risk of transmission between young people or staff including the use of PPE. Young Person should also be required to stay on site once they have entered it and not use local shops at break or lunch times |  |  |  |  |
| **Internal Areas**  | All premises checks have been completed. All unnecessary equipment is removed from the provision Information on display regarding Social Distancing, Cleaning and Hand washing in multiple areas (including at entrance) Use visual aids to display social distancing measures, e.g. floor tape to mark 2m spacing.Young people should be as far apart as possible, with 2m apart, and sitting positions should be side to side where possible Communal areas to be organised to allow 2m separation between all young persons and staff Young Persons are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them, and maintained as far as is reasonably practicable in own group also. This number may need to be reduced further if 2m social distancing cannot be achieved.A simple one way system as far as is reasonably practicable is in placeWhere the social distancing guidelines cannot be followed in full, in relation to a particular activity, the Provision should consider whether that activity needs to continue for the young people , and if so, take all the mitigating actions possible to reduce the risk of transmission between young people or staff including the use of PPEProvision to comply with all relevant requirements already in place for lunch arrangements for young persons without putting young person or staff member at risk. All rubbish must be put directly in the bin by the person that has held it.  |  |  |  |  |
| **Cleaning** | A cleaning rota will be implemented throughout the Provision including special requirements for high contact points e.g. work surfaces, door handles, taps etc. Cleaning rota will be monitored regularly and signed off each day Limiting or restricting use of high-touch items and equipment, for example, printers or photocopier for staff and wipe any equipment touched after use (printer etc) |  |  |  |  |
| **Hygiene** | No sharing of equipment at any timesProvision to provide learning material for young person that must be named and left on site – Pens, pencil etc Young person not to bring anything on site from homeTry to avoid working with paper/other materials that are shared in a way that may aid transmissionAll soft furnishings are out of use or removed Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and wateris not available and hand washing technique to be adopted as directed by NHS guidance. Posters as guidance in washing hands areas should be on view. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in thebin.Provide additional hand washing facilities if requiredRegularly clean the hand washing facilities and check soap and sanitiser levels.Restrict the number of people using toilet facilities to one at a time. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toiletProvide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. |  |  |  |  |
| **Lack of****awareness** | Signage and information is to be displayed regard social distancing, hygiene and hand washing requirements.Information given to learners and guardians prior to young person starting at the provisionDiscussions on site regarding social distancing, hygiene and hand washing. Young people are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. |  |  |  |  |
| **Emergency****procedures****(Fire alarm****activations****etc)** | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). |  |  |  |  |
| **First Aid** | First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).Upon completion of first aid, thoroughly wash the hands and any points of contact, and clean & disinfect the affected area and PPE if re-usable, or dispose by double bagging if single use.  |  |  |  |  |
| **Safeguarding**  | The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or Provision reopening, e.g. ongoing bullying.The DSL ensures that adequate care is in place to support young persons and staff who require it. |  |  |  |  |
| **Other requirements** | Staff to sign to say they have read and will comply with reopening plan and have access to the risk assessment at all times Staff required to sign up to Governments track and trace app and evidence this or sign to confirm this. (when available) Ensuring staff are made aware of the symptoms and kept informed of the latest medical and governmental advice on how to minimise the risk of infection (including how the virus spreads and how to reduce the risk of passing the virus on). This should also help to dispel any myths, fears and misconceptions.Alternative Provision will promote mental health & wellbeing awareness to all staff and young people during the Coronavirus outbreak and will offer whatever support they can to help All staff have regard to all relevant guidance and legislation including, but not limited to, the following:* + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
	+ The Health Protection (Notification) Regulations 2010
	+ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
	+ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’
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