



RISK ASSESSMENT - INFECTIOUS DISEASES COVID-19

HAZARD	RISK GROUP	RISK	CONTROL MEASURES	RESIDUAL RISK RATING	WHO?	BY WHEN?	COMPLETED DATE
				HIGH MEDIUM LOW	YES	NO	
Training Centre Capacity	Students Staff Visitors	Spread of infection due to close contact	<ul style="list-style-type: none"> Capacity is calculated for each room based on 2m social distancing methodology. Total occupancy is 10 students per day. 5 students in room 1 and 5 students in room 2. Government guidance is that school groups should form 'bubbles'. There will be two bubbles: one bubble for Primary school aged children and one bubble for secondary aged children. 	MED	Michelle Howdle	1/9/20	
Arriving to Alpha Training	Students Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> Students will be met on the car park by a designated member of staff. Parents can then remain in the car and leave the premises without having to get out. Staff member who is receiving students on the car park should wear PPE; a face covering mask and gloves. A one way system will be introduced - entry through the office and exit through the animal lodge. Students will be escorted from and to the car park at staggered times. Every child's temperature taken at point of arrival and sent home with parent if raised. The process for face covering removal and disposal is they will be taken off by the person wearing the mask, placed into a bin with bag in, which will be disposed of by staff. They should then wash their hands and use sanitiser. 	LOW	Michelle Howdle	1/9/20	



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Staff receiving student from parent/carer	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Staff member who is receiving students on the car park should wear PPE; a face covering mask and gloves. Another member of staff will then take the student over to the lodge classroom to wash their hands whilst being supervised. Clean paper towels will be provided for the students to dry their hands on and hand sanitiser will also be available. 	LOW	Hayley Boden	1/9/20	
Classroom set up	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Two classrooms in the Lodge will be used so that students can learn in their own classroom 1:1. In line with Government guidance, older children will social distance. The classroom is set up to ensure a 2 metre rule is in place between each student. Siblings may sit together. There will only be five students working in the class room at one time and will be supervised to maintain the 2m rule. The lecturers desk is kept 2m away from the students desks. Students will be provided with their own tissue box on their desk for them to use when coughing/sneezing and a bin with a disposable bag inside will be placed nearby the desks. Bins to be emptied regularly throughout the day Tables will be laid out forward facing so that students can sit side by side and not facing each other. 	MEDIUM	Lecturers	1/9/20	



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Classroom Lessons	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Lecturers must keep a safe distance at all times where possible when teaching. 2 metres will be marked out using black tape as a reminder for students and lecturers. The 2m rule must be enforced even where students require extra assistance. 	MEDIUM	Hayley Boden	1/9/20	
Teaching students with SEN	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Lecturers advised on how to communicate the control measures and new rules to the students. (Meeting 1/9/20) Using SEN tools and information from specialists, therapists we will communicate safe distancing to SEN learners in a way that is communicative but also relaxed. Posters and booklets on safe distancing will be provided for SEN students. 	MEDIUM	Hayley Boden	1/9/20	
Students requiring the toilet during Lesson	Students Staff	Infection control	<ul style="list-style-type: none"> Remind students of the importance of washing their hands after using the toilet. Hand sanitiser will be provided for students to use on entering the classroom. 	LOW	Hayley Boden	1/9/20	



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Break times, including lunch in the classroom	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Break times will be in the Lodge classroom at the students desk as most work completed is outside on the farm. • Activities will be given for students to complete individually during break time such as arts and crafts. • Supervising staff must keep a 2m distance from each other. • Staff must make their own drinks and food and wash and dry their own crockery and utensils. Staff are encouraged to bring a flask and water bottle with them. • Door handles, desks and tables will be sprayed by staff with a disinfectant in between staff and students using them. Gloves must be worn whilst carrying this task out and then they must wash their hands afterwards. 	MEDIUM	Hayley Boden	1/9/20	
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First Aid Minor treatment	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Where first aid treatment is required, First Aiders, must ensure they wear gloves and a face covering mask when dealing with injuries. • Where possible (age and maturity of student) as them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and the name of the person who administered the first aid treatment. • First aider must wash their hands after contact. 	MEDIUM	Michelle Howdle	1/9/20	



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First Aid Life threatening	Students Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> In the event of a serious injury or incident a member of staff must call 999 immediately. Wear a face covering mask and gloves when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised that only chest compression are given and use of a defibrillator if available. Always wash hands after contact. 	MEDIUM	Michelle Howdle	1/9/20	
First aid and medication	Students Staff Others	Spread of infection due to close contact	<ul style="list-style-type: none"> First aiders must wear a face covering mask and wear gloves when administering first aid procedures. Always refer to up to date information from gov.uk Any designs to be used to be double bagged. Students will be encouraged to self-administer medications with supervision where possible. If this is not possible then a face covering mask should be worn. 	MEDIUM	Michelle Howdle	1/9/20	
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Students who are emotionally upset	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Staff to maintain a safe distance whilst offering comfort to the student. Encourage student to use a tissue to wipe eyes/nose etc. Wear a face covering mask. Wash hands after contact. 	MEDIUM	Hayley Boden	1/9/20	



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Students who have behavioural	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations. Where possible allow the student to be in a room on their own or outside. Face covering masks and gloves should be worn if team teach techniques be used. 	MEDIUM	Hayley Boden	1/9/20	
Students leaving at the end of the day	Students Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> Parents/carers will inform Hayley Boden by mobile phone of their arrival. Students will be taken by a member of staff to the carpark and supervised as they get into their parents/carers car. Leaving times will be staggered. Radio communication will be used between staff. Reminders for students of the 2m rule. 	LOW	Hayley Boden	1/9/20	
Parent/ carer wishing to talk to staff	Staff Parents	Spread of infection due to close contact	<ul style="list-style-type: none"> Parents/carers will be informed that communication will be done via phone call. If this is not possible then a meeting will be arranged and all social distancing rules will be enforced. 	LOW	Hayley Boden	1/9/20	



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Awareness of policies/procedures and guidance	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> • All staff returning back to work must be made aware of all the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> - PUBLIC HEALTH ENGLAND - GOV.CO.UK - NHS - DfE - DEPARTMENT FOR HEALTH AND SOCIAL CARE • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training, washing of hands, cleaning up bodily fluids. • Staff are made aware of Alpha's infection control procedures in relation to COVID-19 via email or staff meetings. • Staff must contact Alpha assign as possible if they believe they have been exposed to coronavirus. • Parents/carers are made aware of Alpha's infection control procedures in relation to COVID-19 via letter, email, social media, website. They will be informed that if they believe their child has been exposed to coronavirus then they must inform Alpha immediately. • Students are made aware of the centres infection control procedures in relation to coronavirus via staff and are informed that they must tell a member of staff if they feel unwell. 	LOW	Hayley Boden	1/9/20	



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Poor hygiene practice	Staff Students Others	Ill health	<ul style="list-style-type: none"> • Posters are displayed throughout the training centre reminding all to wash hands before entering and leaving Alpha and at meal times, break times and after using the toilet. • Staff, students and visitors are encouraged to wash their hands with soap or alcohol based hand sanitiser that contains no less than 60% alcohol. • They will be asked to follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap or hand sanitiser where applicable, clean water and paper towels are supplied in all toilets and, kitchen areas and stable area. • Students may be supervised by staff when washing their hands. • Students are forbidden from sharing cutlery, cups and food and they must bring their own utensils from home with them. • Cleaning will be carried out daily with comprehensive cleaning that follows national guidance and is compliant with the COSHH policy and the Health and safety policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required and advice about enhanced cleaning protocols is sought from the Health Protection Team / Public health England. • Toilet will be cleaned and disinfected before being used by anyone else if use by a person displaying symptoms. 	LOW	Hayley Boden	1/9/20	



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Ill health	Staff Students Others	Coronavirus symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any student or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area (the pastoral/medical room) where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. (Hayley Boden or Michelle Howdle). • Where contact with a students parents/carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. (Pastoral/medical room) • Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. 	MEDIUM	Hayley Boden	1/9/20	



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			<ul style="list-style-type: none"> If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the centre to minimise the spread of infection. Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. 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. Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. (Staff only - not students). 				
Spread of infection	Students Staff Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to Alpha Training or on the centre premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and students do not return to Alpha before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	MEDIUM	Hayley Boden	1/9/20	



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			<ul style="list-style-type: none"> • Students who are unwell are not taken on trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • Alpha Training in liaison with individuals' medical professionals where necessary, reviews the needs of students who are vulnerable to infections. • Any additional provisions for students who are vulnerable to infections are put in place by Principle, Michelle Howdle, in liaison with the students parents where necessary. 				
Poor management of infectious diseases	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> • 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. • Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the principle Michelle Howdle or Centre manager, Hayley Boden as soon as possible. • Alpha Training is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	MEDIUM	Hayley Boden	1/9/20	



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			<ul style="list-style-type: none"> Alpha Training is informed by students' parents when they return to the centre after having coronavirus and the centre informs the relevant staff. Staff inform principle, Michelle Howdle, when they plan to return to work after having coronavirus. A nominated person (Hayley Boden) monitors the cleaning standards of the cleanliness of Alpha Training and discusses with staff any additional measures required with regards to managing the spread of coronavirus. 				