



Working Together Team, Lincolnshire-Risk Assessment Guidance V7

Description of activity: Setting visits -from 17th May 2021

Location: Mainstream schools and academies in the outreach teacher's locality

1. WTT are continuing to work predominantly virtually but are able to conduct onsite observations where they consider this to be important in gaining further information about the child/young person's presentation in order to advise.
2. Visits permitted to one setting only in a day
3. WTT presence at meetings continues to be virtual unless a) it is following an onsite observation and b) social distancing is possible in the meeting venue.
4. WTT will inform settings of any other visits planned that week so they can risk assess.
5. Visit proceeds subject to setting bubble having no current Covid cases and WTT staff member having no Covid symptoms alongside undertaking twice weekly lateral flow home testing.
6. WTT will record their setting visits on our shared calendar, as per our Lone Worker policy and for manager monitoring.

Hazard	Persons at risk	Control Measures to reduce risk	Assessment of Risk with control measures			
		S=Severity L = Likelihood R = Risk Rating	S	x L	=	R
Spread/contraction of Covid 19 due to lack of	WTT Team	<ul style="list-style-type: none"> 1.WTT to only arrange visits to settings where it is important to moving WTT support forward and cannot be done in any other way . 	3	x	3=	9= medium risk

<p>preventative measures: Moving in and out of settings/ buildings</p>		<ul style="list-style-type: none"> • WTT will have discussed the risk assessment and considered the building / school's individual circumstances. • WTT will only stay in the school building to complete observations. Meetings to discuss findings will be conducted virtually unless social distancing is achievable on-site • Visits to settings with always be pre-arranged and agreed to ensure they are appropriate. • WTT will follow the individual school/academy risk assessments and protocol regarding infection control. • WTT will follow guidance to use twice weekly lateral flow devices for asymptomatic testing and report results accordingly, sharing with their base (employer) setting and line manager. • Where WTT have tested positive for Covid-19 through PCR testing and followed guidance for self-isolation, Lateral Flow device (LFD) use is not advised for 90 days. WTT will only conduct visits in these cases where a) they are no longer experiencing symptoms and b) in written agreement with the setting. Should they begin to experience further symptoms, they will self-isolate and consult with Track and Trace. • WTT will follow government guidelines for hand washing / sanitising before and after entering a building. • WTT will follow the setting procedures for track and trace. 				
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		<ul style="list-style-type: none"> WTT will wear face coverings when walking through setting communal/traffic areas and at times where social distancing may not be possible. 				
Spread/contraction of Covid 19 due to lack of preventative measures: Moving around settings	<ul style="list-style-type: none"> WTT Team Visited setting students and staff 	<ul style="list-style-type: none"> Visits are limited to one setting per day. Consult with the settings risk assessment regarding movement between "bubbles" and keep to a minimum. The school and WTT should discuss and arrange observation of pupils from the same 'bubble' on any one visit to minimise risk of infection between separate groups. WTT will check ahead of all visits to ensure that the bubble being visited is open and ask for an up to date risk assessment. If the bubble is closed, WTT will rearrange the visit for the next available opportunity once the bubble reopens and ask for an up to date risk assessment for the new visit. Hand washing/sanitising on entry/exit from setting/bubbles. WTT will only visit the classroom/s pre-arranged and the nearest toilet facilities. WTT will step back from proximity with school staff if they come within 2m space and politely ask staff to stay at a distance. 	3	x	3=	9 = medium risk
Spread/contraction of Covid 19 due to lack of adequate cleaning measures: Work areas/tables	<ul style="list-style-type: none"> WTT Team Visited setting students 	<ul style="list-style-type: none"> WTT should not need to share equipment/workspace with a student on a regular basis but where this does happen, intentionally or through lack of social distancing the following will be applied: 	2	x	2	4= low risk

<p>Equipment Other areas</p>	<p>and staff</p>	<ul style="list-style-type: none"> • WTT will ensure equipment is cleaned before and after working with pupils, using anti-viral wipes. Any teaching equipment used will be cleaned using soap and water or wipes provided. • Where paper-based resources, that cannot be photocopied due to copyright are used, they will be quarantined for 72 hours before being used again. • WTT will maintain a 2-metre distance from pupils/staff while observing. • WTT will only take into the setting, the minimum equipment needed to complete the observation. • WTT will take their own refreshments into schools and will not use school staffrooms / crockery / cutlery etc. • Parental consent and Referral forms or annual renewals will have been sent electronically prior to visit. Paper copies by hand will not be accepted on the day. • Where setting staff wish to share a pupil's work or relevant documents, WTT should wear disposable gloves to handle the material or ask staff to photo/scan the work and send via email. 				
<p>Spread/contraction of Covid 19 due to interaction with a person who has subsequently developed symptoms, possibly</p>	<ul style="list-style-type: none"> • WTT team • Visited setting students and staff 	<ul style="list-style-type: none"> • WTT Teacher will inform line manager if they have symptoms and will self-isolate according to the most recent government guidelines. • Government track and trace measures will be followed. • Schools visited recently will be informed of the contact so that they can continue the 'track and trace' measures and contact the staff and families of 	<p>3</p>	<p>X</p>	<p>3</p>	<p>9= Medium risk</p>

a person who is asymptomatic.		<p>any pupils the WTT teacher has come into contact with since the contact with the person showing symptoms.</p> <ul style="list-style-type: none"> If the WTT teacher shows symptoms and self-isolates, any schools visited in the previous 48 hours will be informed so that any pupils the WTT teacher has come into close contact with can self-isolate. 				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> WTT Team 	<ul style="list-style-type: none"> WTT all have access to PPE including face covering, masks, face screens, gloves if part of schools/individuals risk assessment or feel there could be a lack of social distancing whilst observing a student. WTT are supplied with personal First Aid kits for lone working. WTT have provided emergency contact details to WTT and Gosberton House Academy. 	2	x	2=	2 = low risk
Staffing-Staff who are clinically extremely vulnerable	WTT Team	<ul style="list-style-type: none"> WTT staff who meet the criteria will be permitted to work from home. Extremely vulnerable staff will offer remote working with settings. If observations are required, the service will consider how to undertake these using an alternative WTT teacher. Some flexibility may be required by other members of the WTT team. All WTT staff have had their first vaccination and 2nd doses will be completed by end summer term 2021 	1	x	1=	1= Very low risk
Possible contamination to PPE/clothing	WTT Team	<ul style="list-style-type: none"> Use of PPE will be in line with the setting and individual risk assessments. Any PPE to be removed following guidelines and appropriately disposed of/washed. 	2	x	3=	6= low risk

		<ul style="list-style-type: none"> On return home, WTT teacher will shower and change and launder clothing. 				
Risk to WTT teachers via possible transfer of bodily fluids e.g. spitting, dribbling, lack of social distancing	WTT Team	<ul style="list-style-type: none"> Individual staff risk assessment Setting risk assessment Individual pupil risk assessment by setting. Hand washing/ sanitisation before and after visit. Aim to work with a distance of 2 metres from the student. Use of face coverings/screens 	2	x	3=	6 = low risk
Spread/contraction of COVID-19 due to staff or pupil developing symptoms whilst observing or in the 48 hours following this.	<ul style="list-style-type: none"> WTT Team Visited setting students and staff 	<ul style="list-style-type: none"> WTT team will follow school / LA building procedures immediately. WTT teacher to return home immediately, travelling home safely, and begin self-isolation. Follow guidance regarding Covid reporting Inform line manager so they can follow "Reporting of Employee with Covid 19 process." WTT teacher will be required to take a PCR test as soon as possible. If positive, government guidelines for isolation and track and trace measures will be put into place and the staff member will self-isolate as per government guidance. 	3	x	3=	9= Medium risk
Staff wellbeing-working from home.	WTT Team	<ul style="list-style-type: none"> Weekly virtual "catch up" meetings via Teams to stay connected, celebrate successes, share best practice, raise concerns and continue to move the service forward. Team can liaise with each other via email, phone and virtual meet. Sharing of virtual training delivery to develop team confidence through observing others. 	2	x	1=	2 = Very low risk

		<ul style="list-style-type: none"> Flexibility in working hours. Supply of equipment where appropriate to ensure safe working practices at home e.g. display screen equipment etc Line manager available to discuss any further needs. 				
Staff wellbeing - visiting settings	WTT Team	<ul style="list-style-type: none"> WTT team to report any concerns from visits to line manager so risk assessment can be reviewed. Any safeguarding concerns are reported in line with our safeguarding policy 	2	x	2=	4 = low risk
Local outbreak	WTT Team	<ul style="list-style-type: none"> WTT Team will follow guidance from Government, local authority, Lincolnshire Education Trust and the other academy trusts within WTT base settings. 	3	x	3=	9 = Medium risk
WTT meetings	WTT Team	<ul style="list-style-type: none"> WTT team meetings and referral panels will continue remotely via Microsoft Teams. Review monthly. 	1	x	1=	1 = Very low risk
WTT in-house training delivered at settings	<ul style="list-style-type: none"> WTT Team Visited setting staff 	<ul style="list-style-type: none"> WTT will continue to offer training remotely via Microsoft Teams at this time for whole staff groups. This will be reviewed monthly. 	1	x	1	1 = Very low risk
WTT central training (includes staff from different settings and possibly families)	<ul style="list-style-type: none"> WTT Team Visiting staff and families 	<ul style="list-style-type: none"> WTT will continue to offer central training remotely at this time. To be reviewed termly. 	1	x	1	1 = Very low risk

Lack of availability of WTT due to staff sickness/ self-isolation.	<ul style="list-style-type: none"> WTT Team Settings 	<ul style="list-style-type: none"> Line manager to be informed and diarised dates to be shared to inform settings and make alternative arrangements- either postpone or cover with an alternative WTT teacher. Some flexibility may be required by other members of the WTT team. 	2	x	2=	4 = Low Risk
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Severity (S)	x	Likelihood (L)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4		15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		9 - 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2		4 - 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		1 - 3	Very Low risk

- Reviewed 21st September 2020
- Reviewed 24th September 2020
- Reviewed 14th October 2020-Reviewed due to increasing numbers of positive tests, the increasing closures; safety of individuals and of their families and feedback from WTT on visits that taken place.
- Reviewed 10th November 2020 due to increasing numbers of positive tests in Lincolnshire, increasing closure of bubbles and settings and new Government guidance as part of new national restrictions.
- Reviewed 5th January 2021 - National lockdown: Stay at home
- Reviewed 19th April 2021 - 1st stage of Government roadmap 12th April- agreed with academy trust Heads employing WTT
- Reviewed 14th May 2021- next stage of Government roadmap

WTT- May 2021

