



Working Together Team, Lincolnshire-Risk Assessment Guidance

Description of activity: Setting visits from September 2020

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

When considering potential visits to schools/academies individual WTT teachers will need to review:

1. On site visits for observation will only be considered in extreme circumstances where there is no other way to move support forward. Virtual support will be implemented during National lockdown and an essential visit planned if necessary and possible once National Lockdown restrictions are lifted and following DfE guidance.
2. Read and apply WTT risk assessment (below)
3. Request and read the settings risk assessment regarding visitors in school.
4. Consider if all of the controls can be met before confirming a visit to the setting.
5. Complete a Risk-Benefit Analysis for the essential visit.
6. RBA reviewed and agreed by manager before visit confirmed.

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"> • WTT will support settings virtually throughout the National lockdown. (Jan 21) 	1	x	1=	1=	Very

preventative measures: Moving in and out of settings/ buildings		<ul style="list-style-type: none"> • WTT to only arrange visits to settings where it is ESSENTIAL (in extreme circumstances) to moving WTT support forward and cannot be done in any other way , once National Lockdown restrictions are lifted and following DfE guidance. This will be based on a Risk-Benefit Analysis that has been reviewed and agreed by WTT's manager • WTT will have discussed the risk assessment and considered the building / school's individual circumstances. • All planning meetings will have taken place remotely to reduce time spent in schools. • WTT will only stay in the school building to complete observations and meetings to discuss findings will be conducted virtually. • Visits to settings with always be pre-arranged. • WTT will follow individual school/academy risk assessments and protocol regarding infection control. • WTT will follow government guidelines for hand washing / sanitising before and after entering a building. • WTT will check in with the settings QR code on the NHS Covid 19 app on arrival as per government guidance. • WTT will wear face coverings when walking through setting communal areas. 				low risk
Spread/contraction of Covid 19 due to lack of	<ul style="list-style-type: none"> • WTT Team 	<ul style="list-style-type: none"> • Visits limited to one setting per day and only once National Lockdown restrictions are lifted and following DfE guidance Consult with the settings risk 	1	x	1=	1= Very

preventative measures: Moving around settings	<ul style="list-style-type: none"> • Visited setting students and staff 	<p>assessment regarding movement between “bubbles” and keep to a minimum.</p> <ul style="list-style-type: none"> • Once National Lockdown restrictions are lifted and following DfE guidance, 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. 				low risk
Spread/contraction of Covid 19 due to lack of adequate cleaning measures: Work areas/tables Equipment Other areas	<ul style="list-style-type: none"> • WTT Team • Visited setting students and staff 	<p>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:</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. 	1	x	1	1= Very low risk

		<ul style="list-style-type: none"> • Paper based resources that cannot be photocopied due to copyright are used, they will be quarantined for 72 hours before being used with another person. • WTT will maintain a 1+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 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 a person who is asymptomatic.</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 any pupils the WTT teacher has come into contact with since the contact with the person showing symptoms. • If the WTT teacher shows symptoms and self-isolates, any schools visited in the previous 48 hours 	1	X	1=	1= Very low risk

		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"> We are keen to protect our staff and therefore WTT will offer staff the opportunity to wear PPE including facemasks and face screens if they want to or feel there could be a lack of social distancing whilst observing a student. 	1	x	1=	1 = Very 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, wherever possible and once National Lockdown restrictions are lifted and following DfE guidance, 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. 	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. In secondary schools, WTT will need to wear a face covering to move around the setting as in Government guidance. Any PPE to be removed following guidelines and appropriately disposed of/washed. On return home, WTT teacher will shower and change and launder clothing. 	1	x	1=	1 = very low risk
Risk to WTT teachers via possible transfer of bodily fluids e.g.	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. 	1	x	1=	1 = Very low risk

spitting, dribbling, lack of social distancing		<ul style="list-style-type: none"> Aim to work with a distance of 1+2 metres from the student. 				
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 (LCC 14 days) Inform line manager so they can follow "Reporting of Employee with Covid 19 process. WTT teacher will be required to take a 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. 	1	x	1=	1= Very low 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 and raise concerns. Team can liaise with each other via email, phone and virtual meet. Sharing of virtual training delivery to develop team confidence through observing others. Flexibility in working hours. Line manager available to discuss any further needs. 	2	x	1=	2 = Very low risk
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. 	1	x	1=	1 = Very low risk

Local outbreak	WTT Team	<ul style="list-style-type: none"> WTT Team will follow Government and local authority guidance 	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. 	3	x	3=	9 = Medium Risk

Severity (S)	x	Likelihood (L)	=	Risk Ratings (R)
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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