



**Risk Assessment and Action Plan for STLS/OUTREACH**

	<p><b>C) Delivery of training</b></p> <p><b>D) Workspaces</b></p>		<p><b>C)</b></p> <ul style="list-style-type: none"> <li>• <b>Lack of venues willing to cater for higher numbers;</b></li> <li>• <b>Lack of hygiene routines;</b></li> <li>• <b>Social distancing</b></li> <li>• <b>Sharing equipment</b></li> </ul> <p><b>D)</b></p> <ul style="list-style-type: none"> <li>• <b>Environment too small to social distance – at St Nicholas</b></li> <li>• <b>Too small workspaces in schools/settings</b></li> <li>• <b>Poor hygiene controls</b></li> <li>• <b>Sharing of equipment</b></li> </ul>
<p><b>5 PLAN</b></p>	<p>Moving from school/setting to other schools/settings</p> <ul style="list-style-type: none"> <li>• Consider – Does the visit on-site need to happen?</li> <li>• Visits to commence after review, end of Term 1.</li> <li>• Schools/settings to be contacted on day of visit to check pupil in.</li> <li>• Must follow risk assessments of school/setting visiting. Ask for these in advance.</li> <li>• Keep visits to one per school/setting and return home afterwards'</li> <li>• Focus for Early Years should be nursery – Reception transition children</li> <li>• Liaise with other specialist teachers/agencies so there is not more than one professional in school/setting at a time.</li> <li>• Specialist teachers not to move from one bubble to another in visiting schools/settings.</li> <li>• Rag rate cases to ensure only essential visits are carried out</li> <li>• Remote support to continue via email, phone or virtual meetings</li> <li>• In school review meetings to be offered regularly</li> <li>• When visits commence, need to contact school/setting to get permission to visit. Review in Term 1 – consider notifying second school if more than 1 visit in a day. Are they happy for you to come in?</li> </ul>		

## Risk Assessment and Action Plan for STLS/OUTREACH

- Team to work remotely wherever possible.
- PPE to be worn when requested by school/setting. St Nicholas to provide.
- All specialist teachers to have hand sanitiser at all times.
- Staff should observe social distancing as per government guidance wherever possible.
- Close contact with children should be limited to interactions which are directly related to the observation and undertaking assessment of the named child.
- It is appropriate for STLS staff make their own assessment of risk in situations relating to interacting with children and to stop the visit if they feel the risk is high.
- When undertaking 1:1 and small group work STLS staff will check in frequently with the student that they feel safe and able to continue
- Activities to be completed in outdoor environment where possible
- If social distancing cannot be observed, classroom observations should not be conducted.
- Meetings should be short and functional, have an agenda, and only necessary participants should attend.
- STLS staff will take personal responsibility for the safety of the visit including carrying hand sanitiser and/or wipes, and wearing gloves and/or mask if necessary. (See individual pupil risk assessment as necessary). STLS staff to carry a small bag to dispose of contaminated matter if no bin is available.
- STLS staff to follow the safety guidelines outlined by the host school as appropriate.
- If staff feel symptomatic while at work, at home or within another setting they should advise the STLS District Lead and go home to follow the current government guidance.
- Home visits have been assessed as high risk, therefore STLS staff will not conduct home visits during term 1. This will be subject to a review at the beginning of term 2.
- It may be possible to provide direct family support by arranging a meeting at the child's setting.
- STLS staff will take personal responsibility for the safety of the visit including using equipment and will carry hand sanitiser and/or wipes in order to disinfect necessary equipment, and their hands, before and after use.
- Wherever possible STLS staff will limit the use of equipment that is shared or encourages close contact with the face
- STLS staff will use only their own resources where possible
- Do not carry resources between settings without disinfection
- STLS staff will disseminate resources in electronic format ONLY.
- Nichola Perring Redford will request and hold the Risk Assessments for schools/settings. School/settings responsible to keeping STLS updated.

## Risk Assessment and Action Plan for STLS/OUTREACH

### LIFT/MEETINGS

- In term 1 LIFT meetings will operate remotely in order to support the control measures outlined above for the protection of the STLS staff and limit community contamination.  
LIFT meetings will be held remotely. Schools/settings will be given an invite to the meeting via TEAMS or Zoom and given a suggested time to join that meeting. They are, of course, able to attend the whole meeting. Invites will also be sent to Educational Psychology, Early Help, Speech and Language Therapy, Equality and Inclusion Advisors, PEO and Inclusion and Attendance Advisor.  
All paperwork will be received and distributed electronically only.  
Confidentiality agreements will be made verbally at the start of each meeting.  
Where possible STLS staff will join the meeting from home.
- Continue to host EY and schools SENCO meetings virtually.
- Team Meetings to be virtual.
- STLS will continue to host In-School review meetings for schools/settings in the Canterbury District.

### Training

- Remote training support to be maintained via website – including advice sheets, reintegration package and narrated power points
- Training support via TEAMS bespoke for schools/settings
- Training to commence face to face Term 2, venue permitting, maintaining social distancing as per guidance at the time.
- Specialist Teachers to keep training packages up to date.
- Where training is held in shared areas STLS staff will take personal responsibility for the safety of the visit including disinfecting their work area and equipment before and after the session.
- STLS staff will follow the guidelines of venue. Check in advance what these are.

### Workspaces

- All staff to follow hygiene protocols as outlined in the St Nicholas School Risk Assessment.
- Temperatures will be taken by the school nurse or SLT on arrival. School nurse to be found in the second therapy room.
- No more than 2 people in St Nicholas STLS office at a time to maintain distancing. Use of small room alongside. Other school staff not to use to ensure 'bubble' is maintained.
- STLS staff to use adult toilet only in corridor.

## Risk Assessment and Action Plan for STLS/OUTREACH

- STLS can use the kitchen area but use antibacterial spray after preparing food.
- Staff should bring in their own food in their own containers and do not share food.
- Antibacterial spray/wipes to be available in the office to clean equipment regularly.
- Work from home wherever possible.
- Staff to disinfect the photocopier before and after every use.
- Work areas must be kept clear and no items should be left out in the work spaces. Resources, files and all other items left in either office must be disinfected and stored in the resource cupboards.
- When working in schools/settings ensure workspace given is acceptable in line with guidance and hygiene needs.

### 6.0 What have you already done to control those risks?

### 7.0 What else should you do to control Risk?

- Specialist teachers working from home wherever possible
- Giving STLS Admin priority for office space.
- Offer remote support via phone, email and website.
- Host meetings for schools/setting virtually
- STLS staff to have COVID test if outbreak in any of the schools/setting notify them of suspected or confirmed case.
- If notified of COVID positive test of someone STLS staff have become in contact with they are to get a COVID test - <https://www.gov.uk/apply-coronavirus-test-essential-workers>

- Request Risk Assessments from schools/settings – the responsibility of the Specialist teacher attending.
- Specialist teachers to study caseload to prioritise visits that are essential.

### 7.1 What is the level of risk after all controls possible have been put in place? (HIGH/MED/LOW)

Medium

### 8.0 Is this a safeguarding risk

Follow all safeguarding procedures both in and out of school as set out in the St Nicholas school Safeguarding policy and those of schools/settings in Canterbury District.

## Risk Assessment and Action Plan for STLS/OUTREACH

<b>9.0 Additional notes as required:</b>	<ul style="list-style-type: none"> <li>Any STLS staff not happy with the environment they are entering will not enter and notify the school/setting of the reason.</li> <li>All Health and Safety measures of St Nicholas School will be adhered to as STLS are employed by the School.</li> </ul>			
<b>10.0 This risk assessment will be communicated to – and how – and when:</b>	STLS Team Schools/settings in Canterbury District Orchard School Outreach Therapy Services Educational Psychologists PEO Equality and Inclusion Team LIFT Exec Inclusion and Attendance Advisor			
<b>11.0 Risk Assessment signed off by (job title / name):</b>	Daniel Lewis Headteacher			
<b>12.0 Date of assessment sign off:</b>	15.07.20			
<b>13.0 Review dates:</b>	21 <sup>st</sup> September 2020			