

## Academic year 2021/22 COVID-19 - RISK ASSESSMENT

<b>Assessment:</b> Safety of Higher Horizons staff in the school setting, those they are delivering to, and coming into contact with in the school setting	<b>Location/Dept:</b> Secondary Schools and Further Education Colleges across Staffordshire, Shropshire and Cheshire				
<b>Assessment Date:</b> 30/09/2021	<b>Assessor's Name:</b> Ant Sutcliffe				
<b>Task Description:</b> As the 20-21 academic year begins and Higher Horizons in-school activity resumes, we are committed to the safety of our all Higher Horizons staff, pupils, and school staff.  This Risk Assessment outlines our commitments in highlighting and reducing risk with regard the spread of COVID-19 and highlights measures our staff, and colleagues must be taking. This Risk Assessment is married firmly to an 'expectations checklist' that schools will complete in the booking of in-school activity.					
<b>Special Considerations:</b> Children (under 18), underlying health conditions, pregnant students, Higher Horizons staff or school staff.					
<b>Task Frequency:</b>	Quarterly	Is it repetitive?	<u>Yes</u>	No	
<b>Persons involved in or affected by task: Higher Horizons (HH) Staff, Students, School Staff</b>					
Employees ✓	Young Persons ✓	Pregnant Workers (potential)	Contractors	Visitors/Public	Other (specify)

### Hazard & Risk Identification

Hazard & Risk	Persons Affected	Control Measures	Action by whom	Further Action Needed/Comments
Contamination from COVID-19 from visitor entering school	Students  School Staff	HH staff are expected to have covid-19 vaccinations  HH staff are expected to take Lateral Flow tests twice weekly  HH staff are expected to stay away from schools/colleges if they are experiencing any symptoms  Use of hand sanitiser when entering school  Use of face coverings while entering school	Hand sanitiser provided by school or HH and applied by HH staff   Face coverings worn by HH staff.	Apparent on checklist  Apparent in HH staff guidance
Contamination from COVID-19 of visitor to school	Higher Horizons Staff	Use of Hand sanitiser leaving entering school	Provided by school. Applied by HH staff	Apparent on checklist  Apparent in HH staff guidance
Contamination from COVID-19 of visitor to school or members of	Higher Horizons Staff  Students	HH staff to be taken directly to classroom following sign in  HH staff to be taken directly to and from bathroom facilities	School staff to meet this request and directly move HH staff around the site	Apparent on checklist  Apparent in HH staff guidance

school, by walking around school	School Staff	<p>HH staff to be taken directly off site at request and/or end of session delivery</p> <p>HH staff to wear face coverings while moving around school</p>	HH staff to ensure they adhere to this guidance	
Contamination from COVID-19 of visitor or school members by HH staff touching equipment (1)	<p>Higher Horizons Staff</p> <p>Students</p> <p>School Staff</p>	<p>In the classroom, Higher Horizons staff will either:</p> <p>A) Have access to technology with any Powerpoint or teaching materials pre-loaded to limit the surfaces Higher Horizons staff must touch</p> <p>B) Have access to technology with the ability to plug in a Higher Horizons laptop to a smart screen or other projector at the front of the classroom to limit the school surfaces Higher Horizons staff must touch</p> <p>C) Have access to technology with the ability to plug in a USB and load a Powerpoint session</p>	<p>School staff to meet this request and confirm which option on booking</p> <p>HH staff to ensure they adhere to this guidance</p>	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
Contamination from COVID-19 of visitor or school members by HH staff touching equipment (2)	<p>Higher Horizons Staff</p> <p>Students</p> <p>School Staff</p>	In the classroom where technology allows, Higher Horizons staff will be able to plug in a plug-and-play USB 'clicker' to control a Powerpoint, to minimise the number of surfaces Higher Horizons staff must touch	<p>School Staff attempt to meet request</p> <p>HH staff adhere to this guidance</p>	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
Contamination from COVID-19 of visitor or HH staff from standing close to each other	<p>Higher Horizons Staff</p> <p>Students</p> <p>School Staff</p>	<p>Before Higher Horizons staff enter a classroom, pupils are reminded about the importance of social distancing and HH staff must not be left alone with students</p> <p>HH staff to remain at least 1m away from students and school staff while delivering</p>	School Staff to brief students and remain in the classroom	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
Contamination from COVID-19 of visitor to school from collection of evaluation forms in classroom	Higher Horizons Staff	School staff will oversee the distribution and collection of evaluation forms and place them in a folder provided by Higher Horizons for Higher Horizons staff to take away with them	School staff to oversee distribution of forms and collection. HH staff to provide forms and folder	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
Contamination from COVID-19 of visitor to school from collection of evaluation forms from reception	<p>Students</p> <p>School Staff</p>	<p>HH staff are expected to have covid-19 vaccinations</p> <p>HH staff are expected to take Lateral Flow tests twice weekly</p>	Hand sanitiser provided by school or HH and applied by HH staff	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>

		HH staff are expected to stay away from schools/colleges if they are experiencing any symptoms  HH staff to wear face covering when entering reception  HH staff to use hand sanitiser when entering school	Face coverings worn by HH staff	
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F (5)	MA (4)	I (3)	MI (2)	UI (1)	L/F (5)	PR (4)	PO (3)	U (2)	R (1)
Fatality	Major Injury	Injury	Minor Injury	Unspecified Injury	Likely/Frequent	Probable	Possible	Unlikely	Remote

Potential Outcome of Contraction of COVID 19 (Hazard)	Likelihood of Hazard should all above measure taken	Risk Rating (out of 25)
<b>F(5)</b>	<b>R(1)</b>	<b>5</b>

Signature:



Name: Ant Sutcliffe Date: 30th September 2021