

Higher Horizons Covid-19 Risk Assessment: In-school Delivery 2021/22

Assessment: Safety of Higher Horizons staff in the school setting, those they are delivering to, and coming into contact with in the school setting	Location/Dept: Secondary Schools and Further Education Colleges across Staffordshire, Shropshire and Cheshire				
Assessment Date: 04/01/2022	Assessor's Name: Ant Sutcliffe				
<p>Task Description: This risk assessment covers members of the Higher Horizons team visiting schools and colleges for the purposes of outreach delivery. Outreach delivery involves delivering talks, workshops and assemblies to school and college students in Y9 – Y13. Higher Horizons staff will also come into contact with teachers and other school and college staff during delivery.</p> <p>We are committed to the safety of all Higher Horizons staff, pupils, and school staff. This Risk Assessment outlines our commitments in reducing the risk of catching and spreading Covid-19 in the school and college setting, and highlights measures Higher Horizons staff and school/college colleagues must take. This Risk Assessment is married firmly to an 'expectations checklist' that schools will complete when booking in-school activity.</p> <p>Special Considerations: Children (under 18), underlying health conditions, pregnant students, Higher Horizons staff or school staff.</p>					
Task Frequency:	Quarterly	Is it repetitive?	<u>Yes</u>	No	
Persons involved in or affected by task: Higher Horizons (HH) Staff, Students, School Staff					
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
HH Staff enter a school/college while they have Covid-19 and spread Covid-19 within the school	Students School Staff	HH staff are expected to have Covid-19 vaccinations HH staff are expected to take Lateral Flow tests twice weekly and before entering a school or college HH staff are expected to stay away from schools/colleges if they are experiencing any symptoms and book a	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

		<p>PCR test in line with government guidance</p> <p>Use of hand sanitiser when entering school/college and while in the school/college</p> <p>Use of face coverings within school/college</p> <p>HH Staff to maintain at least 1m distance from students</p>		
HH Staff catch Covid-19 from students and/or staff members at school/college	Higher Horizons Staff	<p>HH staff are expected to have Covid-19 vaccinations</p> <p>Use of face coverings within school/college (by students, school staff and HH staff)</p> <p>HH Staff to maintain at least 1m distance from students</p> <p>HH Staff use hand sanitiser during time in school/college</p>	<p>Hand sanitiser provided by HH and applied by HH staff</p> <p>Face coverings worn by HH staff.</p>	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
Increased risk of Covid-19 being spread or caught by HH Staff while walking around school	<p>Higher Horizons Staff</p> <p>Students</p> <p>School Staff</p>	<p>HH staff to be taken directly to classroom following sign in</p> <p>HH staff to be taken directly to and from bathroom facilities</p> <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>	<p>School staff to meet this request and directly move HH staff around the site</p> <p>HH staff to ensure they adhere to this guidance</p>	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>
HH Staff catch or spread Covid-19 by	Higher Horizons Staff	In the classroom, Higher Horizons staff will either:	School staff to meet this request and	Apparent on checklist

touching computer equipment (1)	Students School Staff	<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>HH Staff to use hand sanitiser after touching school-owned equipment</p> <p>Use of face coverings within schools and colleges (by students, school staff and HH staff)</p>	<p>confirm which option on booking</p> <p>HH staff to ensure they adhere to this guidance</p> <p>Hand sanitiser provided by HH and used by HH Staff</p>	Apparent in HH staff guidance
HH Staff catch or spread Covid-19 by touching computer equipment (2)	Higher Horizons Staff Students 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> <p>If not able to use a plug-and-play USB 'clicker', HH Staff to use hand sanitiser after touching school-owned equipment</p>	<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>

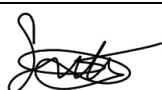
		Use of face coverings within schools and colleges (by students, school staff and HH staff)		
Contamination from COVID-19 of visitor or HH staff from standing close to each other	Higher Horizons Staff Students School Staff	Before Higher Horizons staff enter a classroom, pupils are reminded about the importance of social distancing and HH staff must not be left alone with students HH staff to remain at least 1m away from students and school staff while delivering Use of face coverings within schools and colleges (by students, school staff and HH staff)	School Staff to brief students and remain in the classroom Face coverings worn by HH Staff.	Apparent on checklist Apparent in HH staff guidance
Increased risk of HH Staff catching Covid-19 when handing out or collecting evaluation forms to/from students	Higher Horizons Staff	School staff will hand out evaluation forms while HH Staff remain at least 1m away from students at the front of the class School staff will collect evaluation forms and place them in a folder provided by Higher Horizons for HH Staff to take away with them Use of face coverings within schools and colleges (by students, school staff and HH staff)	School staff to oversee distribution of forms and collection. HH staff to provide forms and folder	Apparent on checklist Apparent in HH staff guidance
HH Staff enter a school/college to collect evaluation or EMWPREP forms from reception while they have Covid-19	Students School Staff	HH staff are expected to have Covid-19 vaccinations HH staff are expected to take Lateral Flow tests twice weekly and before entering a school/college HH staff are expected to stay away from	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

		<p>schools/colleges if they are experiencing any symptoms and to book a PCR test in line with government guidance</p> <p>HH staff to wear face coverings when entering reception</p> <p>HH staff to use hand sanitiser when entering school and following evaluation/EMWPREP collection</p>		
<p>HH Staff catch Covid-19 from students and/or staff members at school/college while collecting evaluation/EMWPREP forms</p>	<p>Higher Horizons Staff</p>	<p>HH staff are expected to have Covid-19 vaccinations</p> <p>HH staff to wear face coverings when entering reception</p> <p>HH Staff use hand sanitiser following collection and handling of paperwork</p> <p>HH Staff to arrange collection times in advance with the school to minimise time spent in reception</p>	<p>Hand sanitiser provided by HH and applied by HH staff</p> <p>Face coverings worn by HH staff.</p>	<p>Apparent on checklist</p> <p>Apparent in HH staff guidance</p>

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)
F(5)	R(1)	5

Signature:



Name: Ant Sutcliffe Date: 4th January 2022