

Health and Safety – RISK ASSESSMENT FORM

Risk assessment title	Infection Control		Date of assessment	28th February 2020				
Directorate	Activate CES							
Groups effected but not limited to	Activate staff Activate students/clients Community groups Public			Location (if relevant)		Activate CES		
Assessor's name	Leon Wilson		Job title		Activate CES			
Reason and date	Indicate below the reason for completion of risk assessment by inserting date							
Review your risk assessment regularly to ensure you are still improving, or at least not sliding back	First & previous risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employees or new role	Change to method of working	Change to the work environment
	28/02/2020	10/04/20 Weekly						

Current Government legislation: COVID-19:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers#specific-advice-for-learners-with-special-educational-needs-and-disabilities-send>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#questions-and-answers>

Hazard: Bodily fluids and poor hygiene practices. Contact with bodily fluids or poor hygiene practices may result in infection or

disease.

Control measures:

1. All staff providing care are to demonstrate good practice in hand decontamination, and the use of protective clothing.
2. Hands are washed immediately before each and every episode of direct student/client care, and after any activity or contact that could potentially result in hands becoming contaminated.
3. Staff and learners to practice hand washing technique at regular intervals, involving three stages: washing. Rinsing, drying.
4. Bare below the elbow and no jewellery worn when performing care duties (wedding bands or religious bangle may remain)
5. Employees cover cuts and abrasions with waterproof dressing.
6. Employees use protective plastic aprons when there is a risk that clothing may be exposed to blood, body fluids, secretions or excretions.
7. All learners have individual care plans identifying specific issues, such as infections or blood borne conditions / diseases. These are communicated to employees before any care is given and updated as required.
8. All rooms will have their maximum capacity displayed on the door to allow for safe social distancing.
9. Where possible, attending students will be allocated a classroom and toilet facilities each.
10. Communal areas (staff toilets and kitchens) only 1 person allowed at a time unless displayed otherwise.
11. Learner's temperatures will be taken each morning and each lunch time upon attendance, if temperature is high or if they show symptoms they will be sent home immediately.
12. Minimal staff will attend on a rota to continue to fulfil the needs of the business.
13. Staffs who display signs of hay fever will have their temperature taken on arrival to determine if this could be a system of COVID – 19.

14. Any learner attending college who are still currently accessing another provider will be isolated into one room with their own toileting facilities.
15. If learner's are seeking sensory use of the Berry Pod this is to be cleaned after every use then left with the door open and fan on before any other learners is to use it.
16. Any external visitors coming in for initial assessment will be isolated in another building.
17. Any staffs who currently attend a second job will be Risk assessed on an individual basis.
18. NO external visitors to be on site without prior Appointment and Risk Assessment completed.

This risk assessment should only be approved once all hazards have been identified, the control measures to be used are agreed and the overall risk ratings are considered acceptable.

Declaration					
Assessor	Leon Wilson	Signature	L. Wilson	Date	22.04.2020
Manager	Jane Young	Signature	J. Young	Date	22.04.2020
Review sign	Leon Wilson	Review date	8.06.20	Manager sign	Jane Young
Location	Activate CES; Bracknell Avenue, Kirkby L32 9PW				