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| **RISK ASSESSMENT FOR Lesley Wrenshall –**  **Consultant SENCO to visit and complete individual assessments for RCSAT schools.** | | | | | |  |
|  | | **Date of assessment** | | **Review date** | |
| **Lesley Wrenshall** | | *8.9.2020* | |  | |
| **Role** | **Consultant SENCO** | | **Name of School** | | **Bunbury Aldersey CE Primary** |
| **Contact details** |  | | **Heads signature** | | **N M Badger** |  |

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| **Initial Questions** | **Service View** | **School View** |
| **What is the purpose of the visit?** | To observe and work on a one to one basis with individual pupils completing a range of diagnostic assessments.  This is to give the school additional strategies to use with the pupils in school and to also support and where required a full diagnostic dyslexic assessment. |  |
| **Could the purpose be achieved by carrying out remotely?** | In order for a full diagnostic assessment to be completed to the diagnostic assessments and observations need to be carried out face to face as recommended by the professional body – AMBDA/ PATOSS |  |
| **Will the service be less effective if carried out remotely?** | Yes, | . |
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| **Conclusion: Is the visit essential?** | Yes |  |

**5 steps to Risk Assessment**

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably* *practicable* level

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| **Hazard Identified: COVID-19 Pandemic – infection control.** |  |
| **Areas of Risk and Control measures to be put in place.** | **School View** |
| 1. How will contact be kept to the smallest number of school personnel (staff and pupils) and socially distanced?   I will not enter classrooms/ bubbles and communal areas – such as the staff rooms unless this is permitted by the Head teacher  I will observe good hygiene, including frequent handwashing and social distancing all circumstances. | LR will work in the library area at the front of school with the children. The area is well ventilated and there is adequate space for social distancing.  LR will sanitise between each child and wipe down work surfaces.  LR will sign track and trace on entry |
| 1. How will movement around the school will be kept to a minimum?   I will work in one area and request children are brought to me rather than collecting from the classroom | LR will work in the library area at the front of school with the children. The area is well ventilated and there is adequate space for social distancing. |
| 1. How potential transfer of infection between sites will be kept to a minimum?   I will only visit one school a day and will clean all equipment used with disinfected wipes/spray between each child and school visit. | LR will sanitise between each child and wipe down work surfaces. |
| 1. How can the physical contact with items in the school be kept to a minimum?   I will bring my own equipment including cleaning materials and sanitiser for hands. |  |
| 1. What can be done to reduce the risk arising from essential physical contact school items?   I will clean the chair and table I use with disinfected wipes/spray  I will not enter the staff room or any communal areas  I will follow the school RA and observe good hygiene, including frequent handwashing and social distancing all circumstances. | LR will sanitise between each child and wipe down work surfaces. |
| 1. What PPE or hygiene equipment will be needed? How will this be provided and its proper use and disposal ensured? (include sanitiser)   I will have a mask available, if required by the school, for movement around the school.  I will bring sanitiser and disinfected wipes –which when used I will double bag and remove form the premises or if permitted use the school bin. |  |
| 1. What cleaning will be required and who will provide and use this?   I will clean areas I have used | LR will sanitise between each child and wipe down work surfaces. |
| 1. What records will be kept of the visit by the school and service and how will this be used if visitor/member of school shows symptoms?   I will sign in and out of school using the school’s procedure.  All schools hold my phone contact details and home address I can be contacted at any time.  If I show any symptoms within 14 days of being in the school I will contact the Head Teacher immediately. | LR will sign in on school track and trace system. |

**FOLLOW UP ACTIONS (IF REQUIRED)**

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| **No.** | **Potential Hazard** | **Action to be Taken** | **By Whom** | **Target Completion Date** | **Date Action Completed** |
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