

RISK ASSESSMENT FORM

Workplace	St Mary the Virgin CEP	Department	
Risk Assessor	Becca Hare (HOS) Joe Grey (Site Manager) James Procter (Exec. Headteacher)		
Room/Area	Hall		
Activity/Task	Sensory Circuits	Date	October 2020 onwards
Benefit of activity	SEND provision for identified children		

What are the significant, foreseeable, hazards? (*the dangers that can cause harm*)

- Potential contamination of resources
- Social distancing guidelines not being adhered to
- 'Bursting' of bubbles

Who is at risk?
Parents, staff and children

Current control measures (*what is already in place/done*)

- Children and staff to not attend school if anyone involved is unwell in any way. This includes members of their households as they will need to self-isolate if members of their household are displaying **any** of the three main symptoms for COVID-19
- Children will attend Sensory Circuits as invite only.
- Face masks are to be worn by adults in shared areas eg on entering school, in the corridors/halls during times of transitions **and** when 2m social distancing with adults cannot be maintained.
- Adults working with different groups of children to have the option to wear a mask or be offered a clear visor/face mask. 2m social distancing should be adhered to wherever possible.
- Room to be well ventilated.
- All members of club to sanitise hands on entry and exit.
- Sensory Circuit adults to have access to antibacterial spray and cleaning products to wipe down tables, chairs and any equipment used during the club at the end of the week
- Each activity on the circuit will have a bottle of hand sanitiser next to it for children to use before and after using the equipment.
- Children attending the club should, wherever possible, remain in their 'bubbles', have as much space between them as they can and avoid sharing unsanitised equipment between bubbles.
- 'Catch it, bin it, kill it' adhered to and tissues available with appropriate disposal
- If members of the club show any symptoms during their visit, usual protocol to be followed.
- Sensory Circuits adults leader to regularly remind children to use hand sanitiser and keep a safe distance from those not in their bubbles.
- The hall (where the circuits will take place) should be ventilated as much as possible with windows and doors open where possible.
- Clear expectations of behaviour will be shared with the children with reminders regularly given to give space and have clean hands.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating			
Likelihood : 1 2 3 4 5	Severity : 1 2 3 4 5		
Risk (Likelihood x Severity)			
Risk Rating	Low (1 – 8)	Medium (9 – 14)	High (15 – 25)

What additional control measures can be put in place to reduce the risk further?



- Parents and staff to have access to the risk assessment before making decisions about whether to send their child to sensory circuits
- Children to remain in their Key Stage Bubbles as much as possible, with plenty of space and individual equipment for each bubble

Revised Risk Rating (L) x (S) =	Low (1 – 8)	Medium (8 – 14)	High (15 – 25)
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
JG (Site Manager) to liaise with LJ (Sensory Circuit leader) to organise a box of cleaning equipment and enough hand sanitiser	JG / LJ	23 rd October 2020	24 th October 2020
AF to speak with school cooks to ensure tables and chairs are put away each day to allow as much space as possible for circuits	AF	23 rd October 2020	24 th October 2020

Signature and review

Name of Manager: James Procter	Signature of Manager: 	Date: 14 th October 2020
1st review undertaken on: 24 th February 2021	Signature of Manager: 	Date: 24 th February 2021
2nd review undertaken on:	Signature of Manager:	Date:
3rd review undertaken on:	Signature of Manager:	Date:

Likelihood (L)	X	Severity (S)
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (injury and up to 7 days off)
Possible	3	Moderate (injury causing more than 7 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)
Low = 1-8	Medium = 9-14	High = 15-25