




RA 029 – Out of School Provision – Tier 3 31.12.20

RISK ASSESSMENT RECORDING FORM

OTIS provision at Somerville	Date assessment Undertaken 4 th January 2021	Assessment undertaken by : Jeanne Fairbrother and Michael Forber
Activity or situation: Out of School Provision -Tier 3 31.12.20	Review date : Weekly and as and when required.	 Signature:

These are a temporary set of measures which sit alongside our latest version RA 029 Full opening of setting risk assessment.

Tier 3: High Alert

Liverpool, Merseyside & Wirral were placed in Tier 3: High Alert on 31st December 2020

This addendum reflects any additional control measures in **Out of school provision** which will be affected during the period in [Tier 3](#) and [Tier 4](#)

- staff who are pregnant
- use of face coverings
- clinically extremely vulnerable pupils
- clinically extremely vulnerable staff
- wraparound provision and extra-curricular activity

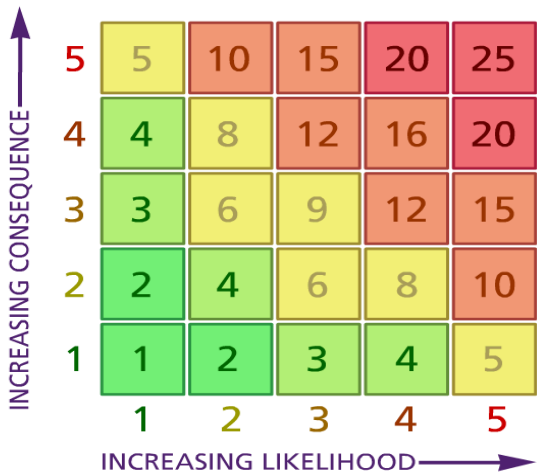
Background

The DfE has published [actions for schools during the coronavirus \(COVID-19\) outbreak](#) .Schools should continue to review their full opening of school risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Returning to school – primary schools	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Primary schools resume on-site provision from their advertised first day of term and allow all pupils to attend. 	2x2 = 4	
Staff working across tiers – increased risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Public sector employees working in essential services, including childcare or education, should continue to go into work in Tier 3 & 4 Tier 4 Staff can leave home for work purposes Staff can travel from Tier 4 into other tiers for work 	2 x 2 =4	
Visitors to the setting increasing the risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> The setting will restrict all visits to the setting to those that are absolutely necessary. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support will continue on site. 	2 x 2=4	
Clinically extremely vulnerable Children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Tier 3 - All pupils and students should continue to attend education settings at tiers 1, 2,3 unless they are one of the very small number of pupils or students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable should also continue to attend education settings. 	2 x 2 =4	
<u>Clinically extremely vulnerable</u> CEV staff at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Employees working in essential services including childcare or education, should continue to go into work. School will discuss flexibilities that support CEV staff, such as staggered start times to reduce travel during rush hour. 	3X2=6	

		<ul style="list-style-type: none"> All other staff continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 		
<p><u>Clinically vulnerable staff and children at increased risk of contracting COVID 19</u></p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school in line with current guidance. School will carry out a risk assessment on each member of staff identified as clinically vulnerable Staff should follow all measures in place in school for their safety. 	2 x 2=4	
<p><u>Pregnant employees at increased risk of contracting COVID 19</u></p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. Women who are 28 weeks pregnant will be asked to work from home. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable 	1 x1 =1	
<p><u>Out-of-school activities and wraparound childcare increased risk of contracting COVID 19</u></p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Out-of-school settings and wraparound childcare should continue to operate for face-to-face provision OTIS will ensure as far as possible that children can be kept in a group with other children from the same bubble they are in during the school day. We will seek to keep children in small, consistent groups with the same children each time, as far as this is possible. 	2 x 2=4	

Who can attend your out-of-school setting- increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Tier 3 The out-of-school settings and wraparound childcare will continue to operate for face-to-face provision for children who eligible to attend school for full-time on-site provision. This includes children who are: <ul style="list-style-type: none"> ○ in early years settings ○ in primary school 	2 x 2=4	
Risk of pupils attending setting that are not eligible	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Pupils who are not eligible for on-site education provision in January 2021 should not attend: <ul style="list-style-type: none"> ○ out-of-school settings (such as extracurricular clubs or supplementary schools) ○ wraparound childcare (before and after-school clubs) • Parents have been made aware that the setting should only be accessed if their child is in one of the eligible groups outlined. 	2x2=4	



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
No further actions required		

Action plan agreed with (signature)



Date 4th January 2021