



Risk Assessment

Purpose of this risk assessment: To assess and reduce the risk to running Paces Outreach provision.		Site: Paces High Green School for Conductive Education	
People at Risk: Paces Employees. Family members Outreach children.		Additional Information: Particular attention must be paid to the whole school Covid 19 risk assessment and any relevant elements must be applied.	
Name of Person Completing Form: Ruth Liu		Job Title: Headteacher	Date: 2 nd October
			Review Date:

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom and completion date – use separate action plan if necessary)
Additional people on site.	Transmission of the virus.	<ul style="list-style-type: none"> • Outreach provision will take place in the Early Year classroom. There is a direct entrance/exit from the car park into this room. • Staff members will collect family members from the car to reduce the number of touch points accessed by additional people. • Sessions will be arranged to not overlap busy periods of time in the car park so there is no mixing of Paces pupils and staff with outreach families. • Parents asked not to attend if they or a family member have any Covid symptoms. • Ensure parents understand the need to inform Paces School if they or their child test positive for Covid 19. • Limit the number of Paces staff who offer the outreach service to 2 people. 	



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Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom and completion date – use separate action plan if necessary)
Multiple people using same resources	Transmission of the virus	<ul style="list-style-type: none"> • Staff will organise multiple sets of resources to be used by individual children and then placed in a separate box to be cleaned at the end of the day. • Shared resources and bigger pieces of equipment will be cleaned between sessions. • Additional time has been built in-between sessions to enable thorough cleaning. • Ensure the room is cleaned thoroughly at the end of the day. 	
2 adults in the same room at the same time.	Transmission of the virus	<ul style="list-style-type: none"> • Parents/carers will remain at an appropriate social distance from their child and the member of Paces staff team throughout the duration of the session. • Parents/carers will be asked to wear a mask whilst in the room. 	
Children needing to use the changing bed.	Transmission of the virus	<ul style="list-style-type: none"> • Parents to wear additional PPE- apron and gloves. • They will take their child to the changing bed in the room adjacent to Early Years nursery. • The change bed will be wiped down after use. • PPE disposed of appropriately (double bagged and in clinical waste bin) 	
Signature: _____ Name: Ruth Liu Job Title: Headteacher Date: 2/10/2020			Review Date: As and when required.