

Geeks Room CiC

Risk Assessment

DATE OF RISK ASSESSMENT: 29th May 2020

ASSESSORS'S
NAME:
Becky Wetherill

DIRECTORATE: **Community, Inclusion and Education**

SITE/LOCATION: **Geeks Room CiC. First Floor, 5 Armley Court. Leeds**

Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice

ACTIVITY/LOCATION/ SITUATION	HAZARD/RISK	ACTION REQUIRED	BY WHOM	DATE COMPLETED
Geeks Room CiC 5 Armley Court 1st Floor. Leeds	Risk of coronavirus infection spreading to children and staff at Geeks room	<ul style="list-style-type: none"> • Management to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See latest advice attached. • Mentors share key information about hygiene daily. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video <p>https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/ and explain posters via IWBs: https://www.who.int/gpsc/5may/How_To_HandWash_Posters.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Posters.pdf?ua=1</p> <p>Students, staff, mentors and visitors should wash their hands:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and activities • before eating any food, including snacks • before leaving the premises 	Management All adults and children	29th May and on Going
		Soap and water is more effective than using sanitisers		

	Risk of coronavirus infection spreading to children and staff at Geeks room	<ul style="list-style-type: none"> • Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • Instillation of more hand sanitisers around the entrances and exits • Order more sanitising gels and boxes of tissues 	Head of management and Senior Mentors	On Going
	Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<ul style="list-style-type: none"> • Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to Geeks Room. • Child/ Adult is sent to office. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. 	Mentors Senior Mentors Management	If necessary and ASAP If necessary and ASAP If necessary and ASAP

		<ul style="list-style-type: none"> If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office. The office and the public toilet will need to be cleaned once they have left. 	Senior Mentors and mentors	If necessary and ASAP
			Senior Mentors and mentors	If necessary and ASAP
	A case of COVID-19 (pupil or school adult) is suspected at our settings	<ul style="list-style-type: none"> No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. No need to close the setting or send other learners or staff home. 	Staffs N/A	If necessary and ASAP N/A
	A case of COVID-19 (pupil or school adult) is confirmed at our settings.	<ul style="list-style-type: none"> Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of 	Head Of Management Head Of Management	If necessary and ASAP If necessary and ASAP

		<p>the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</p> <p>If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing.</p>	Head Of Management	If necessary and ASAP
	Pupils are missing education and falling behind in their learning.	<ul style="list-style-type: none"> • Mentors / staff will provide learning activities for students and upload them online • Admin staff will distribute the learning activities to the relevant students via email. 	Mentors	If necessary
	Review of Cleaning	<ul style="list-style-type: none"> • Meet with staff/volunteers to review cleaning arrangement and make any necessary changes • Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) • Daily cleaning of rooms (already in place) Preparations for deep cleans if necessary 	Staff and Volunteers	

	Control Measures	<p>Tissues for Each Class</p> <ul style="list-style-type: none">• Ensure adequate stock levels of tissues/wipes for each class / office• Replenish as needed• Staff to also self-replenish from stock <p>Alcohol based gel</p> <ul style="list-style-type: none">• Additional dispenser fitted in main entrance• Ensure dispensers and full from the start of each day• All student to use this (or have washed hands) before lunch daily• Ensure adequate stock levels <p>Other users of the building</p> <p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none">• Clean hands or use gel before using facilities• Restrictions or suspensions of usage		

Further information can be found at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

On 2nd March 2020 the DfE launched a new helpline: Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.



Signed by: Date: 29th May 2020

Donald F

On Behalf Of The Board Of Directors