



## RISK ASSESSMENT FORM

1. **Section/Service/Team:** Duke of Edinburgh Award Scheme
2. **Assessor(s):** Mrs S Pickin, D of E Manager
3. **Description of Task/Activity/Area/Premises etc:** FACE TO FACE MEETINGS AT SCHOOL DURING COVID-19 PANDEMIC

Students only enrolled at CTA will be invited to participate in Duke of Edinburgh Award Scheme during this pandemic. Maximum of 3 External Volunteer Leaders will be onsite supporting the D of E Manager at any 1 time. All year group bubbles will be given slightly different entry & exit times to maintain social distancing.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
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Contracting Covid-19	Students, Staff & Leaders	<p>* Tell students, staff &amp; leaders they are not to come to DofE if they are displaying any symptoms, or have tested positive in the last 10 days.</p> <ul style="list-style-type: none"> <li>• Ensure students remain within their 'Year Group Bubble' already set for their school day.</li> <li>• Students to work in couples, not groups.</li> <li>• Staff/leaders to remain at front of classrooms, visors to be worn if closer contact to be made.</li> <li>• Sanitiser to be used on entry and exit to school building, should students/staff/leaders need to leave a classroom (i.e toilet visit) sanitiser must be used on leaving and re-entering classroom.</li> <li>• Ensure, Students, Staff &amp; leaders wear face masks/covering when entering the building and whilst moving around corridor areas.</li> </ul>	L	N/A	30.09.2020	L
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Students arriving/departing and rooming's	Students, Staff & Leaders	Students must arrive at their allocated time and go to their allocated room and remain there for the duration of the evening. Both Monday & Tuesday nights rooms & times will be identical; Y9 Bronze (C25) 6pm-7pm, Y11 Bronze (B8) 6.15pm – 7.15pm Y10 Bronze (C26) 6.30pm – 7.30pm Monday night Only – Y12 Silver (C27) 6pm – 7pm Registers & Seating Plans will be taken at each meeting.	L	N/A	30.09.2020	L
Transmission of Covid-19 via Equipment	Students, Staff & Leaders	<ul style="list-style-type: none"> <li>All couples will be supplied printed, laminated maps to work with. All students are already issued their own compass, these must be used as communal items will not be available. Each student will be supplied their own pen for working on laminated maps. All students must bring their own pens to write on route cards.</li> </ul>	L	N/A	30.09.2020	L

Safe Camp Craft	Students, Staff & Leaders	<p>Staff/Leaders to bring their own equipment.</p> <ul style="list-style-type: none"> <li>• Tent pitching will be carried out in year group bubbles on school premises for assessment purposes only. No students will be allowed inside tents and no overnight camping allowed.</li> <li>• Students to pack tents away after use, Staff to wait until following week to fold all tents &amp; pack away correctly.</li> <li>• A meal is to be cooked on school premises for assessment purposes only. All students will be allocated their own cooker, but must bring their own utensils, plate, bowl, mug etc. Food is to be supplied by home.</li> <li>• Students are to bring washing up liquid, Scourer &amp; Tea Towel from home to wash up cooker on site. Staff will</li> </ul>	L	N/A	30.09.2020	L
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Transmission of Covid-19 during Expedition	Students, Staff & Leaders	<p>pack away correctly week after use.</p> <ul style="list-style-type: none"> <li>• Expeditions will be walking only, no camping/overnight. Parents will need to drop off each morning &amp; collect each night.</li> <li>• Walking groups will be made up of students own Year Group bubbles, only students from the same bubble will be out at any one time.</li> <li>• Students are required to bring a face mask when in close contact with Staff/Leaders. Face Masks are not compulsory when walking within your group outdoors.</li> <li>• Laminated maps &amp; Route Cards will be supplied to each student, these will remain with the student for the duration of the expedition and returned into a plastic box at the end of the expedition for sanitising.</li> <li>• Students MUST bring their own compass.</li> </ul>	L	N/A	30.09.2020	L
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		<ul style="list-style-type: none"><li>• Staff/Leaders will always wear Face Masks when speaking with student groups, even when outdoors.</li><li>• If a student becomes ill/Symptomatic during the day walking, whole group will be sent home and asked to self-isolate until test carried out. Staff/Leaders having contact with group will also be advised to self-isolate until results returned.</li></ul>				



4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

#### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action



## 6. Assessment

**Signature of Assessor(s):**

**Print Name:** Mrs S Pickin

**Date Assessed:** 30.09.2020

**Signature of Line Manager:**

**Print Name:** Ms N Mason

**Review Date:** 07.10.2020

## 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.