

"Speak Out" Challenge! Workshop

Risk Assessment: September 2020 – July 2021

Risk assessment for:	"Speak Out" Challenge! workshop
Details of where event will take place:	A workshop will take place in school (one classroom for the full day)
Outline of event:	Flexible depending on school time table: 08:15 Speakers Trust Trainer arrives, checks in at school reception and presents DBS certificate. Met by school lead and escorted to classroom for day 08:30-3:30 SOC workshop (fits into school break/lunch times) 3:30/end of school day Speakers Trust Trainer leaves
Who is responsible for safety at this event?	This is a school-run event with Speakers Trust activities. The School is responsible for the safety and wellbeing of their pupils at all times. Speakers Trust is responsible for - the safety of its staff - running safe and appropriate activities with suitably qualified staff - the safety of any equipment they provide
Assessment undertaken by:	Relevant SOC Programme Director
Date:	4 September 2020
Signed by:	Russell Findlay (CEO Speakers Trust)
Date:	4 September 2020

Due to the new risks posed by the Covid-19 pandemic we have divided our risk assessment into two sections. In section one, you will find our risk assessment for all risks related to the Covid—19 pandemic. In section two, you will find our risk assessment for all other risks.

Section 1: Covid-19 Risk Assessment

NB: At all times we will follow the current guidelines from the government, local authority and school including monitoring areas of heightened risk. We will work with the school to make the necessary adjustments to the workshop (e.g. workshop space or participant numbers) to ensure that these guidelines are met.

Risk Assessment:

Key:

Green – low

Amber – medium

Red – high

Risk	Likelihood of Risk	Impact of Risk	Mitigation
A Trainer infected with Covid-19 comes to school	Green	Red	Speakers Trust will require Trainers to sign a declaration that they are fit to deliver workshops against measures including their own health, their household and close contacts' health and if they have travelled to any high-risk countries before delivering workshops. Trainers are required to immediately report any change in these circumstances to Speakers Trust and anyone who does not meet these requirements will not attend a school and the workshop will be reallocated to another Trainer.
Trainer comes into contact with Covid-19 whilst travelling to the school	Green	Amber	Trainers are encouraged to walk, cycle or drive wherever possible. Where this is not possible, they are required to wear a mask on all public transport, carry their own hand sanitiser and sanitise their hands on arrival to school and after checking in.
Trainer transmits Covid-19 to students or teachers at the school	Green	Amber	Speakers Trust will abide by the regulations and guidelines of each school. In accordance with Speakers Trust's risk-mitigation processes: On arrival: Trainer to sanitise hands on arrival and after checking in, Trainer to be greeted by lead teacher only and escorted to workshop space after students are already in their classrooms, Trainer to wear mask in school hallways at school request, Trainer to sanitise hands on arrival in workspace During Workshop: Trainer to maintain legally prescribed social distance from students, Trainer to wear a mask at school request, Trainer will not distribute resources and discourage any sharing of resources, Trainer to bring their own stationery and equipment, Trainer to stay in workshop room during breaks to minimise risk of further exposure and to wash hands thoroughly after all restroom visits Leaving school: Trainer to be escorted by lead teacher only, Trainer to be escorted after students have left or in a way that avoids interaction with students, Trainer to wash/sanitise hands before leaving the workshop space and/ or re-entering workshop space (ie after a comfort break) and before leaving the school
Trainer exhibits Covid-19 symptoms following their workshop	Amber	Red	Trainers will keep a record of their movements and contact with other people. Whilst at the school Trainers will endeavour to limit their contact to the lead teacher and workshop participants and will keep a record of any students/staff interacted with outside of this group. Trainer to inform Speakers Trust immediately if they develop symptoms and Speakers Trust to contact the lead teacher with the information and list of people who interacted with the Trainer.
Trainer contracts Covid-19 whilst at the school	Green	Amber	Trainers will be required to supply and fit appropriate PPE, regularly wash/sanitise hands according to government guidelines and limit their contact with students and staff at school. We ask that schools work with us to ensure the safety of our staff. This requires schools to follow national, local and school policy and

			<p>specifically for our workshop to:</p> <ul style="list-style-type: none"> - provide a dedicated space for the workshop, with ample ventilation and cleaning before the workshop and at breaks - provide one lead teacher to escort the Trainer, supervise the workshop and otherwise support throughout the day - allow the Trainer to remain in the workshop space throughout the day or provide another clean, ventilated, empty room for them to eat their lunch - provide adequate hand sanitising and cleaning opportunities for students throughout the day
<p>There is a Covid-19 outbreak at a school following the workshop</p>	<p>Amber</p>	<p>Red</p>	<p>Trainers will keep a record of their movements and contact with people. We ask that schools contact Speakers Trust immediately if any student at the school develops symptoms of or is tested positive for Covid-19. We will cascade that information to all relevant parties using our Trainer records.</p>

Section 2: Risk Assessment for Workshop delivery

Key:

Green – low

Amber – medium

Red – high

Risk	Likelihood of Risk	Impact of Risk	Mitigation
Student uses workshop as a platform for a speech that places them (or fellow pupils) in a vulnerable position – impacting student’s future welfare	Green	Red	<p>Trainer manual makes clear that student welfare is more important than anything else.</p> <p>Trainers reiterate importance of positive message in training. Trainer to set workshop space as a safe space and for students to be considerate of other viewpoints, perspectives and faiths. Trainer to ensure that the pupils consider the implications of making their specific speeches at a public event (since they may have to if they progress to the next stage) and advise pupils of the implications of their specific speeches appearing on social media, bearing in mind their safety and welfare.</p> <p>Safeguarding – all Speakers Trust staff are required to act in line with the safeguarding policy. If a student makes a disclosure in a workshop or a trainer makes an observation, the trainer is briefed to follow disclosure/observation reporting systems.</p> <p>Relevant Programme Director to react, respond, report and refer – if non-emergency to report to host school’s safeguarding lead and to follow up for a confirmation of receipt and that the school will be following their standard safeguarding procedures.</p>
Safeguarding Issues. Risk of abuse or false allegations	Green	Red	<p>As part of Speakers Trust’s recruitment and selection process, offers of work for positions which involve working with children are subject to a satisfactory Disclosure and Barring Service (DBS) at the level deemed suitable for the position offered and subject to appropriate references. All Speakers Trust staff and trainers are inducted according to Speakers Trust’s Safeguarding Policy and are required to follow safeguarding procedures.</p> <p>Teacher agreement ensures a member of the student’s school staff is present in loco parentis throughout “Speak Out” Challenge! workshop.</p>
Needs of specific pupils aren't met in a workshop	Green	Amber	<p>Teacher Agreement outlines responsibility for lead teacher and they agree to advise Speakers Trust in good time of any pupil’s special needs or additional requirements so the team can make reasonable adjustments with a view to ensuring they are able to participate fully.</p>
Pre-existing medical conditions worsened by a particular activity eg stress or anxiety	Green	Amber	<p>Teacher Agreement outlines responsibility for lead teacher and they agree to advise Speakers Trust in good time of any pupil’s special needs or additional requirements.</p> <p>Appropriate school staff to remain with pupils.</p> <p>Trainers to follow the direction of Teacher in relation to pupils at all times. Trainer to ensure teacher understands the activities to be undertaken.</p>
General building safety	Green	Amber	<p>Speakers Trust team to follow Health & Safety Procedural Guidance of host school.</p> <p>Lead Teacher has responsibility for briefing the Speakers Trust trainer on any specific health and safety issues, including but not limited to Fire Escapes, Fire Alarms / Practices. Trainers briefed to ensure they have this understanding and to follow school’s usual registration/check-in procedure.</p> <p>Teacher asked to remain in training room throughout the event.</p>

<p>Manual Handling - Moving/using equipment, tables, boxes, etc. Loading/unloading vehicles - Injury due to poor lifting techniques.</p>	<p>Green</p>	<p>Red</p>	<p>Speakers Trust trainer to maintain good posture when lifting or lowering equipment and avoid twisting or bending to reduce the chance of back injury.</p>
<p>Slip / Trip / Falls Poor lighting, trailing cables, discarded litter, obstructions in walkways, poor housekeeping</p>	<p>Green</p>	<p>Red</p>	<p>General 'good housekeeping' procedures to be observed by Speakers Trust trainer when running activities or introducing equipment. Walkways to be kept clear.</p> <p>Potential trip hazards relating to school environment (furniture/equipment etc in situ) identified by Speakers Trust trainer to be reported to teacher. If not corrected and Trainer has serious concerns, activity to be halted.</p> <p>Speakers Trust trainer to follow school first aid/accident reporting procedures. Host school Lead Teacher responsible for health and safety of students, with trained first aider from school on site.</p>
<p>Food Safety - provision by third party caterers. Food hygiene incidents, food contamination, allergies</p>	<p>Green</p>	<p>Red</p>	<p>Schools often provide lunch for our trainers in the school canteen. Trainers may bring their own lunch if they prefer and Speakers Trust will strongly recommend this for the duration of covid-19 pandemic.</p>