

Risk Assessment



Risk Assessment of: Coronavirus safe working environment

Establishment Address: union street, Torquay

Assessment date: 15th May 2020

Area/Activity/Person Requiring Risk Assessment:

Reason for Assessment: Members of staff due to return to workplace, government guidelines on safe working environment and college gradual re-opening to face to face learning.

Brief Description: All centres must follow strict guidelines from Government. These include following the 5 key points. 1) work from home if you can. 2) Carry out a COVID-19 risk assessment, in consultation with workers or trade unions 3) Maintain 2 metres social distancing, wherever possible. 4) Where people cannot be 2 metres apart, manage transmission risk. 5) Reinforcing cleaning processes.

Completed by: Adam Carter

Planned review date: 15th June 2020

Hazard	Hazardous Action	Who Might Be Harmed	Current Control Measures	Preliminary Risk Rating			Additional Actions and Control Measures	Revised Risk Rating			Further Actions or Comments
				L	C	R		L	C	R	
Virus being transmitted while entering and within centres	Contamination through close contact or contact with surface.	All staff, Learners, volunteers and visitors.	Hand washing facilities available including Hot water, soap and disposable towels. Replenished daily. Signs for 20 second soaping and pictorial demonstration on display. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Hand gel on entry and safety notices.	4	4	12	Install Perspex screen to protect customer services. Create hand sanitation stations with large signs of use and warning of hazard. Improve and implement cleaning schedule to clean all surfaces and equipment regularly. Implement toolbox talk to all staff, students, volunteers and visitors.	1	4	4	Monitor and review on a regular basis.

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<p>Virus being transmitted between staff members</p>	<p>Staff members being in close proximity of each other.</p>	<p>All staff, Learners, volunteers and visitors.</p>	<p>Staff meetings to be held on Teams video calls.</p> <p>Staff who can work from home advised to do so until further notice.</p> <p>Staff in centres given designated working stations with social distancing followed.</p> <p>No workstations to be face to face or face to back. Workstations must only be side to side or back to back.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Staff reminded regularly to work from home and only visit centres when working from home is not an option.</p> <p>No face to face meetings in person to be held without approval from directors and following government guidelines.</p> <p>Learners to staff ratio to be 1:1 with one additional member of staff in the centre if only one learner attending. Student to staff ratio 2:1 acceptable for short period of time, to ensure the student is safe and covered until end the leaners of session or able to go home safely, should tutor show symptoms during session.</p> <p>Staff in centres to avoid contact with other members of staff and follow social distancing at all times.</p> <p>Staff travelling between centres to avoid busy periods in each centre to minimise contact with other members of staff.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Monitor and review on a regular basis.</p>
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<p>Virus transmitted between staff and students/visitors.</p>	<p>Tutors working too close to learners or learners not understanding the requirements of social distancing.</p>	<p>All staff, Learners, volunteers and visitors.</p>	<p>Staff and students to be alert and follow the social distancing guidelines.</p> <p>Staff and students to follow government guidelines out of work and restrict meeting anyone outside of own household unless socially distanced and in an external environment.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Students given induction on their return to centres with new housekeeping rules and 'toolbox talk' to ensure understanding of new guidelines.</p> <p>Any breach of guidelines challenged, and students made aware of risk. Working areas to be marked out to ensure social distance between tutor and student.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Monitor and review on a regular basis.</p>
<p>Member of staff showing symptoms.</p>	<p>Member of staff beginning to show symptoms while in centre</p>	<p>All staff, Learners, volunteers and visitors.</p>	<p>After recognising any of the symptoms member of staff put on a mask to find immediate cover for student from second member of staff in building and remove themselves from the centre. Member of staff must self-isolate for 14 days and inform line manager immediately.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>If symptoms continue member of staff to request a COVID-19 test for local government website. Line manager to compile a list of all staff, learners and volunteers member of staff has been in contact with during work for previous 7 days and share with SMT to review those who have been in contact.</p> <p>Student to staff ratio 2:1 acceptable for short period of time, to ensure the student is safe and covered until end the learners of session.</p> <p>Areas contaminated by symptomatic person to be</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Monitor and review on a regular basis.</p>

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							cleaned once safe to do so, following the Government guidelines found on https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
Student showing signs of symptoms	Student begins to show symptoms while in centre.	All staff, Learners, volunteers and visitors.	Tutor to ask student to put on a mask and wait in an empty room. Parent or guardian notified for learner to be taken home as soon as possible. Learner to self-isolate for 14 days and inform tutor of progress.	3	4	12	<p>Tutor to monitor themselves for symptoms over 7 days and alert line manager of any changes.</p> <p>Areas contaminated by symptomatic person to be cleaned once area safe to do so, following the Government guidelines found on https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	1	4	4	Monitor and review on a regular basis.
Transmission through equipment/environment	Equipment used by more than one person spreading the virus through touch.	All staff, Learners, volunteers and visitors.	Cleaning schedule enforced and general housekeeping rules applied. Wash hand stations and signs for guidance on display.	4	4	16	<p>Staff checklist for daily cleaning and housekeeping signed daily.</p> <p>All common contact surfaces cleaned regularly throughout the day and hand sanitisers</p>	1	4	4	Monitor and review on a regular basis.

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						8	and wash stations available throughout the centres. Designated stationary and commonly shared equipment cleaned before and after use with anti-bacterial wipes.			4	
Keeping students safe and positive wellbeing	Students wellbeing deteriorating and causing safeguarding concerns.	All staff, Learners, volunteers and visitors.	Tutors in regular contact with learners and ensuring a safe environment to attend college. Student wellbeing monitored by tutor and safeguarding team notified immediately if any concerns appear.	2	4	8	Students given daily time to talk about any fears, concerns or news they have heard. Tutors to listen, support and signpost if necessary. Sessions on 'fake news' around coronavirus and all government updates to be discussed.	1	4	4	Monitor and review on a regular basis.
Staff wellbeing	Staff wellbeing suffering due to anxieties of returning to centres.	Staff.	Line mangers in constant contact with all staff. Wellness being monitored and all staff able to contact Tim Moss or Directors for additional support. Strong support available from all staff and any concerns raised are taken seriously.	2	3	6					Monitor and review on a regular basis.
Staff or learner returning to centre after 14-day self-isolation	Anxiety on returning to centre.	All staff, Learners, volunteers and visitors.	Support given throughout isolation. All concerns and worries discussed and taken seriously.	1	2	2					Monitor and review on a regular basis.

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due to symptoms.			All concerns resolved before person returns to centres.								
Social Media presence- bad practice being displayed.	Staff showing bad practice online.	All staff, Learners, volunteers and visitors.	Social media policy includes staff behaviour online.	2	4	8	All social media posts to be screened by Emma Seaman for any breaches of Risk Assessment or Government guidelines.	1	4	4	Monitor and review on a regular basis.

L= Likelihood		C= Consequences	
1	Very Unlikely	1	Insignificant- No Injury
2	Unlikely	2	Minor- Minor injury needing first aid
3	Fairly Unlikely	3	Moderate- up to 5 days absence
4	Likely	4	Major- more than 5 days absence
5	Very Likely	5	Catastrophic- death

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		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Colour	Action
Red	URGENT ACTION Required- <u>TAKE IMMEDIATE ACTION AND STOP ACTIVITY IF NECESSARY</u> , Maintain existing controls rigorously
Orange	ACTION- Improve within a specified timeframe.
Amber	MONITOR- Look to improve at next review or if there is significant change prior to review.
Green	No Action- No further action currently required, ensure controls are maintained and reviewed.