

# Risk Assessment

## Risk Assessment of: Coronavirus safe working environment

**Establishment:** Eat That Frog Group

**Assessment date:** 15<sup>th</sup> May 2020

**Completed by:** Adam Carter

**Review date:** 23<sup>rd</sup> September 2020

**Area/Activity/Person Requiring Risk Assessment:** Company standard for COVID-19 Pandemic

**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.

**Reason for review:** New government guidelines for October Term, centres use increasing, risk rating lowered nationally.

**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.

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		Action/ Control	L	C	
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. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>	4	4	12	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.	1	4	4	Monitor and review on a regular basis.

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			<p>Hand sanitiser on entry and safety notices. Implement toolbox talk to all staff, students, volunteers and visitors.</p> <p>Perspex screens installed to protect customer services.</p>								
Virus being transmitted between staff members	Staff members being in close proximity of each other.	All staff, Learners, volunteers and visitors.	<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>	3	4	12	<p>Staff reminded regularly to work from home and only visit centres when working from home is not an option.</p> <p>Face to face meetings in person to be held with approval from directors and following government guidelines.</p> <p>Post-16 learner 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>	1	4	4	Monitor and review on a regular basis.

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							<p>Adult learners, when face to face sessions resume, tutors to follow room maximum occupancy for class size.</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>				
Virus transmitted between staff and students/visitors.	Tutors working too close to learners or learners not understanding the requirements of social distancing.	All staff, Learners, volunteers and visitors.	<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>	4	4	16	<p>Students/volunteers 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>Visitors only allowed via prior agreement and given verbal agreement of social distancing and hand hygiene expectations.</p>	1	4	4	Monitor and review on a regular basis.

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Member of staff showing symptoms.	Member of staff beginning to show symptoms while in centre	All staff, Learners, volunteers and visitors.	<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>Staff to keep up to date on possible symptoms from Government/WHO guidelines. Current symptoms to identified by Government listed as:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul>	3	4	12	<p>AEB face to face delivery tutor to have reserve tutor in building.</p> <p>Areas contaminated by symptomatic person to be cleaned once safe to do so, following the Government guidelines found on <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Coronavirus emergency boxed created and stored in each centre for incidents.</p>	1	4	4	Monitor and review on a regular basis.
Student showing signs of symptoms	Student begins to show symptoms while in centre.	All staff, Learners, volunteers and visitors.	<p>Tutor to ask student to put on a mask, disposable gloves and disposable apron then wait in a safe clear room until able to leave the centre safely. Parent or guardian notified</p>	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</p>	1	4	4	Monitor and review on a regular basis.

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			<p>for learner to be taken home as soon as possible. Learner to self-isolate for 14 days and inform tutor of progress.</p> <p>Tutor to deep clean all areas learner has been in contact with. Tutor to wear disposable gloves, apron and mask, use disposable anti-bacterial wipes and dispose all waste including PPE into marked black bag and stored safely before refuse.</p>				<p>cleaned once area safe to do so, following the Government guidelines found on <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Coronavirus emergency boxed created and stored in each centre for incidents.</p>				
Transmission through equipment/ environment	Equipment used by more than one person spreading the virus through touch.	All staff, Learners, volunteers and visitors.	<p>Cleaning schedule enforced and general housekeeping rules applied.</p> <p>Wash hand stations and signs for guidance on display.</p>	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 and wash stations available throughout the centres.</p> <p>Designated stationary and commonly shared equipment cleaned before and after use with anti-bacterial wipes.</p>	1	4	4	Monitor and review on a regular basis.
Keeping students safe and positive wellbeing	Students wellbeing deteriorating and causing	All staff, Learners, volunteers and visitors.	Tutors in regular contact with learners and ensuring a safe environment to attend college. Student wellbeing monitored by	2	4	8	Students given daily time to talk about any fears, concerns or news they have heard. Tutors to listen,	1	4	4	Monitor and review on a regular basis.

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	safeguarding concerns.		tutor and safeguarding team notified immediately if any concerns appear.			6	support and signpost if necessary. Sessions on 'fake news' around coronavirus and all government updates to be discussed.				
Staff wellbeing	Staff wellbeing suffering due to anxieties of returning to centres.	Staff.	Line managers in constant contact with all staff. Wellness being monitored and all staff able to contact Centre managers, SMT 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 due to symptoms.	Anxiety on returning to centre.	All staff, Learners, volunteers and visitors.	Support given throughout isolation. All concerns and worries discussed and taken seriously. All concerns resolved before person returns to centres.	1	2	2					Monitor and review on a regular basis.
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.
Increased use of centres during	Rooms exceeding capacity causing social	All staff, Learners, volunteers and visitors.	Rooms to be measured for 4m2 per person and room capacity signs on entry to	2	3	6	Staff reminded to monitor room capacity and ensure this is not exceeded.	2	2	4	Monitor and review on a regular basis.

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Government restrictions.	distancing breach.		rooms. Social distancing still required within room.  Any rooms below 8m2 for one member of staff use only.				Breach only acceptable for First Aid emergencies.				
Government guidelines for all schools and colleges to offer full face to face learning.	Increased volume or centre users including Staff, Post-16 learners and AEB learners.	All staff, Learners, volunteers and visitors.	All classrooms have workstations in line with government guidelines.  Social distancing in place and narrow areas reduced to single occupancy. Stairways give way to person travelling up.  Learners able to talk to members of staff about concerns or anxieties.  Remote sessions/ blended learning offered if learners anxiety is too high.	2	4	8	Coronavirus emergency boxes in every centre in readiness of symptomatic person.  Reporting procedure in place for suspected transmission. All visitor, staff and learner details stored for use of test and trace.  No overnight residentials until further notice. Day educational excursions are permitted.  Room capacity sign on entry to all rooms to reduce overcrowding.  All practical activity Risk Assessments to include risk of Coronavirus transmission.	1	4	4	Monitor and review on a regular basis.
Government guidelines of face coverings in	Misunderstanding of guidelines	All staff, Learners, volunteers	Face covering procedure has been written and shared with all staff.	1	4	4					Monitor and review on a

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schools and public areas.		and visitors.	<p>Various control measures in place to reduce transmission risk and remove requirements for coverings.</p> <p>Learners have option to talk to tutors and health and safety representatives and wear coverings if the desire.</p> <p>All staff updated on Eat That Frog reasoning to not using Face coverings in any centres.</p>							regular basis.	
Government rule of 6.	Staff awareness and public view or group excursions.	All staff, Learners, volunteers and visitors.	<p>The law on gatherings has changed on 14<sup>th</sup> September 2020 to maximum 6 from 2 households. This does not apply to schools or education settings.</p> <p>When on excursions staff to wear lanyard and ID to display to any concerned member of public or authorities.</p>	1	4	4				Monitor and review on a regular basis.	
Government guidelines on face coverings for	Risk of transmission increasing causing infection.	Staff in public facing roles	Screens have been installed on all reception desks where public may enter.	2	4	8	Customer facing roles to wear face coverings when not behind screen.	1	4	4	Monitor and review on a regular basis.



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public facing workers.											
Gradual opening of centres to public, raising risk of transmission.	Centres returning to open doors for public to use community services and customer support, increasing transmission risk.	All staff, Learners, volunteers and visitors.	Hand sanitiser available in all centre reception desks.  Clear screens on reception desks installed to reduce risk of fluid transmission.	2	4	8	Customer facing roles to wear face coverings when not behind screen.  AEB Face shields available on request for close contact with learners.  Mounted hand sanitisers stations to be installed in all entrances to centres.	1	4	4	Monitor and review on a regular basis.
Test and Trace requirements increasing	Test and Trace requirements increasing due to public access.	All staff, Learners, volunteers and visitors.	Coronavirus toolbox talk being used and followed.  Tutors monitoring learner attendance.	3	4	12	QR codes to be registered with NHS Test and Trace and displayed on entry to each centre.  Backup paper versions for anyone unable to use smartphones to register.  Vpass to include health questions on signing in to any centre.	1	4	4	

L= Likelihood		C= Consequences	
1	Very Unlikely	1	Insignificant- No Injury

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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

2	Unlikely	2	<b>Minor</b> - Minor injury needing first aid
3	Fairly Unlikely	3	<b>Moderate</b> - up to 5 days absence
4	Likely	4	<b>Major</b> - more than 5 days absence
5	Very Likely	5	<b>Catastrophic</b> - death

Colour	Action
Red	<b>URGENT ACTION</b> 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.