

Risk Assessment

Risk Assessment of: Coronavirus safe working environment

Establishment: Eat That Frog Group

Assessment date: 15th May 2020

Completed by: Adam Carter

Review date: 07th January 2021

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

Reason for Assessment: Government lockdown and increased risk nationally.

Reason for review: New government lockdown and increased risk due to new strain of the virus increasing risk of transmission.

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		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/	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. Staff regularly reminded to clean areas they have used including toilets and workstations.	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 wherever possible.</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 within social distance.</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>There must be a minimum of 2 members of staff in the centre when in use.</p> <p>Post 16 student to staff ratio 2:1 acceptable for short period of time, to ensure the student is safe and covered until the end of the learners of session or they are able to go home safely, should their tutor display symptoms during session.</p> <p>Adult learners face to face sessions, tutors to follow room maximum occupancy for class size. AEB Delivery postponed during National Lockdown.</p>	1	4	4	Monitor and review on a regular basis.

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							<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>Due to increased risk travel between centres has been stopped. Any member of staff or student requiring multiple centre use to be agreed with SMT and Directors.</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</p>	1	4	4	Monitor and review on a regular basis.

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						12	<p>distancing and hand hygiene expectations. Due to increased risk all centres are to be attended by regular centre users only.</p>				
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"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste 	3	4	12	<p>AEB delivery to be remote where possible. Face to Face delivery to be used where remote not possible for example use of equipment required or practical based learning. Due to government Lockdown all AEB delivery to be online.</p> <p>Areas contaminated by symptomatic person to be 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</p> <p>Coronavirus emergency boxed created and stored in each centre for incidents.</p> <p>Member of staff advised to book test.</p>	1	4	4	Monitor and review on a regular basis.

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							<p>If positive result rapid risk assessment and control measures triggered.</p> <p>If negative result member of staff can return to work when in good health.</p>				
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 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>	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> <p>Coronavirus emergency boxed created and stored in each centre for incidents.</p> <p>Learner advised to book test. In event of positive result rapid risk assessment and control measures triggered. In event of negative result learner can return to work when in good health.</p>	1	4	4	Monitor and review on a regular basis.

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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. 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>	4	4	16	<p>Doors and windows to remain open where possible to increase natural air flow during centre use. Centre users advised to wear clothing appropriate to the external temperatures.</p> <p>No use of fans/blower heaters due to forced air recirculation causing higher risk of transmission.</p>	1	4	4	Monitor and review on a regular basis.
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	<p>Students given daily time to talk about any fears, concerns or news they have heard. Tutors to listen, support and signpost if necessary.</p> <p>Sessions on 'fake news' around coronavirus and all government updates to be discussed.</p>	1	4	4	Monitor and review on a regular basis.

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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 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.
Use of centres during Government restrictions.	Rooms exceeding capacity causing social distancing breach.	All staff, Learners, volunteers and visitors.	Rooms to be measured for 4m2 per person and room capacity signs on entry to rooms. Social distancing still required within room. Any rooms below 8m2 for one member of staff use only.	2	3	6	Staff reminded to monitor room capacity and ensure this is not exceeded. Breach only acceptable for First Aid emergencies. Natural air flow to be encouraged. This includes opening windows and doors to create a free flow. Staff to	2	2	4	Monitor and review on a regular basis.

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							<p>dress appropriate to outside conditions.</p> <p>No forced airflow or re-circulation of air. This includes fans and blower heaters. Airconditioning to be set to free flow not recirculation.</p> <p>Due to increased risk, all staff able to work from home must do so.</p> <p>All AEB face to face delivery to stop during national lockdowns.</p>				
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.	<p>All classrooms have workstations in line with government guidelines.</p> <p>Social distancing in place and narrow areas reduced to single occupancy. Stairways give way to person travelling up.</p> <p>Learners able to talk to members of staff about concerns or anxieties.</p> <p>Remote sessions/ blended learning offered if learners anxiety is too high.</p>	2	4	8	<p>Coronavirus emergency boxes in every centre in readiness of symptomatic person.</p> <p>Reporting procedure in place for suspected transmission. All visitor, staff and learner details stored for use of test and trace.</p> <p>No overnight residentials until further notice. Day educational excursions are permitted. Walking and cycling encouraged where possible.</p>	1	4	4	Monitor and review on a regular basis.

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							<p>Room capacity sign on entry to all rooms to reduce overcrowding.</p> <p>All practical activity Risk Assessments to include risk of Coronavirus transmission.</p>				
Government guidelines of face coverings in schools and public areas.	Misunderstanding of guidelines	All staff, Learners, volunteers and visitors.	<p>Face covering procedure has been written and shared with all staff.</p> <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 they desire.</p> <p>All staff updated on Eat That Frog reasoning to not using Face coverings in any centres.</p>	1	4	4	<p>All staff and learners to wear face coverings when moving around centres unless exempt.</p> <p>Face coverings not necessary when working from single workstation or when delivering classroom learning. clear face shields available for close contact delivery on request.</p>				Monitor and review on a regular basis.
Government rule of 6.	Staff awareness and public view or group excursions.	All staff, Learners, volunteers and visitors.	The law on gatherings has changed on 14 th September 2020 to maximum 6 from 2 households.	1	4	4					Monitor and review on a regular basis.

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			<p>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>								
Government guidelines on face coverings for public facing workers.	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.
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.	<p>Hand sanitiser available in all centre reception desks.</p> <p>Clear screens on reception desks installed to reduce risk of fluid transmission.</p>	2	4	8	<p>Customer facing roles to wear face coverings when not behind screen.</p> <p>Staff face shields available on request for close contact with learners.</p> <p>Mounted hand sanitisers stations to be installed in all entrances to centres.</p> <p>Community Fridge to open outside of college hours. Staff working near the shop area to wear face coverings. 1 customer at a time permitted within the community fridge area. Due to government lockdown</p>	1	4	4	Monitor and review on a regular basis.

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						12	Community fridge will not be open to the public.				
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 registered with NHS Test and Trace displayed on entry to each centre. Backup paper versions for anyone unable to use smartphones to register. Vpass includes health questions on signing into any centre.	1	4	4	
clinically extremely vulnerable (CEV) members of staff	Member of staff receiving letter advising work from home.	Staff, Learners.	Those individuals who are clinically extremely vulnerable (CEV) are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.				Any member of staff receiving letter to work with their line manager to enable working from home. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.				
clinically extremely	Parents or learner	Staff, Learners.	Those children whose doctors have confirmed				Children who live with someone who is clinically				

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vulnerable (CEV) Learner	receiving letter for learner's condition.		<p>they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place.</p> <p>Remote learning to be arranged to continue education from home.</p>				<p>extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>				
Member of staff or learner being in close contact with a person who has a positive test result.	Transmission of virus from asymptomatic person.	All staff, Learners, volunteers and visitors.	<p>Person affected to isolate for 14 days from last day of contact with positive person.</p> <p>Monitor daily for symptoms.</p> <p>Person in close contact must not take coronavirus test unless displaying symptoms. This will cause a false negative result.</p>				<p>Coronavirus report log created for all possible contacts, symptomatic persons and all test results to be recorded.</p> <p>Rapid Risk assessment conducted to collect all information and trigger control measures.</p> <p>Mass testing available to enable staff and learners to continue attending centres.</p>				
General travel (Including travel Staff Vehicles)	Transmission of virus via surface or close contact.	All staff, Learners, volunteers and visitors.	Students and staff should be encouraged to walk, cycle or use own vehicles to attend college if possible. Public transport to be used as last resort.	5	3	15	<p>Due to increased national risk all student travel in staff vehicles and staff car shares are not permitted.</p> <p>Students external activities to be within walking or cycling distance.</p>	5	2	10	Monitor and review on a regular basis.

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Mass Testing	Student and staff testing in centres	All staff, Learners, volunteers and visitors.	<p>Mass testing to begin in Spring term. This will continue indefinitely under government direction.</p> <p>Mass testing will be for all staff and Post-16 learners using centres as per the government guidelines.</p> <p>Separate Risk Assessment Available for Mass Testing.</p>	4	2	8	<p>Staff forming Mass Testing Work force to be trained and monitored to ensure safety.</p> <p>Testing is not mandatory, and consent can be changed in writing, digitally or on paper.</p>	3	2	6	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- TAKE IMMEDIATE ACTION AND STOP ACTIVITY IF NECESSARY , 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.