

Risk Assessment

Risk Assessment of: Coronavirus safe working environment

Establishment: Eat That Frog Group

Assessment date: 15th May 2020

Completed by: Adam Carter

Updated: 7th July 2021

Effective from 19th July 2021

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

Reason for Assessment: Global pandemic concerning various strains of Coronavirus. Government lockdown and increased risk of infection and transmission locally and nationally.

Reason for review: Government update to lower restrictions on Step 4.

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	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>				including toilets and workstations.				
Virus being transmitted between staff members	Staff members being in close proximity of each other.	All staff, Learners, volunteers and visitors.	<p>Government guidance at Step 4- no social distancing or face coverings enforced. Working from home no longer a necessity.</p> <p>Staff advised to maintain cleanliness and following cleaning schedules.</p> <p>Staff to be mindful of the virus present in local areas and distance appropriately.</p>	1	4	4					Monitor and review on a regular basis.
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 remain alert and distance appropriately.</p> <p>Staff and students to follow government guidelines out of work.</p>	1	4	4					Monitor and review on a regular basis.

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			Any breach of guidelines challenged, and students made aware of risk.								
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 10 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>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 PCR test and isolate until negative result or isolation period ends.</p> <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>	1	4	4	Monitor and review on a regular basis.

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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.</p> <p>Learner/parent advised to book PCR test and isolate until negative result or if positive until isolation period ends.</p> <p>If positive result rapid risk assessment and control measures triggered.</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 and advised to use LFD tests on Sunday and Wednesday evenings 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>In event of negative result learner can return to college when in good health.</p>	1	4	4	Monitor and review on a regular basis.
Transmission through equipment/ environment	Equipment used by more than one person spreading the	All staff, Learners, volunteers and visitors.	Cleaning schedule enforced and general housekeeping rules applied.	1	4	4					Monitor and review on a regular basis.

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	virus through touch.		<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>Natural air flow encouraged through open windows.</p>								
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 Centre managers, SMT or Directors for additional support.	2	3	6					Monitor and review on a regular basis.

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			Strong support available from all staff and any concerns raised are taken seriously.								
Staff or learner returning to centre after 10-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.	Due to step 4 de-restrictions Centre use can return to usual use with government guidance and local threats monitored.	1	4	4					Monitor and review on a regular basis.
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.	Government guidelines Step 4. No restrictions on classrooms or communal areas. In event of an outbreak in your setting a director of public health might advise you that face coverings should temporarily be worn in communal areas and/or	1	4	4					Monitor and review on a regular basis.

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			<p>classrooms (by students, staff and visitors, unless exempt).</p> <p>Learners able to talk to members of staff about concerns or anxieties.</p> <p>Coronavirus emergency boxes in every centre in readiness of symptomatic person.</p> <p>Reporting procedure in place for suspected transmission.</p> <p>All visitor, staff and learner details stored for use of test and trace.</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>	1	4	4				Monitor and review on a regular basis.

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			<p>Learners have option to talk to tutors and health and safety representatives about wearing coverings.</p> <p>In event of an outbreak in your setting a director of public health might advise you that face coverings should temporarily be worn in communal areas and/or classrooms (by students, staff and visitors, unless exempt).</p>							
Government rule of 6.	Staff awareness and public view or group excursions.	All staff, Learners, volunteers and visitors.	Government guidance Step 4 no longer restrictions on group sizes.	1	1	1				Monitor and review on a regular basis.
Government guidelines on face coverings for public facing workers.	Risk of transmission increasing causing infection.	Staff in public facing roles	Government guidance Step 4 no longer advise face coverings in public.	1	4	4				Monitor and review on a regular basis.
Test and Trace requirements	Test and Trace requirements changing.	All staff, Learners, volunteers and visitors.	Government step 4 no longer requires Check-in with Test and Trace.	1	1	1				Monitor and review on a regular basis.
clinically extremely vulnerable (CEV)	Member of staff receiving letter advising	Staff, Learners.	Those individuals who are clinically extremely vulnerable (CEV) are no longer advised to work	1	1	1				Monitor and review on a

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members of staff	work from home.		from home. Government Step 4 guidance has no restrictions for CEV people.						regular basis.
clinically extremely vulnerable (CEV) Learner	Parents or learner receiving letter for learner's condition.	Staff, Learners.	Clinically extremely vulnerable (CEV) students should attend their college unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend.	1	1	1			Monitor and review on a regular basis.
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 contacted by Test and Trace to isolate for duration stipulated on notice. Usually 10 days from date of contact.</p> <p>Government guidelines to change on 16th August. From 16th August under 18's and adults who have received 2 doses of the vaccine will not need to isolate if a close contact. Isolation still to take place if person or household have positive case.</p>	1	4	4			Monitor and review on a regular basis.
General travel	Transmission of virus via	All staff, Learners, volunteers	Students and staff should be encouraged to walk, cycle or use own vehicles	2	3	6			Monitor and review on a

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(Including travel Staff Vehicles)	surface or close contact.	and visitors.	to attend college if possible. No travel restrictions set by Government. Sensible approach to be taken.								regular basis.
Lateral Flow Testing	Student and staff testing in centres	All staff, Learners, volunteers and visitors.	<p>Mass testing to resume in September with 2 on-site tests for students before home testing. 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 are trained and monitored to ensure safety.</p> <p>Testing is not mandatory, and consent can be changed in writing, digitally or on paper.</p> <p>Home test kits advised use for all staff working in centres. Students encouraged to use home test kits. In centre testing available for Post-16 learners only.</p>	3	2	6	Monitor and review on a regular basis.

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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

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

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.