

Risk Assessment

Risk Assessment of: Coronavirus safe working environment

Establishment: Eat That Frog Group

Assessment date: 15th May 2020

Completed by: Adam Carter

Updated: 8th September 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	Hand sanitation stations with large signs of use and warning of hazard. Implemented 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>Government guidance at Step 4- no social distancing or face coverings enforced by law.</p> <p>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>	2	4	8	<p>Staff will be advised to wear face coverings, reduce multi centre use, increase cleaning, increase natural air flow and follow social distancing where high risk of transmission present. Including local heightened transmission or known cases.</p> <p>Further control measures dictated by local authority will be implemented when Enhanced Response Area (ERA) by central government enforced.</p>	1	4	4	Monitor and review on a regular basis.
Virus transmitted between staff and students/visitors.	Tutors working within 2 meters distance from learners or learners not understanding the	All staff, Learners, volunteers	<p>Staff and students to remain alert and distance appropriately.</p> <p>Staff and students to follow government guidelines out of work/college.</p>	1	4	4	<p>Further control measures dictated by local authority will be implemented when Enhanced Response Area (ERA) by central government enforced.</p>				Monitor and review on a regular basis.

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	requirements of social distancing.	and visitors.	<p>Any breach of guidelines challenged, and students made aware of risk.</p> <p>Visitors planned and given induction to building including hand hygiene and face coverings.</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 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 	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.</p> <p>If positive result rapid risk assessment and control measures triggered.</p>	1	4	4	Monitor and review on a regular basis.

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			<ul style="list-style-type: none"> a loss of, or change to, your sense of smell or taste 				If negative result member of staff can return to work when in good health.				
Student showing signs of symptoms	Student begins to show symptoms while in centre.	All staff, Learners, volunteers and visitors.	<p>Student to put on a clean disposable mask, disposable gloves and disposable apron. They must then wait in a safe clear room, distance from others until able to leave the centre safely. Parent or guardian notified for learner to be taken home as soon as possible and book a PCR test.</p> <p>Learner to self-isolate for 10 days or until negative result 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>Student 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.
Transmission through	Equipment used by more	All staff, Learners,	Cleaning schedule enforced and general	1	4	4					Monitor and review

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equipment/ environment	than one person spreading the virus through touch.	volunteers and visitors.	housekeeping rules applied. Wash hand stations and signs for guidance on display. Staff checklist for daily cleaning and housekeeping signed daily. All common contact surfaces cleaned regularly throughout the day and hand sanitisers and wash stations available throughout the centres. Natural air flow encouraged through open windows.								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	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	2	3	6					Monitor and review on a regular basis.

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			Directors for additional support. 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.	2	3	6	Natural air flow to be encouraged. This includes partially opening windows and doors to create a free flow. Staff to dress appropriate to outside conditions.	2	2	4	Monitor and review on a regular basis.
Government guidelines of face coverings in schools and public areas.	Misunderstanding of guidelines	All staff, Learners, volunteers and visitors.	Government guidelines Step 4. No restrictions on classrooms or communal areas.	2	4	8	All centre users will be advised to wear face coverings where high risk of transmission present.	1	4	4	Monitor and review on a regular basis.

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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).

Learners able to talk to members of staff about concerns or anxieties.

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.

All practical activity Risk Assessments to include risk of Coronavirus transmission and necessary control measures.

Further control measures dictated by local authority will be implemented when Enhanced Response Area (ERA) by central government enforced or in the event of an outbreak within Centre.

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Government guidelines on face coverings for public facing workers.	Risk of transmission increasing causing infection.	Staff in public facing roles	<p>Screens have been installed on all reception desks where public may enter which will remain in situ.</p> <p>Government guidance Step 4 no longer advise face coverings in public however personal choice to wear face coverings encouraged.</p> <p>Staff encouraged to wear face coverings or stay behind screens when in contact with public.</p>	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>Mounted hand sanitisers stations to be installed in all entrances to centres.</p> <p>Community Fridge to open at scheduled agreed times only.</p> <p>Additional Risk assessment written for Community Fridge.</p>	1	4	4	Monitor and review on a regular basis.
clinically extremely vulnerable (CEV)	Member of staff receiving letter advising work from home.	Staff, Learners.	Those individuals who are clinically extremely vulnerable (CEV) are no longer advised to work from home. Government	1	1	1				Monitor and review on a regular basis.	

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members of staff			Step 4 guidance has no restrictions for CEV people.							
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 affected to isolate for 10 days from last day of contact with positive person unless under 18 or double vaccinated over 3 weeks.</p> <p>Monitor daily for symptoms.</p> <p>Person in close contact to follow NHS Test and Trace guidance. LFD home tests to be continued twice weekly.</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.	2	3	6				Monitor and review on a regular basis.

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			No travel restrictions set by Government. Sensible approach to be taken.								
Lateral Flow Testing	Student and staff testing in centres	All staff, Learners, volunteers and visitors.	<p>Mass on site testing to begin in new term. This will be for 2 tests then home testing resumes.</p> <p>Mass onsite testing will be for all 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 have been trained and are continually monitored to ensure safety.</p> <p>Testing is not mandatory, and consent to on site testing can be changed in writing, digitally or on paper.</p> <p>Use of home test kits by all staff working in centres strongly encouraged.</p> <p>All 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.