

Coronavirus Risk Assessment

Risk Assessment of: Coronavirus safe working environment

Establishment: Eat That Frog Group

Assessment date: 15th May 2020

Completed by: Adam Carter

Updated: 6th January 2022

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

Reason for Assessment: Government guidelines and increased risk nationally.

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

Brief Description: All centres must follow strict guidelines from Government. Making centres COVID Secure and reducing risk of transmission.

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.	<p>Hand washing facilities available including Hot water, soap and disposable towels. Replenished daily. Signs for 20 second soaping and pictorial demonstration on display.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Hand sanitiser on entry and safety notices.</p>	4	4	12	<p>Hand sanitation stations with large signs of use and warning of hazard.</p> <p>Implemented cleaning schedule to clean all surfaces and equipment regularly.</p> <p>Staff regularly reminded to clean areas they have used including toilets and workstations.</p>	1	4	4	Monitor and review on a regular basis.

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			<p>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 considered.</p> <p>No workstations to be face to face.</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>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</p>	1	4	4	Monitor and review on a regular basis.

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							<p>tutor display symptoms during session.</p> <p>Adult learners face to face sessions, 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> <p>Any member of staff or student requiring multiple centre use to be agreed with SMT and Directors.</p> <p>Further control measures dictated by local authority will be implemented when Enhanced Response Area (ERA) by central government enforced.</p>				
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 be alert and follow the social distancing guidelines.</p> <p>Staff and students to follow government guidelines out of work and restrict</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.	meeting anyone outside of own household unless socially distanced and in an external environment. Staff and students to follow government guidelines out of work/college. Any breach of guidelines challenged, and students made aware of risk. Visitors planned and given induction to building including hand hygiene and face coverings.								
Member of staff showing symptoms.	Member of staff beginning to show symptoms while in centre	All staff, Learners, volunteers and visitors.	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 and book PCR as per government guidelines and inform line manager immediately. Staff to keep up to date on possible symptoms from	3	4	12	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 Coronavirus emergency boxed created and stored in each centre for incidents.	1	4	4	Monitor and review on a regular basis.

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			<p>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 				<p>Member of staff advised to book PCR test.</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>				
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.</p> <p>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 as per government guidelines or until negative PCR result and inform tutor of progress.</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>	1	4	4	Monitor and review on a regular basis.

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			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.				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.				
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> <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>Natural air flow encouraged through open windows.</p>	2	4	8	<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>Minimal use of fans/blower heaters due to forced air recirculation causing higher risk of transmission.</p>	1	2	2	Monitor and review on a regular basis.
Keeping students safe	Students wellbeing deteriorating	All staff, Learners, volunteers	Tutors in regular contact with learners and ensuring a safe environment to	2	4	8	Students given daily time to talk about any fears, concerns or news they have	1	4	4	Monitor and review on a

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and positive wellbeing	and causing safeguarding concerns.	and visitors.	attend college. Student wellbeing monitored by tutor and safeguarding team notified immediately if any concerns appear.				heard. Tutors to listen, support and signpost if necessary. Sessions on 'fake news' around coronavirus and all government updates to be discussed.				regular basis.
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 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 Marketing department for any breaches of Risk Assessment or Government guidelines.	1	4	4	Monitor and review on a regular basis.
Use of centres during	Rooms exceeding capacity causing social	All staff, Learners, volunteers	Room capacity to be monitored. Mass gatherings to be avoided	2	3	6	Staff reminded to monitor room capacity and ensure this is not exceeded.	2	2	4	Monitor and review on a

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Government restrictions.	distancing breach.	and visitors.	<p>unless outdoors or in large areas capable of distancing.</p> <p>Any rooms below 8m2 for one member of staff use only.</p>			<p>Natural air flow to be encouraged. This includes opening windows and doors to create a free flow. Staff advised to dress appropriate to external temperatures.</p> <p>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 face to face delivery only to stop on government recommendation. .</p>				regular basis.
Government guidelines of face coverings in schools and public areas.	Misunderstanding of guidelines	All staff, Learners, volunteers and visitors.	<p>Government guidelines may include temporary measure for all staff and learners to wear a face covering when in class and/or moving around centre unless exempt. Notification of current requirements and changes emailed to staff and shared with students.</p> <p>Learners able to talk to members of staff about concerns or anxieties.</p>	2	4	<p>8</p> <p>All centre users will be advised to wear face coverings where high risk of transmission present.</p> <p>Further control measures dictated by local/national authority will be implemented when Enhanced Response Area (ERA) by central government enforced or in the event of an outbreak within Centre.</p> <p>Spare disposable face coverings available in all centres.</p>	1	4	4	Monitor and review on a regular basis.

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			<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>All practical activity Risk Assessments to include risk of Coronavirus transmission and necessary control measures.</p>							
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>Face covering procedure has been written and shared with all staff.</p> <p>Various control measures in place to reduce transmission risk and</p>	1	4	4				Monitor and review on a regular basis.

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			<p>remove requirements for coverings.</p> <p>Learners have option to talk to tutors and health and safety representatives about wearing coverings.</p> <p>Staff encouraged to wear face coverings or stay behind screens when in contact with public.</p> <p>All staff and learners to wear face coverings when within centres unless exempt.</p> <p>Community fridge to follow additional Risk Assessment.</p>								
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>Hand sanitisers stations 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	Member of staff receiving	Staff, Learners.	Those individuals who are clinically extremely	1	1	1					Monitor and review

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vulnerable (CEV) members of staff	letter advising work from home.		vulnerable (CEV) are no longer advised to work from home. Government guidance has no restrictions for CEV people.							on a 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 affected to isolate from last day of contact with positive person unless under 18 and 6 months 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 daily for 7 days then resume twice weekly testing.</p>	2	4	8	<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>	2	2	4
General travel	Transmission of virus via	All staff, Learners,	Students and staff should be encouraged to walk,	2	3	6				Monitor and review

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(Including travel Staff Vehicles)	surface or close contact.	volunteers and visitors.	<p>cycle or use own vehicles to attend college if possible.</p> <p>No travel restrictions set by Government. Sensible approach to be taken.</p>								on a regular basis.
Lateral Flow Testing (LFD)	Student and staff testing in centres	All staff, Learners, volunteers and visitors.	<p>Onsite testing will be for all post-16 learners on request as per the government guidelines.</p> <p>Separate Risk Assessment Available for Mass Testing.</p> <p>Home test kits available in all centres.</p> <p>Daily testing advised for all close contacts and when advised by NHS Test and Trace or Government guidelines.</p> <p>Lateral flow tests to be used by non-symptomatic persons. Anyone displaying symptoms to isolate and book a PCR test.</p> <p>Positive LFD non-symptomatic persons to</p>	4	2	8	<p>Staff conducting on site testing 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 strongly 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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			follow current government guidelines on further testing and/or isolation.							
Positive PCR test result	<p>Transmission during contagious period.</p> <p>Isolation requirements and return to work.</p>	All staff, Learners, volunteers and visitors.	<p>In the event of a positive Test result Rapid risk assessment to be conducted.</p> <p>Centres visited in previous 72 hours to be sanitised and all surface areas cleaned.</p> <p>NHS Test and Trace to conduct close contact information and advise isolations/guidance.</p> <p>Warn and inform all affected staff, students and visitors recorded on Vpass.</p>	4	2	8	<p>Positive person to isolate following current government guidelines.</p> <p>Positive LFD test for non-symptomatic persons to follow government guidelines on confirmatory PCR and isolation.</p> <p>Staff to follow strict cleaning regime, hand hygiene and encourage natural flow to reduce risk of transmission.</p> <p>Positive case only to return when isolation period ends and feeling fit and well.</p>	4	1	4

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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.