

## Coronavirus Risk Assessment

This Risk Assessment is based as far as possible on established scientific knowledge about the spread of Covid-19 including that contained in recent Government publications.

***‘Sufferers (of Covid-19) almost certainly become infectious to others before symptoms are displayed and almost all sufferers are maximally infectious to others as soon as their symptoms begin even if these are initially mild’.***

Hazard	Risk	Initial Rating – L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L, M, H
Unwell young people and staff.	Coronavirus may enter the centre and spread to other young people and staff.	High	<ul style="list-style-type: none"> <li>On entry to the centre, young people and staff will be asked whether they feel fit and well and whether they have any symptoms identified by Government – cough, temperature, loss of sense of smell/taste.</li> <li>Handwashing or hand sanitising for all on entry.</li> <li>Young people will be reminded of the Coronavirus safety precautions at the start of every day.</li> <li>Young people will sign Covid-19 behaviour agreement.</li> </ul>	All Staff	On return to centre young people will be supported with clear instructions, routines and reminders of expectations. The modified classroom layout, and arrival/departure/break and lunch times will reinforce actions expected.	Medium
Parents and carers will be communicated with concerning actions to take regarding symptoms and household isolation requirements.	Possible Covid 19 symptoms and protection of staff and young people	High	<ul style="list-style-type: none"> <li>Parents informed of arrangements should a young person show any symptoms of ill health at home.</li> <li>Expectation that parents must comply with test and trace arrangements</li> </ul>	Staff Parents/Carers/ Young people	Confirm through regular reminders to parent/carer regarding expectations/procedures they must follow should their young person show symptoms.  If a young person is sent home unwell then all	Medium

<p>and testing including that they must:</p> <p>Notify the centre if any member of their household develops symptoms so that their young person can be taken out of the centre while they wait for collection.</p> <p>Promptly collect their young person if they develop symptoms during the day.</p> <p>Notify the results of testing as soon as they are known.</p> <p>Comply with any advice to isolate though the test and trace arrangements.</p>					<p>parents of young people in that session will be contacted to inform them that another young person was unwell and they should be vigilant with their young person.</p> <p>The Centre will be deep cleaned.</p> <p>Contact with NHS/PHE if two or more cases are reported.</p>	
<p>Staff have received instruction in the actions to take if they or a member of their</p>	<p>Possible Covid-19 symptoms and protection of staff and young people.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>Staff confirm by signing an agreement that they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.</li> </ul>	<p>Staff</p>	<p>Regular staff meetings to reinforce process.</p>	<p>Medium</p>

household develops symptoms, how to arrange for testing and will share test results as soon as they are available.						
Spread of the virus – transmission between young people.	Coronavirus spreads quickly when people are in large groups.	High	<ul style="list-style-type: none"> <li>The number of young people that will be allowed in the centre will be limited.</li> <li>Social distancing of at least at least 1 metre plus will be maintained where possible. Staff to communicate maintaining the at least 1-metre plus social distancing young people and regularly reinforce this</li> <li>Rooms will be kept well-ventilated and doors propped open provided this meets other safety requirements</li> <li>Young people will access the building via the access controlled front doors. They will not bring any equipment from and will not access the corridors unless going to the toilet one at a time,</li> <li>Unnecessary items/furniture will be removed from classrooms</li> <li>Only one young person allowed in the toilet for their gender at once.</li> </ul>	Staff, young people and parents aware via agreement	<p>Limited number of young people in the centre. No young people will 'move' between mechanic and construction groups.</p> <p>Regular cleaning daily</p> <p>Hand wash and COVID 19 hygiene guidance followed by all present</p> <p>Thorough cleaning to be completed.</p>	<p>Medium</p> <p>Could be High impact if staff member absent as sessions will not be able to be provided.</p>
Transmission between staff	Staff using communal spaces may increase the risk of spreading infection	High	<ul style="list-style-type: none"> <li>Staff must keep at least 1m plus distance from each other at all times and must not congregate together.</li> <li>Cleaning equipment available for staff to use to regularly clean surfaces.</li> </ul>	All Staff	Ensure safe distribution of cleaning materials to staff toilets, and each training room that is in use and any other communally used spaces.	Medium

			<ul style="list-style-type: none"> <li>• There is only one male and one female toilet. Cleaning equipment must be used to wipe down surfaces after use.</li> <li>• Staff will have visors to use as necessary.</li> </ul>		Cleaning co-ordinated and prioritised.	
Arrangements for safe working are discussed as part of planning for visitors on site.	Reducing risk of transmission.	Medium	<ul style="list-style-type: none"> <li>• Visitors (including parents) not to be on site without prior arrangement and following strict adherence to risk assessment/social distancing if confirmed to be on-site.</li> <li>• Paperwork is provided electronically where possible.</li> <li>• Tissue and hand sanitiser are provided.</li> <li>• People must not shake hands and must leave/enter in single file and not pass each other.</li> <li>• Handwashing is always advised to visitors after a meeting and staff undertaken handwashing.</li> </ul>	All staff		Low
Transmission between young people and adults	For first aid purposes, closer contact may be required between staff and young people	High	<ul style="list-style-type: none"> <li>• Staff to maintain 1m plus distance from pupils wherever possible. Desks placed 1m plus from trainer and 1m from each other.</li> <li>• Trainers will support young people with their work maintaining at least a 1m plus social distance.</li> <li>• Need to administer First Aid or personal care – staff member will wear mask and gloves and visors when delivering First Aid.</li> </ul>	All Staff	Ensure sufficient PPE supplies for each class group.  PPE available in First Aid kits.	Medium
Young person or adult develops symptoms in centre.	Staff member or young person appeared well on arrival but develops cough or sore throat.	High	<ul style="list-style-type: none"> <li>• Young person will be immediately isolated in designated area.</li> <li>• PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed).</li> </ul>	All staff		Medium

			<ul style="list-style-type: none"> <li>• If the young person needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use.</li> <li>• The staff member helping the young person must wash their hands for 20 seconds immediately after the incident.</li> <li>• Young person is sent home and parents are advised to obtain a Covid-19 test for young person who should self-isolate for a minimum of 10 days or until negative test result received (their household members should be told to self-isolate for 14 days).</li> <li>• There will be immediate cleaning of surfaces that have been in young person's vicinity and their equipment is removed and stored safely.</li> <li>• Member of staff who develops symptoms goes home and arranges to be tested for Covid-19. They self-isolate for 10 days minimum or until a negative test result is received (family members for 14 days).</li> <li>• There is immediate cleaning of surfaces that have been in their vicinity and cover is provided.</li> </ul>			
Confirmed case in centre		High	<ul style="list-style-type: none"> <li>• Where a young person or staff member tests positive for Covid-19, the rest of their group will be sent home and advised to self-isolate for 14 days.</li> </ul>	All Staff		Medium

			<ul style="list-style-type: none"> <li>• Parents of all young people and all staff are advised that there has been a positive test in centre.</li> <li>• The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. Full PPE to be worn by whoever is doing the cleaning.</li> <li>• Centre Manager to considers centre closure as necessary.</li> </ul>			
Protection of 'Vulnerable Groups'	People in identified 'Vulnerable' groups are at higher risk from serious infection or death from Covid-19.	High	<ul style="list-style-type: none"> <li>• Staff and young people in 'vulnerable' groups (with certain pre-existing medical conditions) will be protected by the observance of strict social distancing, use of PPE where necessary and optimum hygiene measures in centre.</li> <li>• Staff in vulnerable groups will not be expected to administer First Aid or personal care that requires closer contacts.</li> </ul>	All Staff	Centre Manager to consider those in 'vulnerable' groups when assigning tasks in centre.	Medium
Lunchtimes	Young people will have to remain in training rooms to eat lunch, whilst maintaining social distancing.		<ul style="list-style-type: none"> <li>• Lunchtime will be supervised</li> <li>• Lunches will be eaten within training rooms on appropriately spaced tables.</li> <li>• Only one young person at a time allowed to visit toilets during lunchtime.</li> </ul>	All Staff	Cleaning resources and access to PPE required.	
Poor hygiene/handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> <li>• Strict handwashing regime in place, young people to wash hands on arrival, one at a time at the sink, and at key transition points during the day.</li> <li>• Provision of alcohol Hand-gel at reception/key areas to support hygiene arrangements.</li> </ul>	All Staff	Further actions - possibly involving the exclusion of any young person who repeatedly refuses to follow procedures if behaviours do not change.	

			<ul style="list-style-type: none"> <li>• Signs up in working areas and toilets.</li> </ul>			
Cleaning	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> <li>• Everyone to wash or sanitise their hands frequently, and at the change of any activity. Directed by staff.</li> <li>• Agreement highlights importance of handwashing and clean clothes for pupils, parents and staff.</li> <li>• All overalls will be laundered at the end of each day.</li> <li>• Common surfaces that are touched during the day (e.g. door handles, surfaces in toilets) will be regularly cleaned and disinfected throughout the day.</li> <li>• Use of disposable bags to put any items in and seal and place in bin.</li> <li>• Deep clean of all occupied space at the end of each day.</li> </ul>	All Staff	Ensure new cloths and gloves are used when cleaning.	Medium
Clothing	There is a possibility that Coronavirus may linger on clothing.	Medium	<ul style="list-style-type: none"> <li>• Share with parents, young people and staff that clothing worn in centre should be changed on arrival at home as the virus may be carried on clothing for a period of time.</li> <li>• Share with parents and staff that clothing must be washed at 60 degrees Celsius to kill the virus. Alternatively, communicate that antibacterial laundry detergent or tumble drying the clothes will kill the virus.</li> </ul>	Staff and parents	Everyone's appearance will be monitored by Centre Manager and conversations/contact will be undertaken to ensure individuals involved are aware of the necessity to change / wash clothing. If the matter is not resolved the centre reserves the right to send those individuals home.	Low
Maintaining supplies	The centre runs out of hygiene	Medium	<ul style="list-style-type: none"> <li>• Carry out regular stock takes of cleaning equipment.</li> </ul>	All Staff	In the unlikely event of a supply shortage, any soap, shampoo or	Low

	and cleaning supplies.		<ul style="list-style-type: none"> <li>Office staff to monitor supplies and re-order as necessary.</li> <li>All staff to be responsible for reporting shortages to office staff ASAP.</li> </ul>		washing up liquid can be used to wash hands.	
Staff Shortages	Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the Centre.	Medium	<ul style="list-style-type: none"> <li>Staff will work in the centre in fixed groups to reduce contact and the risk of multiple staff being infected at one time.</li> </ul>	All Staff	In the event of staffing shortages there may be the need to close a course.	Low
Excessive mental pressure	Threat of the virus may cause staff and pupils increased levels of anxiety.	High	<ul style="list-style-type: none"> <li>There will be time devoted to talking to pupils as they return, listening to their concerns and reassuring them. Staff will act appropriately if they have specific concerns about the mental health of any pupil and consider Safeguarding procedures as appropriate.</li> <li>Trustees and Centre Manager will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting each other and encouraging honesty and expression of any concerns.</li> </ul>	Staff, Trustees		Medium
Essential course delivery	Reducing transmission risk of the virus.	High	<ul style="list-style-type: none"> <li>Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.</li> <li>Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.</li> </ul>	All Staff	Actions in Control Measures column are followed by all staff	Medium



			<ul style="list-style-type: none"> <li>• Every effort has been made to deliver training in the smallest numbers possible. Social distancing is applied at all other times.</li> <li>• All training staff will check in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.</li> <li>• Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.</li> <li>• Delegates will spread out in both outside and inside spaces.</li> </ul>			
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