Transferable Skills Training

COVID-19 RISK

ASSESSMENT PACK

Date last reviewed 06 Dec 21

**SCORING CHART FOR RATING RISK ASSESSMENTS**

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| **SCORE (P X S)**1-5 | **SEVERITY (S) of Harm** | **Hazard:** Anything with the potential to cause harm or damage**Risk:** The likelihood/probability that the harm/damage will happen and the severity of it.**Risk Rating Explained:**The aim of a Risk Assessment is to control and reduce all Risks to a minimum or a tolerable level.Risk rating both prior and post any control enables the benefit of the control to become evident.Different risks will require varying degrees of control to reduce the risk to a tolerable/working level.**Using the Chart:**Score both the probability & the severity between (1-5), multiply both scores together to achieve an overall risk rating.Worked example for ladder use on Merryhue site:Probability of falling = 4, Severity of harm = 4.Multiply Probability with Severity, 4x4 =16 (High risk rating) Put in the control of working off a tower scaffold: Probability of falling = 1, Severity of injury/falling = 4.Multiply Probability with Severity, 1x4 = 4 (Low risk rating)**Key:** Low (1-5) Medium (6-15) High (16-25) |
| **PROBABILITY of Event (P)** | MULTIPLY (P X S) TOGETHER | **One****TRIVIAL** | **Two****TOLERABLE** | **Three****MODERATE** | **Four****SUBSTANTIAL** | **Five****INTOLERABLE** |
| **One Highly unlikely** | 1 | 2 | 3 | 4 | 5 |
| **Two Slight** | 2 | 4 | 6 | 8 | 10 |
| **Three Possible** | 3 | 6 | 9 | 12 | 15 |
| **Four Likely** | 4 | 8 | 12 | 16 | 20 |
| **Five Very Likely** | 5 | 10 | 15 | 20 | 25 |

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| **RA PACK: COVID 19** |
| **HAZARD** | **WHO IS AT RISK** | **PROBABILITY X SEVERITY** | ***Please Risk Rate hazards by multiplying probability by severity (P x S) =L/M/H both post and pre controls (Low=1-5, Medium=6-15, High=16-25)*** | **PROBABILITY X SEVERITY** |
| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Someone infected entering the workplace*) | **Staff and Students**(*A Student, support staff or TST employee enters the workplace and passes the virus onto employees*) | 3 | 4 | **12** | * Staff must adhere to government recommendations with regards to safe isolating should they or a member of their household display symptoms (e.g. must not return to work for 10 / 14 days respectively unless symptoms persist).
* An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.
* COVID-19 information posters are placed in designated locations within the work- place (classrooms, toilets, notice boards etc.) for all staff and students.
* Where necessary best practice hygiene requirements (handwashing and masks etc.) are being enforced and included in all briefings. Staff have been instructed to wash their hands frequently for at least 20 seconds duration. All physical contact should be avoided.
* Where handwashing facilities are not available, staff and students are to use hand sanitizing gel to prevent/minimize cross contamination via work-tops, taps and handles etc. Access to toilets will be restricted to one at a time and student breaks will be staggered to accommodate.
* A sufficient cleaning regime will be implemented by management throughout the site.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: |  Business Manager |
| Date created:11 May 2020 |  | Review Date: | 1 Nov 2021 |
| Originated by |  | Authorised by: |  | Date: |  |
| Issue No: | 001 |  |

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| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19***Staff, Students and parents/guardians information passage* | **Staff and Students***Failure to understand risks associated with COVID-19 in**workplace* | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Staff briefing will take place at regular intervals as necessary, daily or more frequently if required.
* Students to be updated on TST practices daily upon entering site.
* Information updates provided to student’s parents and guardians at regular intervals by email and letter as required.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
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| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19***Staff or Student becomes ill in the workplace* | **Staff and Students***Contract COVID-19 in**workplace* | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* A designated safe area has been identified away from other staff. Persons showing symptoms of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. Where a student their Parent/guardian will be informed. The individual will be advised to follow [NHS Guidance online.](https://www.nhs.uk/conditions/coronavirus-covid-19/)
* If the person is external student support staff their organisation will be informed.
* The safe area and student workplace will be decontaminated following [governmental guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* Best practice hygiene requirements (handwashing etc.) are being enforced and in- cluded in all briefings.
* Staff and Students have been instructed to wash their hands frequently for at least 20 seconds duration. All physical contact to be avoided.
* Mgt Staff in possession of COVID infection protocol
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: 11 May 2020 |  | Review Date: | 29 Nov 2021 |
| Originated by |  | Authorised by: |  | Date: |  |
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| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19***Staff, Students Follow up from Track and Trace* | **Staff and Students***Requirements for Staff and Students to isolate following Track and test* | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Staff and Students contacted through the Govt Track and Trace system will be required to contact TST at the earliest opportunity to allow guidance to be given to other members of their group to isolate as necessary.
* Any individual contacted through Track and Trace will require to be tested and have fully completed isolation before returning to the Merryhue site. Where possible antibody testing for immunity will be used if available.
* Any decision to close Merryhue site will be taken in communication with VLN staffs.
 | 1 | 4 | **4** |
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| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19***Staff, Students Positive COVID test result* | **Staff and Students***Requirements for Staff and Students to isolate following Track and test* | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Affected student will be sent home to self-isolate in line with govt guidance
* Staff and Students in group contacted through the Govt Track and Trace system will be required to undergo mandatory on-site daily testing to provide early identification of additional cases. Failure to undergo testing will result in refusal of entry to site.
* Any individual identified through daily testing will be required to self isolate in line with Govt guidance – daily testing regime will recommence from new positive test date.
* Mgt staff to follow COVID infection protocols as issued.
* Any decision to close Merryhue site will be taken in communication with VLN staffs

If decision to close endorsed:* Staff move to home working wherever possible
* Students move to online supported learning.
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| **P 1-5** | **S 1-5** | **R 1-****25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19***Staff, Students Contact with Omicron case* | **Staff and Students***Requirements for Staff and Students to isolate following Track and test contact with Omicron case* | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Affected student or staff member will be sent home/remain at home to self-isolate in line with govt guidance for minimum of 10 days.
* Staff and Students remaining in group will be required to undergo mandatory on-site daily testing to provide early identification of any additional cases. Failure to undergo testing will result in refusal of entry to site.
* Any individual identified through daily testing will be required to self isolate in line with Govt guidance – daily testing regime will recommence from new positive test date.
* Mgt staff to follow COVID infection protocols as issued.
* Any decision to close Merryhue site will be taken in communication with VLN staffs.

If decision to close endorsed:* Staff move to home working wherever possible
* Students move to online supported learning.
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Contaminated Workplace*) | **Staff and Students**(*Contract COVID- 19 in workplace*) | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) is being followed.
* CO2 monitors will be placed in all workspaces to monitor air quality
* Extra ventilation will be encouraged wherever practicable.
* Hand Sanitizers placed throughout the site and staff and students are encouraged to carry their own sanitary wipes.
* Extra hygiene requirements (e.g. handwashing and masks etc.) will be in place. Multi-use hand-towels are not used to dry hands.
* Staff are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces, materials etc. to be regularly cleaned with an appropriate hard surface disinfectant cleaner.
* Where necessary Staff and students will be provided suitable coveralls for work which will be changed and washed daily. At the end of the working day they will change their clothing (putting their work gear into a black bin liner).
* Before leaving work, staff are required to place the work gear in the vicinity of the washing machine and then wash their hands with soap and water before leaving the site.
* CO2 monitors will be placed in all workspaces to monitor air quality
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: 11 May 2020 |  | Review Date: | 06 Dec 2021 |
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| **RA Pack COVID-19** |
| **HAZARD** | **WHO IS AT RISK** | **PROBABILITY X SEVERITY** | ***Please Risk Rate hazards by multiplying probability by severity (P x S) =L/M/H both post and pre controls (Low=1-5, Medium=6-15, High=16-25)*** | **PROBABILITY X SEVERITY** |
| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(Social Distancing*proximity -* ***Office spaces***) | **Employees**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed.
* A social distancing policy has been implemented.
	+ Office areas will be reconfigured to ensure that a 1-metre gap between workspaces is always maintained. The main house classroom may be appropriated for office space use.
	+ Staff may be required to undertake reorganized office days to minimize the number of personnel using the office at any one time.
	+ General staff access to office areas to be minimised.
	+ Staff and visitors in offices to wear face coverings at all times when in close proximity. (One to one teaching or meeting spaces are particularly vulnerable)
	+ Both internal and external communication will be via issued mobile phones or through personal phone Whatsapp. Any use of the landline should be minimized and will require the office phone to be disinfected with a wipe before being returned to the cradle.
	+ Only business critical face to face meetings to be undertaken on agreement with all involved and only if sufficient social distancing measures can be implemented.
	+ External meetings to be undertaken remotely by phone or video where possible.
	+ Access to the staff kitchen will be restricted to one member of staff at a time.
	+ No physical contact.
* CO2 monitors will be placed in all workspaces to monitor air quality
* Extra ventilation will be encouraged wherever practicable.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 06 Dec 2021 |
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| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(V*ulnerable staff and students*) | **Staff/students with underlying health conditions.****Reduced immunity, pregnancy, over 70, etc.**(*Contract COVID- 19 in workplace*) | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Staff have been instructed to self-isolate if they or a member of their house-hold have had symptoms of Coronavirus. Employees are required to self-isolate for 10 days if they have displayed the symptoms or 14 days if it was a member of their household.
* Any vulnerable employees are required to work from home.
* Pregnant staff members may be asked to commence maternity leave early if practicable.
* Individual risk assessments will be completed by staff and students at risk as required prior to any entry to the site being granted.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
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| **COVID-19**(Presenteeism. *Symptomatic or exposed staff or students remaining on site.*) | **Staff and students** (*who are symptomatic or have been in contact o with someone with COVID-19 but**continue to work despite being unwell*) | 3 | 4 | **12** | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed
* Individuals are advised to follow [NHS Guidance online.](https://www.nhs.uk/conditions/coronavirus-covid-19/)
* Symptomatic staff and students will be instructed to go home.
* Any staff/students displaying symptoms will be required to undertake testing in line with government advice and await the result before returning to TST.
* Personnel who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact [NHS Guidance online.](https://www.nhs.uk/conditions/coronavirus-covid-19/)
* As a last resort, if we decide to suspend any staff this will be on full pay unless the staff member’s specific contract provides a right to suspend without full pay for this reason. Such a suspension will not be considered a medical suspension.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
| Originated by |  | Authorised by: | Tony Drake | Date |  |
| Issue No: |  |  |

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| **RA PACK: COVID 19** |
| **PROCESS & HAZARD** | **WHO IS AT RISK** | **PROBABILITY X SEVERITY** | ***Please Risk Rate hazards by multiplying probability by severity (P x S) =L/M/H both post and pre controls (Low=1-5, Medium=6-15, High=16-25)*** | **PROBABILITY X SEVERITY** |
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| **COVID-19**(Self-Isolation*and wellbeing*) | **Staff /Students****(***not aware of the need to or how to self- isolate.**Wellbeing/Loneliness issues from self- isolation***)** | 3 | 4 | **12** | * NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist ([Stay at Home Advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/))
* Managers are to ensure that all staff now required to work from home have the necessary equipment to do their jobs safely.
* Managers & Colleagues are advised to keep in regular contact with home-work- ers with regular individual, team calls or by Zoom.
* Staff are to ensure students are made aware of all government guidance and are to provide for regular contact with students whilst self isolating.
 | 1 | 4 | **4** |
| **COVID-19**(*Information failure*) | **Staff & visitors**(*Escalation/de- escalation of Pandemic*) | 3 | 3 | **9** | * The company has a designated COVID-19 Appointed Person whose responsibili- ties include:
* Signing up to relevant websites to receive timely updates
* Monitoring relevant websites & news outlets
* Updating risk information and communicating updated policies and procedures to staff and students
 | 1 | 5 | **5** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
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| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Use of TST minibus Transport*) | **Staff and Students**(*A person catches COVID-19 due to travelling closely with an infected person*) | 3 | 4 | **12** | * Use of TST transport will be limited to a maximum total of 8 occupants per trip.
* Occupants of TST transport will be temperature tested before entering, and maintain adequate social distancing throughout the trip, filling up from the rear of the vehicle and remaining seated at opposite sides of the bus at all times, leaving appropriate clear seats in order to maintain as much distancing as practicable.
* All staff and students travelling by minibus will be required to wear appropriate face coverings whilst on the transport unless in possession of a medical signed exemption certificate.
* Hand sanitizing gel will be provided – all staff and students will be required to sanitize hands before entering and upon leaving the minibus.
* No vehicle of any sort will access the site beyond the main car park. – (note this includes Taxi and Parent/guardian motor vehicles).
 | 1 | 4 | **4** |
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| **COVID-19**(*Use of general classroom areas*) | **Staff and students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Numbers using TST classroom areas will vary and be limited depending on the size of the classroom area. The maximum numbers of occupants for each area will be prominently displayed on the outer door of each classroom.
* Classrooms will be allocated by HOE for the whole teaching day to minimize cross contamination between tutor groups.
* Classrooms will be reconfigured where possible to ensure desk spaces maintain social distancing requirements.
* Occupants of TST classroom areas will maintain adequate social distancing throughout, ensuring movement around the classroom is kept to an absolute minimum.
* Where necessary, appropriate face covering will be worn by all occupants in all classroom settings – particular attention to one to one or enclosed settings
* Hand sanitizing gel will be provided at all classroom areas where handwashing facilities are not readily available. – all staff and students will be required to wash or sanitize hands before entering and upon leaving the classroom.
* Classrooms will be disinfected with an appropriate disinfectant after every use.
* CO2 monitors will be placed in all workspaces to monitor air quality
* Extra ventilation will be encouraged wherever practicable.
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| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19****(**Use of outdoor teaching spaces Forest school/ roundhouse/ lakeside) | **staff and students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Occupants of any TST outside teaching areas will maintain adequate social distancing throughout, ensuring movement around the site is kept to an absolute minimum.
* Outside teaching areas will be maintained to ensure access paths are wide enough to prevent passive transfer when accessing the site.
* Hand sanitizing gel will be provided at all teaching areas where handwashing facilities are not readily available. – all staff and students will be required to sanitize hands before entering and upon leaving the teaching area, and when returning from any toilet breaks.
* Social distancing will be maintained during breaks.
* Any tools or equipment will be allocated on an individual basis. The swapping of equipment/tools between students will not be permitted.
* All tools and equipment will be disinfected with an appropriate hard surface disinfectant after every use, before returning to the appropriate store.
* Social distancing on smoking breaks must always be maintained.
 | 1 | 4 | **4** |
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| **RA PACK: COVID 19** |
| **HAZARD** | **WHO IS AT RISK** | **PROBABILITY X SEVERITY** | ***Please Risk Rate hazards by multiplying probability by severity (P x S) =L/M/H both post and pre controls (Low=1-5, Medium=6-15, High=16-25)*** | **PROBABILITY X SEVERITY** |
| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Use of Construction teaching area*) | **Staff and Students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Construction practical teaching area will be reconfigured to give a maximum of 8 teaching bays to maintain social distancing.
* Occupants of Construction practical teaching area will maintain adequate social distancing throughout, ensuring movement is kept to an absolute minimum.
* Hand sanitizing gel will be provided at the entrance point to the practical teaching area – all staff and students will be required to sanitize hands before entering and upon leaving the teaching area, and when returning from any toilet breaks.
* Access to teaching areas for anyone other than the occupying tutor group is not permitted.
* Social distancing will be maintained during breaks.
* Any tools or equipment will be allocated on an individual basis. The swapping of equipment/tools between students will not be permitted. All tools and equipment will be disinfected with an appropriate hard surface disinfectant after every use, before returning to the appropriate store.
* CO2 monitors will be placed in all workspaces to monitor air quality
* Extra ventilation will be encouraged wherever practicable.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 06 Dec 2021 |
| Originated by |  | Authorised by: |  | Date |  |
| Issue No: |  |  |

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| **RA PACK: COVID 19** |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(Animal Care Teaching delivery - practical) | **Staff and Students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Students/Staff undertaking Animal Care will maintain adequate social distancing throughout, ensuring movement around the animal sites is kept to an absolute minimum.
* Hand sanitizing gel stations will be provided at all animal housing areas. All staff and students will be required to sanitize hands before entering and upon leaving the animal housing area, and when returning from any toilet breaks.
* Though passive transfer is deemed a minor risk, students should minimize animal contact, and where practicable have contact with only one animal each during their teaching session.
* Social distancing will be maintained during breaks.
* Any tools or equipment will be allocated on an individual basis. The swapping of equipment/tools between students will not be permitted. All tools, animal tack and equipment will be disinfected with an appropriate disinfectant after every use, before returning to the appropriate store.
* Social distancing on smoking breaks must always be maintained.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
| Originated by |  | Authorised by: |  | Date |  |
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| **RA PACK: COVID 19** |
| **HAZARD** | **WHO IS AT RISK** | **PROBABILITY X SEVERITY** | ***Please Risk Rate hazards by multiplying probability by severity (P x S) =L/M/H both post and pre controls (Low=1-5, Medium=6-15, High=16-25)*** | **PROBABILITY X SEVERITY** |
| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Use of TST toilet/welfare facilities*) | **Staff and Students**(*A person catches COVID-19 due to passive transfer following use of toilet facilities*) | 3 | 4 | **12** | * Access to all toilet/welfare facilities, both permanent and temporary, will be limited to one person at a time.
* Hand sanitizing gel will be provided at all toilet/welfare areas where handwashing facilities are not readily available. All staff and students will be required to sanitize hands before entering and upon leaving the toilet/welfare area.
* Additional disinfectant wipes will be provided for personnel to disinfect the toilet seat and door handles of toilet cubicles before leaving. Wipes should be disposed of in the specified bin to avoid cross contamination.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: | 11 May 2020 | Review Date: | 1 Nov 2021 |
| Originated by |  | Authorised by: |  | Date |  |
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| **RA PACK: COVID 19** |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Land based skills teaching delivery - practical*) | **Staff and Students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Students/Staff undertaking Land based skills tuition will maintain adequate social distancing throughout, ensuring movement around the teaching sites is kept to an absolute minimum.
* Hand sanitizing gel will be carried by Tutors for students to use. All staff and students will be required to sanitize hands before entering and upon leaving any teaching area, and when returning from any toilet breaks.
* Social distancing will be maintained during breaks
* Any tools or equipment will be allocated on an individual basis. The swapping of equipment/tools between students will not be permitted. All tools and equipment will be disinfected with an appropriate disinfectant after every use, before returning to the appropriate store.
* Social distancing on smoking breaks must always be maintained.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business Manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*One to One teaching support and delivery*) | **Staff and Students**(*A person catches COVID-19 due to working closely with an infected person*) | 3 | 4 | **12** | * Students/Staff undertaking one to one support will attempt to maintain adequate social distancing throughout, ensuring movement around the teaching sites is kept to an absolute minimum.
* To minimize cross contamination one to one support will be provided by the same staff member throughout the day. Staff will not be permitted to swap between 1 to 1 delivery. If appropriate and practicable, face coverings will be worn by both staff and student at all times.
* Hand sanitizing gel will be carried by staff for students to use.
* Access to the SEN support pod for other staff and students outside of the occupying tutor group will not be permitted.
* Social distancing will be maintained during breaks.
* Any tools or equipment will be allocated on an individual basis. The swapping of equipment/tools between students will not be permitted. All tools and equipment will be disinfected with an appropriate disinfectant after every use, before returning to the appropriate store.
* CO2 monitors will be placed in all workspaces to monitor air quality
* Extra ventilation will be encouraged wherever practicable.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 06 Dec 2021 |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Use of On Site Transport – inc. external visitors*) | **Staff and Students**(*A person catches COVID-19 due to transfer from an infected person*) | 3 | 4 | **12** | * Use of on-site transport will be restricted to a minimum. Where possible, tours should be walking.
* Any staff, student or visitor utilizing any car-based transport for site tour purposes will be requested to wear a face covering at all times whilst in the transport.
* Adequate hard surface disinfectant will be made available in all on site transport to wipe down all transport hard surfaces after each use.
* Access to buildings during tours will be limited – where access is essential, all areas visited will be wiped down with hard surface disinfectant following the visit.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
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| **RA PACK: COVID 19** |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**(*Veterinary and maintenance staff visits*) | **Staff and Students**(*A person catches COVID-19 due to transfer from an infected person*) | 3 | 4 | **12** | * Veterinary and maintenance visits to the site will be kept to an absolute minimum and then only occur when pre-arranged to minimize contact with both staff and students.
* Social distancing rules will be observed throughout the visit wherever practicable.
* Such visitors will be required to provide their own PPE to wear on site where deemed necessary. (e.g. access to office areas where staff are required to be working). Where PPE is not available but deemed necessary, entry to the site will be refused.
* Visitors will be supervised to ensure all areas and equipment in contact with them can be adequately disinfected following the visit.
* Supervising staff members will carry hand sanitizer to allow visitors to sanitize their hands before and after accessing any part of the Merryhue site.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
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| **UNCONTROLLED RISK** | **CONTROLS INTRODUCED TO REDUCE RISK** | **CONTROLLED RISK** |
| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**Provision of on site testing – procedure and subsequent action | **Staff and Students**(*A person catches COVID-19 due to transfer from an infected person whilst undergoing testing*) | 1 | 4 | **4** | * All policies and procedures introduced by COVID National Testing Programme – Guidance for Schools to be followed.
* Test teams to be fully trained and certificated prior to undertaking testing.
* Staff and students will be required to undertake on site testing where deemed necessary in accordance with guidelines. Failure to undertake testing will require the individual to leave site.
* Staff undertaking delivery of testing to wear full and appropriate PPE at all times whilst undertaking testing.
* All waste to be disposed of in accordance with current regulations for clinical waste.
* Individuals providing a positive test will be escorted from site and collected by Parent/Guardian where appropriate They will also be required to self-isolate in accordance with current government guidelines – TST transport is NOT to be used.
* Staff providing a positive test will be required to leave site immediately and self-isolate in accordance with current government guidelines. – TST transport is not to be used.
 | 1 | 4 | **4** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
| Originated by |  | Authorised by: |  | Date |  |
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| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**Refusal of on site testing – procedure and subsequent action | **Staff and Students**Subsequent actions following testing/refusal of test | 1 | 4 | **4** | * All policies and procedures introduced by COVID National Testing Programme – Guidance for Schools to be followed.
* In order to protect other staff and students, any staff or student member refusing test may be considered a higher potential risk and thus all possible steps taken to ensure other staff/students are protected as follows.
* Students refusing test will be required to be kept distanced from other group members. Where impractical, student will be required to leave site and taught remotely.
* Staff members refusing test will be interviewed and alternative employment sought. Where this impractical, staff members will be sent home.
* Staff members refusing to work with untested students may be required to undertake other duties around the site in support of business activity.
* At all stages the safety of both staff and students remains paramount, and, where necessary, the decision to close the site, or elements of activity, will remain within the options considered by the Director.
 | 1 | 1 | **1** |
| Risk Assessment Created by: | Rick Stead | Position: | Business manager |
| Date created: 11 May 2020 |  | Review Date: | 1 Nov 2021 |
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| **P 1-5** | **S 1-5** | **R 1-25** | **P 1-5** | **S 1-5** | **R 1-25** |
| **COVID-19**External Visitors to site | **Staff and Students**(*A person catches COVID-19 due to transfer from an infected person*) | 3 | 4 | **12** | * External site visits will be kept to a minimum and then only occur when pre-arranged to minimize contact with both staff and students.
* Meetings will take place outside wherever practicable and Social distancing rules will be observed throughout the visit.
* Such visitors will be required to provide their own PPE to wear on site where deemed necessary. Where PPE is not available but deemed necessary, entry to the site will be refused.
* Visitors will be supervised to ensure all areas and equipment in contact with them can be adequately disinfected following the visit.
* Supervising staff members will carry hand sanitizer to allow visitors to sanitize their hands before and after accessing any part of the Merryhue site.
 | 1 | 4 | **4** |
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