

## Coronavirus Risk Assessment

**Responsible Manager: Peter Blackburn**

**Assessor: Peter Blackburn**

**Last Assessed: April 1st 2022**

**Reviewed: Regularly**

**Overview** This risk assessment considers all significant risks relating to coronavirus at Plas Pencelli and considers all those affected. This includes centre permanent and casual staff, students, visiting staff, contractors, delivery people and all other visitors to the site. Risks have been identified below and without any controls the degree of risk (of contracting coronavirus) has been assessed as low, medium, or high. With the controls outlined for each risk in place the residual risk of each of these hazards will be low. This is further qualified and confirmed at the bottom of the document. This risk assessment is in line with UK and Welsh Government guidance on residential educational visits. With the newer Omicron strain the risks to infected people are greatly reduced. However, some protections remain in place as reasonable measures to inhibit the wide spreading of infection among staff and visitors at Plas Pencelli.

**Review** This risk assessment will be reviewed at regular intervals of about a month at present. It will be updated where changes are identified that are reasonable and will reduce risk further without significantly affecting the functions of the workplace. Changes may also be made at short notice where expedient to do so. Users will be made aware of an updated Risk Assessment and a new copy published on the centre website.

**Coronavirus** SARS-CoV-2 is a respiratory virus that can invade a host via the respiratory route or via hand to eye/mouth/nose contact, causing the disease COVID-19 (referred to here as coronavirus). People who appear healthy may be carrying and shredding the virus, which can be passed on either directly or indirectly to others. This means we need to assume that anyone could be carrying the virus.

### Symptoms

These will vary whether fully vaccinated or otherwise but include in rough order (Zoe Covid Study):

- |                            |                |
|----------------------------|----------------|
| 1. Runny nose              | 4. Sneezing    |
| 2. Headache                | 5. Sore throat |
| 3. Fatigue(mild or severe) |                |

### Transferral Methods

- Direct contact to face, eyes or nose with droplets or aerosols spraying from an infected person onto another person who is in close contact.
- Contamination via droplets from sneezing and coughing landing on surfaces and then transferring via hands onto eyes, nose, or mouth. Other means of secretions getting onto surfaces from infected people touching their eyes, nose or mouth and then touching surfaces with contaminated hands.
- Contaminated hands of infected people transferring the virus directly to others (e.g. handshakes) or to surfaces from which hand contact by others can transfer the virus to eyes, nose or mouth.
- Possible transmission from faeces to hands and then directly or indirectly to the body via hand-to-hand contact or surface transfer.

Hazard & Risk	Control Measures
General risk of contracting the virus Low	Apply overarching control measures: <ul style="list-style-type: none"> <li>• Social distancing in accordance with government guidelines (1 metre wherever possible)</li> <li>• Masks to be at individual choice but recommended where social distancing isn't possible</li> <li>• Wash hands at regular intervals or where obvious risk</li> <li>• Avoid touching eyes, mouth, or nose</li> </ul>

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	<ul style="list-style-type: none"> <li>• Cover mouth and nose with a tissue or sleeve if coughing or sneezing</li> <li>• Advice notices and hand sanitising points at each entrance</li> <li>• Awareness of medically vulnerable staff or visitors and an individual risk assessment applied</li> <li>• All areas will be cleaned prior to occupation by any school</li> </ul>
Centre staff transferring infection Low	<ul style="list-style-type: none"> <li>• Staff encouraged to complete rapid lateral flow tests if displaying symptoms</li> <li>• Staff experiencing coronavirus symptoms whilst not at work to report by telephone</li> <li>• Staff experiencing coronavirus symptoms whilst at work should inform centre management. Proceed to get a lateral flow coronavirus test as soon as possible and follow test centre instructions.</li> <li>• Staff to maintain social distance with all visitors and colleagues unless essential intervention is required.</li> </ul>
Visiting staff and students transferring infection High	<ul style="list-style-type: none"> <li>• Staff or students not to attend if they have symptoms of coronavirus or have had a positive test.</li> <li>• Staff and students advised to take a lateral flow test where there has been close contact with an infected individual.</li> <li>• Office to liaise with each school prior to a visit to discuss coronavirus prevalence.</li> <li>• All overnight visitors are encouraged to lateral flow test before traveling to the centre or at the centre if they display symptoms.</li> <li>• All experiencing coronavirus symptoms whilst at the centre should inform the centre staff and isolate immediately.</li> <li>• Schools to provide an emergency mobile contact in case contact is needed on the weekend prior.</li> </ul>
Contractors transferring infection Low	<p>Follow centre protocols which include</p> <ul style="list-style-type: none"> <li>• Make an appointment</li> <li>• Only attend if the contactor has no symptoms of coronavirus or no positive lateral flow test</li> <li>• Sign in and provide contact details</li> <li>• Social distancing to be maintained</li> </ul>
Deliveries and visitors to the site Low	<p>As far as possible maintain social distancing. Follow general principles as above. Personnel not to enter the premises.</p>
Arrival of new groups Medium	<p>All groups to be met by Plas Pencelli staff on arrival. All students and visitors be briefed about key coronavirus protocols.</p>
General movement indoors Medium	<p>Centre staff should avoid encountering visitors in corridors etc. where possible. by limiting their access.</p>
General movement around site Low	<p>Schools to avoid going into areas likely to be occupied by another school. Students to stay out of the other school's designated areas.</p>
Bedrooms Medium	<p>To be kept well ventilated. Normally this will mean leaving the windows open in the restrained position over night. Arrangements to be made to ensure where possible that visiting staff have separate bedrooms.</p>
Student Briefings Medium	<p>Outdoor staff should remain socially distanced from the group in a well-ventilated space.</p>
Catering & Hospitality	<ul style="list-style-type: none"> <li>• Maintain social distancing between staff and students.</li> </ul>

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Medium	<ul style="list-style-type: none"> <li>• Outside dining where possible.</li> <li>• If indoors the dining room areas should be well ventilated.</li> <li>• No entry to the kitchen for non-designated kitchen staff. Communication will be made in a socially distanced ways to address essential issues such as food allergens, dietary needs etc. The dining area, kitchen and dishwashing area will be well ventilated when in use.</li> <li>• Social distancing will be maintained by staff when preparing incidental drinks in domestic kitchens.</li> </ul>
Toilets/showers Low	Separate toilet and showers will be allocated for each school and their staff. Regular cleaning will be undertaken.
Designated Isolation Room Medium	For each week and each separate school group an isolation room will be designated. In the event of an occurrence of coronavirus symptoms the individual will be assigned this room until measures are in place for safe evacuation home. Schools will need to make their own arrangements for this, and it's suggested that collection by parents is most appropriate.
Free time Medium	Visiting staff are encouraged to supervise their students during these periods of time applying their own school standard in outdoor areas and the centre's standard when indoors.
On site activities Low	Activities will be planned so that schools remain separated. Students from different schools must not enter each other's designated areas. Some activities may require minor modifications to ensure coronavirus protocols are able to be followed. Centre staff may use masks outdoors where close encounter with students is likely.
Minibus Travel Medium	<ul style="list-style-type: none"> <li>• Vehicles will be maintained in a clean state to prevent transmission of the virus from contaminated surfaces.</li> <li>• The vehicle will be maintained in a well-ventilated state during journeys by ensuring windows are opened a little.</li> </ul>
Offsite activities Low	<ul style="list-style-type: none"> <li>• Staff to maintain social distancing wherever possible during the activity. Where this is not practical staff should consider wearing face coverings, excepting incidents where there are immediate health and safety concerns.</li> <li>• Activities may require minor modifications to ensure coronavirus protocols are followed.</li> </ul>
Two schools on site Low	Where there are two schools on site they will operate as two distinct entities. They will be accommodated, dine, undertake activities and all other centre activities in separate spaces. Each school will occupy a designated area with separate play area. Activities and routines will be organised to ensure students from different schools are unlikely to meet each other as they move around the site.
Staff training and meetings Low	All centre staff will be fully conversant with current control measures at Plas Pencelli. Regular communications with all visitors and staff will be put in place. Meetings will be outdoors or in well-ventilated rooms. The Plas Pencelli Coronavirus Risk Assessment document will be published on the centre website.
General indoor working environment Medium	<ul style="list-style-type: none"> <li>• Communal areas will be kept ventilated where this does not compromise safeguarding or fire safety. Doors will be pinned open unless this compromises other safety issues (bedroom doors are fire doors).</li> <li>• Staff to remain 1 metre socially distanced when working in the office environment.</li> </ul>
General levels of occupancy	Occupancy levels at Plas Pencelli will be managed to ensure that students are well distributed where possible.

## Plas Pencelli Outdoor Education Centre

Low	
General cleaning Low	<ul style="list-style-type: none"> <li>• There will be an increased level of cleaning at the centre concentrating on frequently touched areas as detailed on cleaning checklists.</li> <li>• All areas will be thoroughly cleaned prior to occupation by any group.</li> <li>• After a known or suspected case of coronavirus all relevant areas will be cleaned to a level set out by specific national guidance.</li> </ul>
Equipment and Stores Low	<ul style="list-style-type: none"> <li>• All equipment will be kept isolated and in a clean condition between use. Outdoor staff will check all equipment is in a clean condition before and after each use.</li> <li>• Outdoor staff must liaise to avoid activity groups entering individual store areas or the Barn when groups from other schools are present. Check programmes and liaise with other centre staff.</li> </ul>
Incidents of Coronavirus during the week High	Any individual suspected of contracting coronavirus will be asked to locate to an isolation room. Plas Pencelli staff will work with visiting staff to contact parents or guardians to arrange for evacuation. The bedroom, facilities and equipment used by the infected visitor will be cleaned to the relevant standard. Any transport used for evacuation should avoid further transmission of the virus. Ideally any student should be collected by their parent or guardian.
First Aid High	Where first aid is required the first aider will use personal protective equipment.
Cleaning in the event of a covid incident Medium	Surfaces will be disinfected, and the space will be ventilated. All spent cleaning disposables and other detritus will be double bagged and disposed of.

### Residual Risk

Plas Pencelli is now fully opened, and groups have returned to the centre and the controls outlined above have been put into place to reduce risk to reasonable levels. These controls have been disseminated in the form of staff training, staff meetings, supervisions, and other forms of general communications. Typically, these general communications are in the form of strategically placed notices (e.g., at entry points), sign in sheets, group briefings, group inductions and incidental supervision. The adherence to controls in all areas will be monitored by the whole centre staff team and with 'floor walking' by the management team. Feedback on adherence will be discussed at all regular meetings at the centre, including those with visiting staff. Visiting staff will be reminded to adhere to coronavirus protocols. Where controls are judged insufficient during any week remedial action will be agreed. Staff will be subject to normal compliance controls and all groups will only be able to attend and continue their visit where they are able to adhere to the controls above. This will be a condition of attendance.

**Provided the above controls are followed and this is ensured by the actions of the Plas Pencelli Management Team as outlined above then the residual risk level will be low.**

Peter Blackburn

Head of Centre, Plas Pencelli OEC