

Coronavirus Risk Assessment

Responsible Manager: Peter Blackburn

Assessor: Peter Blackburn

Last Assessed: Sept 30th 2021

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.

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 shedding 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):

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| 1. Headache | 4. Sneezing |
| 2. Runny nose | 5. Fever |
| 3. Sore throat | 6. Persistent cough |

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 |
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| General risk of contracting the virus Medium | Apply overarching control measures: <ul style="list-style-type: none"> • Social distancing in accordance with government guidelines (2 metres indoors and 1 metre outdoors) • Masks to be worn inside by all centre staff unless alone in a room or space or specifically allowed below. • Masks to be worn inside by all visiting staff and other adults when indoors and centre staff are present. This will normally mean masking in all indoor dining areas and the house entry lobby office and staffroom. |

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| | <ul style="list-style-type: none"> • Secondary students to wear face coverings in indoor dining areas unless seated. • Disinfect hand contact surfaces • Hand washing and use of hand sanitiser • Avoid touching eyes, mouth, or nose • Cover mouth and nose with a tissue or sleeve if coughing or sneezing • Advice notices and hand sanitising points at each entrance • Awareness of medically vulnerable staff and a risk assessment applied • All areas will be thoroughly cleaned prior to occupation by any school |
| Centre staff transferring infection Low | <ul style="list-style-type: none"> • Staff strongly encouraged to complete twice weekly rapid lateral flow tests. • Staff experiencing coronavirus symptoms whilst not at work to report by telephone. They must stay away from work. • Staff experiencing coronavirus symptoms whilst at work should inform centre management and go home. Proceed to get a PCR coronavirus test as soon as possible and follow test centre instructions. • Staff at all times to maintain social distance to all visitors and colleagues, unless essential intervention required when masking should be used. |
| Visiting staff and students transferring infection High | <ul style="list-style-type: none"> • Staff or students who are advised to stay at home under existing government guidance must not attend Plas Pencelli. • Staff or students not to attend if they have symptoms of coronavirus or have recently had a positive test. • Staff and students advised not to attend where there has been close contact with an infected individual and there is a strong suspicion from self, staff or parents that infection is likely. • Office to liaise with each school prior to a visit. • All overnight visitors are encouraged to lateral flow test before traveling to the centre and again midweek. Although not routine for primary aged children parents/guardians are encouraged to test their children before departure. • All experiencing coronavirus symptoms whilst at the centre should inform the centre staff and isolate immediately. • Schools to provide an emergency mobile contact in case contact is needed on the weekend prior. |
| Contractors transferring infection Low | <p>Follow centre protocols which include</p> <ul style="list-style-type: none"> • Make an appointment • Only attend if the contactor has no symptoms of coronavirus or a positive test • Sign in and provide contact details • Face coverings to be used indoors unless in an isolated space |
| Deliveries and visitors to the site Low | <p>As far as possible maintain social distancing. Follow general principles as above and personnel to wear a face covering if entering the premises. Contact details to be collected.</p> |
| Arrival of new groups Medium | <p>All groups to be met by Plas Pencelli staff on arrival. All students and visitors to wash or sanitise hands on arrival and to be briefed about key coronavirus protocols. The briefing should be sufficient for safe movement at a time when young people are likely to be excitable. All to be made aware of coronavirus controls as soon as possible.</p> |

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| General movement indoors Medium | Centre staff should avoid encountering visitors by limiting their access. At other times this must be mitigated by wearing a face covering. All visiting staff must wear masks in indoor areas where centre staff are likely to be encountered. |
| General movement around site Low | Schools to avoid going into areas likely to be occupied by another school. Students to stay out of the other school's designated areas. |
| Bedrooms Medium | To be kept well ventilated. Normally this will mean leaving the windows open in the restrained position over night. Maximums in each room avoided where possible. Arrangements to be made to ensure that visiting staff have separate bedrooms. Where this is not possible, there will be a need to reduce staff numbers or use tented accommodation. |
| Student Briefings Medium | Outdoor staff should remain socially distanced from the group in a well-ventilated space. Face coverings must be worn if briefing indoors. |
| Catering & Hospitality Medium | <ul style="list-style-type: none"> • Maintain social distancing between staff and students. This to be achieved by kitchen staff staying in the kitchen during mealtimes, staff dining tables to be carefully positioned and ensuring staff remain socially distanced from each other and students. • Outside dining where possible. • If indoors the dining room areas must be always well ventilated. • Adults and secondary students to wear masks when leaving tables if dining indoors. • Food to be served by visiting and/or outdoor staff using face coverings in the main house. In the Lodge its best for kitchen staff to serve and only one person to enter the Lodge kitchen area at any time. Masks must be worn by all in the Lodge kitchen. • Kitchen staff to maintain social distancing from all others by preparing rooms and food stuffs prior to occupation by diners. • 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. • Particular attention will be made that all areas, including pantries and freezer stores are cleaned to a coronavirus safe standard. • Social distancing and masking will be maintained by staff when preparing incidental drinks in domestic kitchens. All used cups and other kitchenware to be washed in hot water with detergent by a competent adult or sterilised by dishwashing after use. |
| Toilets/showers Low | Separate toilet and showers will be allocated for each school and their staff. Regular thorough cleaning will be undertaken. Signage and self-cleaning regimes will help to maintain cleanliness between users. |
| 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. |

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| <p>On site activities Low</p> | <p>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. All students and staff to wash and sanitise hands prior to and after each activity session. Centre staff may use masks outdoors where close encounter with students is possible.</p> |
| <p>Minibus Travel Medium</p> | <ul style="list-style-type: none"> • Vehicles will be maintained in a clean state to prevent transmission of the virus from contaminated surfaces. • Passengers must sanitize hands before entering the vehicle. • The vehicle will be maintained in a well-ventilated state during journeys by ensuring windows are opened. • Passengers will be encouraged to use the same seats where out and back journeys are involved. • Frequently touched surfaces within the minibus will be sprayed and wiped down at the end of minibus use by the Instructor. • Masks to be worn by all adults and secondary aged students. |
| <p>Offsite activities Low</p> | <ul style="list-style-type: none"> • Staff to maintain social distancing wherever possible during the activity. Where this is not practical staff should wear face coverings, excepting incidents where there are immediate health and safety concerns. • Face coverings must be worn by adults and secondary students in the cave environment which is similar to an indoor area. • Activities may require minor modifications to ensure coronavirus protocols are followed. • All students and staff to wash and sanitise hands prior to and after each activity session. |
| <p>Two schools on site Low</p> | <p>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. They will use separate minibuses or minibuses that have been cleaned. They will be assigned separate outdoor education instructors and outdoor equipment where possible. 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 each other as they move around the site.</p> |
| <p>Staff training and meetings Low</p> | <p>All centre staff will be fully conversant with current control measures at Plas Pencelli via dedicated training, staff meetings and supervision. Regular communications with all visitors and staff will be put in place. Meetings will be outdoors or in well-ventilated rooms with all wearing face coverings. The Plas Pencelli Coronavirus Risk Assessment document will be published on the centre website.</p> |
| <p>General indoor working environment Medium</p> | <ul style="list-style-type: none"> • 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). • Door handles, handrails, switches, and other surfaces will be regularly cleaned. • Staff to remain 2 metres socially distanced and masked when working in the office environment when more than 2 people. • All to be masked in the main office unless condition below is met. • If seated 2 metres apart and the room is well ventilated, then up to 2 people can work in the main office unmasked. |

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| | <ul style="list-style-type: none"> • During busy periods (1st hour of the day) best for office staff to be masked or have mask to hand as many people are likely to enter at this time. • Office not to be used as a thoroughfare |
| General levels of occupancy Low | Occupancy levels at Plas Pencelli will be managed to ensure that students are distributed, and full capacity is avoided where possible at this time. |
| General cleaning Low | <ul style="list-style-type: none"> • There will be an increased level of cleaning at the centre concentrating on frequently touched areas as detailed on cleaning checklists. • All areas will be thoroughly cleaned prior to occupation by any group. • After a known or suspected case of coronavirus all relevant areas will be cleaned to a level set out by specific national guidance. |
| Equipment and Stores Low | <ul style="list-style-type: none"> • 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. • 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. |
| Incidents of Coronavirus during the week High | Any individual suspected of contracting coronavirus will be asked to locate to an isolation room. The event will be reported to the relevant health authority and their advice will be followed. 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. During the interim coronavirus controls will be strengthened and lateral flow testing should be taken by all adults and secondary students to aid control of the infection. Any transport used for evacuation should avoid further transmission of the virus. Ideally any student should be collected by their parent or guardian. |
| Incidents of coronavirus following a course Medium | Staff or students with confirmed cases of coronavirus in the 7 days following a course should inform Plas Pencelli as soon as possible. Liaison will take place with centre staff to advise a regime of lateral flow testing. Using the details of infected individuals then centre staff to establish if they were at risk from infected individuals. If so a PCR test to be sought. All would be encouraged to continue with lateral flow testing and be alert for symptoms. Coronavirus controls to be reviewed and strengthened where reasonable and possible, |
| First Aid High | Where first aid is required the first aider will use personal protective equipment in the form of face mask and barrier gloves. |
| Cleaning in the event of a covid incident Medium | Cleaners will use personal protective equipment including gloves, apron and eye protection for all cleaning in isolation areas. These are the areas where significant contamination is most likely. Surfaces will be disinfected, and the space will be ventilated. All spent cleaning disposables and other detritus will be double bagged and retained in a safe area for 72 hours before disposal. |

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

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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 daily 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