

## Coronavirus Risk Assessment

**Responsible Manager: Peter Blackburn**

**Assessor: Peter Blackburn**

**Last Assessed: May 27<sup>th</sup> 2021**

**Reviewed: Each week initially**

**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 the end of each work week at Plas Pencelli during the summer period. It will be updated where changes are identified that 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

- A high temperature
- A new, continuous cough. This means coughing a lot for more than an hour or three or more coughing episodes in 24 hours.
- A loss or change to sense of smell or taste. This means unable to smell or taste anything or things smell or taste differently to normal.

### 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.

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Hazard & Risk	Control Measures
<p>General risk of contracting the virus Medium</p>	<p>Apply overarching control measures:</p> <ul style="list-style-type: none"> <li>• Social distancing in accordance with government guidelines</li> <li>• Disinfecting hand contact surfaces</li> <li>• Hand washing and use of hand sanitiser</li> <li>• Avoid touching eyes, mouth, or nose</li> <li>• Cover mouth and nose with a tissue or sleeve if coughing or sneezing</li> <li>• Advice notices on and hand sanitising points at each entrance</li> <li>• Be aware of medically vulnerable staff and apply a risk assessment</li> <li>• All areas will be thoroughly cleaned prior to occupation by any group</li> </ul>
<p>Centre staff transferring infection Medium</p>	<ul style="list-style-type: none"> <li>• Staff strongly encouraged to complete twice weekly rapid lateral flow tests.</li> <li>• Staff experiencing coronavirus symptoms whilst not at work to report by telephone. They must stay away from work.</li> <li>• Staff experiencing coronavirus symptoms whilst at work should inform centre management and go home. Proceed to get a coronavirus test as soon as possible and follow test centre instructions.</li> <li>• Staff at all times to maintain social distance to all visitors and colleagues, unless essential intervention required.</li> </ul>
<p>Visiting staff and students transferring infection Medium</p>	<ul style="list-style-type: none"> <li>• Staff or students who are advised to stay at home under existing government guidance must not attend Plas Pencil.</li> <li>• Staff or students not to attend if they have symptoms of coronavirus or have recently had a positive test.</li> <li>• Office to liaise with each school prior to a visit.</li> <li>• All overnight visitors are encouraged to perform twice weekly lateral flow testing unless this is not required with the normal school procedures.</li> <li>• All experiencing coronavirus symptoms whilst at the centre should inform the centre staff and isolate.</li> </ul>
<p>Contractors transferring infection Low</p>	<p>Follow centre protocols which include</p> <ul style="list-style-type: none"> <li>• make an appointment</li> <li>• Only attend if no risk of infection</li> <li>• Sign in and provide contact details</li> <li>• Face coverings to be used indoors unless in an isolated space</li> </ul>
<p>Deliveries and visitors to the site Low</p>	<p>As far as possible maintain social distancing principles. Follow general principles as above and personnel to wear a face covering if entering the premises. Contact details to be collected.</p>
<p>Arrival of new groups Medium</p>	<p>All groups to be met by Plas Pencil staff on arrival. All students and visitors to wash or sanitise hands on arrival and 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>
<p>Social 'bubbles' Low</p>	<p>Distinct bubbles will be maintained onsite. Within these bubbles closer contact is more likely and allowable. However, those from outside the bubble must maintain general coronavirus control measures including social distancing. For school groups, bubbles will be established in liaison with visiting staff considering the normal school bubbles which students operate within. Within each accommodation area, activity group and dining area there will only be members of one bubble plus supervisory staff. At all other times, whether indoors or outdoors, bubbles should not mix.</p>

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General movement indoors Low	Where in place circulation systems should be followed. Whilst not an issue for those in the bubble, staff should avoid encountering other users by time limiting their access. At other times this can be mitigated by wearing a face covering.
General movement around site Low	All to follow site circulation systems and avoid compromising social distancing with other user groups.
Bedrooms Medium	Reduced capacity and keeping room well ventilated. Normally this will mean leaving the windows open in the restrained position over night. Maximum 6 persons per bedroom. 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 Low	Outdoor staff should remain socially distanced from the group in a well-ventilated space. Face coverings would not normally be necessary provided social distancing is maintained.
Catering & Hospitality Medium	<ul style="list-style-type: none"> <li>• Maintain social distancing between staff and student bubble members. 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 student bubbles.</li> <li>• Ensure that the kitchen and dining room areas are well ventilated at all times.</li> <li>• Food to be served by visiting and/or outdoor staff using face coverings.</li> <li>• Kitchen staff to maintain social distancing from all others by preparing rooms and food stuffs prior to occupation by diners.</li> <li>• No entry to the kitchen for non-kitchen staff. Communication will be made in a socially distanced way 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>• Particular attention will be made that all areas, including pantry areas and freezer stores are cleaned to a coronavirus safe standard.</li> <li>• Social distancing will be maintained by staff when preparing incidental drinks in domestic kitchens. All used cups and other kitchenware to be sterilised by dishwashing after use.</li> </ul>
Toilets/showers Low	Separate toilet and showers will be allocated for student bubbles and 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.
Free time Low	Students should maintain their bubbles and visiting staff are encouraged to supervise their students during these periods of time.
On site activities Low	Activities will be planned so that social bubbles 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.

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<p>Minibus Travel Low</p>	<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>• Passengers must sanitize hands before entering the vehicle.</li> <li>• The vehicle will be maintained in a well-ventilated state during journeys by ensuring windows are opened.</li> <li>• Passengers will be encouraged to use the same seats where out and back journeys are involved.</li> <li>• Frequently touched surfaces within the minibus will be sprayed and wiped down at the end of minibus use. Masks to be worn in accordance with current government guidelines.</li> </ul>
<p>Offsite activities Low</p>	<ul style="list-style-type: none"> <li>• Locations to be carefully chosen to limit encounters with other activity groups and members of the public. Hand sanitising to be emphasised throughout the activity day.</li> <li>• 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.</li> <li>• Activities may require minor modifications to ensure coronavirus protocols are followed.</li> <li>• All students and staff to wash and sanitise hands prior to and after each activity session.</li> </ul>
<p>Two school bubbles 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 deep cleaned. They will be assigned separate outdoor education instructors, separate equipment, and separate play areas. Each school will occupy a designated area. Activities and routines will be organised to ensure students from different schools do not encounter each other as they move around the site. There will be a barrier separating clearly designated areas.</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. The Plas Pencelli Coronavirus Risk Assessment document will be published on the centre website.</p>
<p>General indoor working environment Low</p>	<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>• Door handles, handrails, switches, and other surfaces will be regularly cleaned.</li> <li>• Back-to-back, side-to-side, or significant distancing of workers will be used to reduce the risk of virus transfer.</li> <li>• 'Hot-desking' and other close contact area use will be avoided. Where workspace and equipment are shared then sanitization will take place between users.</li> <li>• Online and phone communications will be used as an alternative where practical.</li> </ul>

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<p>General levels of occupancy Low</p>	<p>Occupancy levels at Plas Pencelli will be managed during summer to ensure social distancing is achievable and that there is enough space for large school bubbles to occupy the site at the same time safely. From a maximum of 9 activity groups in total this has been reduced to 6 activity groups in total for the summer period.</p>
<p>General cleaning Low</p>	<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>
<p>Equipment and Stores Low</p>	<p>All equipment will be kept isolated and in a clean condition between use. Helmet cradles will be sanitized after use. Different sets of equipment will be used for different schools during each week. Where this is not possible the risk of transmission of the virus will be limited by cleaning and isolation of the equipment.</p> <p>Each store will be equipped with sufficient cleaning materials so that outdoor staff and students will be able to undertake cleaning at the end of each day. Students will be supervised to correctly clean the equipment they have been using during the day. Once students have departed outdoor staff will check all equipment is in a clean condition and in addition will undertake any further necessary cleaning. Outdoor staff will also clean key contact areas in each store after the groups' departure.</p>
<p>Incidents of Coronavirus during the week High</p>	<p>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.</p> <p>The bedroom, facilities and equipment used by the infected visitor will be cleaned to the relevant standard.</p> <p>During the interim lateral flow testing where relevant and practicable maybe suggested.</p> <p>Any transport used for evacuation should avoid further transmission of the virus. Ideally any student should be collected by their parent or guardian.</p>
<p>Incidents of coronavirus following a course Medium</p>	<p>Staff or students with confirmed cases of coronavirus in the 7 days following a course should inform Plas Pencelli as soon as possible. Liaison would take place with centre staff to establish if any compromised social distancing protocols. If so the individual would be encouraged to attend the local testing centre. All would be encouraged to continue with lateral flow testing.</p>
<p>First Aid High</p>	<p>Where first aid is required the first aider will use personal protective equipment in the form of face mask and barrier gloves.</p>
<p>Cleaning in the event of a covid incident Low</p>	<p>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 suspected. All 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.</p>

## **Residual Risk**

When Plas Pencelli re-opens and groups return to the centre the controls outlined above will be put into place to reduce risk to reasonable levels. These controls will be disseminated in the form of training for staff, staff meetings, supervisions and other forms of communications. Typically, these communications will be in the form of strategically placed notices (e.g. at entry points), group briefings with all types of visitors 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. 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