



### WCC – GENERIC RISK ASSESSMENT

<b>Title</b>	Covid19 Risk assessment, Sayers Croft	<b>Reference Number</b>	Version 1
<b>Date</b>	Original: 09/07/2020	<b>Review Date</b>	Weekly, or when updated guidance is released or review is considered necessary following an incident
<b>Area</b>	Sayers Croft Outdoor Learning Centre	<b>Assessor (manager’s name)</b>	Zoe Stroud, Head of Centre
<b>Overview</b>			
<p>This risk assessment relates to the implementation of a Covid-secure work place for employees, contractors and site visitors to prevent the spread of the virus.</p> <p>The number of staff, contractors and visitors on site will vary depending on the restrictions in place set by the Government, which we will adhere to.</p> <p><b>NOTE:</b> If restrictions in place require some individuals to shield, WCC staff member in an “at risk group” will remain working from home.</p>			

#### Risk Rating

		LIKELIHOOD				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
SEVERITY	5 Catastrophic	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	4	6	8	10
	1 Negligible	1	2	3	4	5

#### Legend

1 - 3	Low risk
4 - 6	Moderate risk
8 - 12	High risk
15 - 25	Very High risk

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**Key**

L= Likelihood

S= Severity

R is the overall rating 3 x 4 = 12

Hazard Title and Details	Existing Control Measures	Risk Rating Before implementation of additional controls			Additional control measures	Risk Rating after implementation of additional controls		
		L	S	R		L	S	R
Premises Safety	<ol style="list-style-type: none"> <li>1. Premises controller check</li> <li>2. H&amp;S audit</li> <li>3. Staff Mandatory WorkRite H&amp;S training</li> </ol>	2	4	8	<ol style="list-style-type: none"> <li>1. Where not completed, managers staff to be encouraged to complete training prior to coming back to work</li> <li>2. Staff to continue assessing work areas and reporting faults and hazards to Site manager to complete premises controller checks</li> <li>3. Excess furniture to be moved out of staff and public areas and not to block walkways or fire exits.</li> </ol>	1	4	4
Access and egress from site- staff and visitors	1 Staff and visitors asked to wash hands for 20 seconds on entering and exiting a building, and on and onto site, and at regular intervals throughout the day.	3	4	12	<ol style="list-style-type: none"> <li>1. Bookings via phone or email,</li> <li>2. Reception and community hall fitted with hand sanitiser outside, hand washing facilities inside and Perspex screen to protect visitors and staff. Signage and posters on display giving guidance</li> <li>3. Hand sanitiser stations located externally outside of all showering and toilet facilities provided for visitors, to prevent door handling contaminating</li> </ol>	1	4	4

					hands once washed.			
<b>Welfare Facilities</b>	<p>1. Weekly cleaning of office and all communal areas including toilet and kitchen facilities.</p> <p>2. Toilet facilities provided with soap and water available to wash hands thoroughly for 20 seconds.</p>	3	4	12	<p>1. Cleaning increased to once a day, with additional cleaning of regular touch points and toilet facilities during the day. Where toilet facilities are being shared, employees have access to and have received training to use cleaning materials to clean before use</p> <p>2. Staff to empty waste from bins regularly, washing hands for 20 seconds afterwards.</p> <p>3. Hand sanitiser stations external to the building</p> <p>4. Washable hand towels replaced with disposable paper towel dispensers, and bins provided.</p>	1	4	4
<b>Staff Safety</b>	<p>Staff working socially distanced, with some workstations empty</p> <p>Staff to only use designated work area</p> <p>Regular hand washing throughout the day is promoted.</p> <p>All staff have access to the WorkRite online training</p>	1	4	4	<p>1. Each workstation has its own sanitiser spray to clean desk and regular touch points before going for lunch and before leaving at the end of the day. Cloths are provided and a box to dispose of after use, which will be taken to the laundry for washing. Sanitiser to be sprayed onto non-electrical items only. For electrical items spray the sanitiser on a cloth first to make it damp, not wet.</p> <p>2. Working on rotation with outdoor tasks to limit numbers within the offices as staff at home not working return to work</p> <p>3. Perspex screens installed in reception in preparation of re-opening, two visitors admitted into reception at</p>	1	4	4

				<p>any one time.</p> <p>4. Additional PPE of face visors, masks, gloves and aprons available to all staff where cleaning is undertaken, and where the use of such PPE enables the employee to feel safe at work. Personal issued visors supplied to activity leaders in the event of a rescue where working within 1m of the person. The visors to be fitted over the top of helmet whilst wearing.</p> <p>5. Personal hand sanitiser issued to all staff to carry with them to use when necessary.</p> <p>6. Covid-19 internal signage and site rules signage to be displayed around site.</p> <p>7. Staff who have been shielding to complete employee led risk assessment with Manager which is reviewed by HR &amp; OH before return to work</p> <p>8. 1:1's to be conducted outside or in onsite classrooms where social distancing can be maintained, booked with the domestic manager/ education manager beforehand to prevent entering other employees work or visitor spaces.</p> <p>9. Appointment room near to the photocopier to be only used where a confidential conversation is necessary and where this conversation cannot happen outside. 2 persons in the room at either end, with one in the corridor if necessary for safeguarding. Appointment room with meeting table to be used by the assistant instructors, who are acting as one household. Or</p>			
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					<p>one person alone.</p> <p>10 On entering a dormitory block for cleaning once the group has departed, staff are to open the doors and keep them open as they walk through the building to the rear to replace the air in the building prior to cleaning, then they can go back through and close the doors. The propping open of fire doors is considered necessary for the safety of staff, and will be routinely done for a several minutes prior to cleaning whilst restrictions are in place.</p>			
Residential visits	School groups have their own accommodation, with showering and sleeping facilities, common room and kitchen area.	3	4	12	<p>School bubbles are broken down further for sleeping and showering arrangements within dorm blocks. Teachers will be provided with their own room, and where showering facilities are shared, they will be cleaned in the morning, and a cleaning box will be provided for visitors to clean touch points between uses in the evening.</p> <p>Groups asked on their last morning to put linen in piles, turned the right way out to reduce the need for over handling/ shaking of the dirty laundry by the laundry operators.</p> <p>Schools will be allocated their own sitting in the dining hall, will sanitise hands on arrival and over 11's will wear face coverings until seated to eat meals, unless exempt. Meals will be collected from the servery station and meal trays will be left on the tables after they have finished eating and the group will leave via an exit. All touch points will be cleaned between groups.</p>	2	4	8

					<p>Staff will keep socially distanced where possible and will wear masks unless exempt. Toilet facilities remain closed in the dining hall- groups will need to use their own allocated toilets.</p> <p>Where is it not possible to seat all the groups for a meal, we will allocate some meals in the dining hall and some meals to be a packed lunch/tea to be eaten in the dormitory classroom. Visiting group asked to keep the building ventilated by opening windows, and to communicate with centre staff to ensure they are comfortable.</p> <p>The tuckshop is open, groups are asked to wash hands prior to arrival, and the touch points and surfaces will be cleaned between each school.</p>			
Camping facilities	<p>1.Shared shower and toilet block 2.Shared pot wash area 3. Pitch allocation, visitors choice.</p>	3	4	12	<p>1.We can cater for up to 8 family camping bookings, each family will be allocated their own cleaned showering and toileting facility for their use only during their stay.</p> <p>2.Having 14 separate showering facilities allows for deep cleaning of used facilities whilst others are in use.</p> <p>3.signage and social distancing measures clearly defined across the campsite.</p> <p>4. Limited bookings and pitches allocated to families to ensure social distancing, and information on safe distancing practices given to all bookings on arrival.</p> <p>5.Information on booked activities given to families on arrival, and what social distancing and safety precautions are in place to ensure</p>	1	4	4

					<p>safety. Helmet and harness allocated per user for their stay or cleaned ready for next use. Households acting as one group.</p> <p>6.Hand sanitiser stations located externally outside of all showering and toilet facilities provided for campers, to prevent door handling contaminating hands once washed.</p> <p>7 Families asked to ensure household is Covid symptom free before arrival. Should symptoms develop during stay to alert staff immediately and to arrange to depart, isolating individuals from other camp users.</p>			
Holiday activities	<p>1. Parents/guardians book children on to places, up to 2 run per day, up to 5 days per week, up to 30 children per session.</p> <p>2. Children bring own snacks and drinks, and lunch if a full day. The community hall is cleaned once a day after the visit.</p> <p>3. Children use the toileting facility in the community hall or around site if closer.</p> <p>4.Children asked to wash hands after each activity and on entering and leaving the community hall.</p>	3	4	12	<p>1.One lead Parent/Guardian will book a session, and will be able to book additional children from their child’s ‘bubble’ group up to 14 max, consistent with government guidance, 1 session per day.</p> <p>2.Additional cleaning of the toileting facilities mid day in the community hall. Any additional use of toilets on site will be booked prior to the session to enable additional cleaning. Disinfectant wipes to clean the toilet facilities provided for individual use.</p> <p>3.Hand sanitiser unit fitted externally to the community hall to enable access and egress to mitigate door handling.</p> <p>4. Parents/guardians asked to ensure household is Covid symptom free before arriving to site with child.</p>	1	4	4

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<p><b>Paddington recreation ground Forest school and free family activities</b></p>	<p><b>1.Group advised to wash their hands before and after activity, and before eating anything.</b></p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12</b></p>	<p><b>1.Hand sanitiser available to participants entering and leaving site, and during session should it be necessary.</b>  <b>2.PPE provided to staff in order to protect themselves and others should they need to perform first aid. As per the advise current advise around CPR, a child will be given rescue breaths using a face shield. An adult will only be given chest compressions unless suspected drowning, where rescue breaths will be given using a face shield.</b></p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>4</b></p>
<p><b>Day Visits</b></p>	<p><b>1 School day visits allocated their own classroom or hall with their own toileting facilities</b></p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12</b></p>	<p><b>1 All visitors onto site are to be guided to wash hands or use hand sanitiser on arrival and departure- units fitted on the outside of the community hall, reception and kitchen, to avoid door handling.</b>  <b>2 All residential visits are being offered a day visit as an alternative, and will be allocated their own cleaned classroom and hand washing/ toileting facilities solely for them to use.</b>  <b>3 During planning, information on how the school are operating within their bubbles will be ascertained in order to provide them with appropriate activities.</b>  <b>4 Local day visits run by the Trust will be allocated the Trusts community hall or other space such as a Lab or hall or spare classroom, and will be allocated a toilet block, cleaned prior to the visit for their sole use.</b>  <b>5. Parents/guardians asked to ensure household is Covid symptom free before arriving to site with child.</b></p>	<p><b>2</b></p>	<p><b>4</b></p>	<p><b>8</b></p>



Activity Provision	Groups are allocated activities during trip planning.	3	4	12	<p>1 Activity equipment that is worn or handled by participants is either washed (according to manufacturers guidance) after use, or quarantined for 72 hours.</p> <p>2 In some cases, washing of resources is not possible (eg climbing wall is 'handled' by participants, but not practicable to clean between use. In this case surfaces will be treated as 'dirty' with the acknowledgement that there is always a risk of handling objects outside. Hand washing will be reinforced.</p> <p>3 Sayers Croft staff won't come within 2 metres of visitors, or enter buildings with them. The only exceptions to this are for health and safety reasons. These include the fitting of equipment (eg climbing harnesses) a first aid incident or other emergency. Face masks or shields will be worn as mitigation in these cases.</p> <p>4 Indoor activity spaces open include Archery range, Celtic roundhouse and WW2 air raid bunker, these areas are or can be well ventilated. Adults and children over the age of 11 to wear a face covering. There are outdoor options as alternatives.</p>	2	4	8

<p><b>Incident of Coronavirus symptoms</b></p>	<p>1. Isolate individual(s) - ensuite bedroom (Friday Street or other) if available or meeting room in Education office via external door to corridor. As the site at Pad rec is all outdoor and shorter visits, find them somewhere to be comfortable away from others until they can go home.                  2. Arrange for individual to be sent home and apply for testing. Others in group can continue as normal until testing complete, if positive all group need to isolate for 10 days.                  3. In the case of a holiday group, contact all parents/guardians to inform and collect should they wish.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>1. Sayers Croft to keep any visitor details of age 16 and over securely for a 21 days time after the visit to support NHS track and trace as per PHE government guidelines.                  2. Due to the frequency of customer facing tasks and the large number of staff living at work, staff who have come into close contact with an individual displaying Covid symptoms either through work or home life are to be at home working and await the test results if it is agreed by the management team that they cannot work isolated on the premises, to help reduce any potential transmission.                  3. Should the result be negative they can resume their normal duties. Should the result be positive they must self-isolate for 10 days since the last known contact with the confirmed case.                  4. If there is a cluster of cases connected to Sayers Croft, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>2</p>	<p>4</p>	<p>8</p>
<p><b>Staff Health and wellbeing</b></p>	<p>1. Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help                  2. Staff have access to WorkRite online H&amp;S</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>As staff start returning to work full time, conducting regular distanced meetings with staff to allow opportunities for seeking support. Line managers to sign post staff to the council's wellbeing resources.</p>	<p>2</p>	<p>3</p>	<p>6</p>

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	<p>training including the FeelRite module</p> <p>3. Staff have access to the Occupational health team and free confidential counselling service</p>							
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<b>Assessment Review Date</b>	21/05/2021, and weekly there of	<b>Risk Assessment agree</b>	<b>Yes / No</b>
<b>Manager Reviewing Name</b>	Zoe Stroud	<b>Managers Signature</b>	<i>Z Stroud</i>