

RISK ASSESSMENT	
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COVID-19 (Coronavirus) – YMCA Discovery College Plymouth

To be read in conjunction with Government Guidance - <https://www.gov.uk/coronavirus>

This risk assessment is for all Discovery College YMCA Plymouth Staff to ensure compliance with Government guidance for Site Operating Procedures during the current Pandemic.

This risk assessment has been prepared following the government guidance for full opening of schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Client	Discovery College YMCA Plymouth
Contact	Via Reception

INITIAL RISK RATING										PEOPLE AFFECTED				
PROBABILITY	Very Frequent		Frequent	✓	Occasional		Rare		Very Rare		INVOLVED INACTIVITY	CLOSE TO ACTIVITY	EVERYONE ON-SITE	MEMBERS OF PUBLIC
SEVERITY	Fatal	✓	Major		Moderate		Minor		Insignificant					
ASSESSMENT	HIGH RISK													
HAZARDS IDENTIFIED											✓	✓	✓	✓
Someone infected entering the College area – Symptoms of the coronavirus.											✓	✓	✓	✓
Someone becoming ill in the College Area.											✓	✓	✓	✓
Working near members of the public; workers, contractors and trades.											✓	✓	✓	✓
Travel to Discovery College YMCA Plymouth											✓	✓	✓	✓
Welfare facilities including Hand washing & Toilets, canteens etc											✓	✓	✓	✓
Site Access Points											✓	✓	✓	✓
Interaction with members of the public on-site who have gained unauthorised accesses											✓	✓	✓	✓

STANDARD CONTROL MEASURES	ACTION BY
Staff/Teachers	<p>Head College Staff & Students</p>
<ul style="list-style-type: none"> On Arrival Staff/Teachers must sanitise their hands, also before leaving and returning to their vehicle Any staff member with underlying health issues or concerns should discuss with their line manager with a view to having an individual risk assessment completed prior to return to work. Note government advice is that provided the college has implemented the system of controls outlined by them individuals can attend the workplace. One way system indicated to be followed Entrance points for Tutors will vary (see below re students) Staff/Teachers are not required to wear a facemask, but optional if staff feel necessary. This is subject to changing government guidelines Mark out a safe zone at the front of the classroom which must be two metres away from the nearest learner's desk Registers are taken twice a day as per normal (Track and Trace) Shared facilities such as printing, kitchen equipment can be used whilst observing social distancing but must be sanitised after use by the user Assign Teachers a separate classroom each as opposed to the staff room <ul style="list-style-type: none"> Allocated per staff member Locked/opened by a staff member Personal belongings in Classrooms - be mindful of security Wet days - staff open their rooms for students - must be supervised. Eating permitted under supervision to avoid crowding in the coffee bar Additional room to be provided in coffee bar area to reduce crowding 	

TA/Support Staff

- PPE must be worn if less than two metres away (face mask)
- Gloves, mask and apron are worn if personal care is needed in a first aid situation

Students/Learners

- Don't need to be 2m apart (1 bubble - below 220 students)
- Must be facing the front of the room and not each other in classrooms
- Tables/learners must be in rows/lines facing the front of the room
- Computer rooms are usable but equipment must not be shared and avoid use of corners to avoid close contact face to face
- No personal belongings to be left at reception
- Personal belongings at college to be discouraged but can be left in classroom but stored securely
- If sharing equipment, it must be sanitised before sharing.
- Printing requirement should be avoided where possible. If printing is required social distancing must be observed whilst collecting printing and equipment sanitised after use by the individual

Classrooms/College

- Every classroom must have hand sanitiser at the entrance for use on entry and exit
- Each desk must be cleaned after use. Lunchtimes: students and tutors to take responsibility and after college end of day: the sites team will undertake a thorough clean
- Bin in every room (catch-it / bin-it / kill-it) which is emptied daily.
- All classroom doors must always be kept open for ventilation.
- Windows to be open for ventilation where possible
- All touchpoints must be sanitised regularly throughout the day by available staff
- 1-way system
 - Childcare and HSC students (CR 6-9) - entrance via SH2
 - 1 – way system for above students varies to remaining students
 - All other students - entrance for all other students via the rear Garden entrance
 - 1-way system should be walked through with students by Tutors on day one
 - Reception area / public areas (reception/gym) out of bounds for students not in college areas (1 bubble)

Other areas

- Student only toilets now available at lower level and in 1-way system
- Smoking area and garden – Tutors to monitor to ensure large numbers do not gather
- Coffee Bar - Breaks / Lunch
 - Staff must pre-order or order by phone – consider delivery of meals or set time collection
 - Queueing system to be marked out and 'no waiting area indicated'.
 - Tables to be arranged to ensure no close face to face seating
 - Tutors to discuss staggering breaks to reduce risk of large numbers in the coffee bar area.
 - Hand sanitising station to be placed near to entrance to the coffee bar area

Government guidance to 'Keeping workers and customers safe during Covid-19 in restaurants, pubs, bars and takeaway services to be fully complied with:

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-200812.pdf>

Head of College
Staff & Students

Sports / Practical Activities

- Non-sharing of equipment between classes
- Contact sports avoided where possible
- Outdoor sports/activities prioritised where possible (i.e. urban fitness)
- Wipe down all equipment after usage with anti-bac wipes
- Limited to 1/2 SH1
- No students in the hall without supervision - due to gym equipment
- The gym can be used between 12-3 pm for lessons (students only...must be supervised by staff at all times and equipment cleaned. Prior agreement must be made with Gym Manager for this.
- Stay N Play sessions - cancelled until further notice

Signs and Symptoms

- Isolation - Conference room set aside for breakout area if student/staff has suspected Symptoms (student becomes unwell with a new and persistent cough or a high temperature, or has loss of, or change in, their normal sense of taste or smell)
- Open windows (ventilation)
- Staff toilet can be used by this person if required -
- Message to go out to all staff (conference room/toilet out of use now)
- Discovery staff member supervising must be in full PPE (Masks / Gloves / Apron)
- Parents / Guardians to be contacted to collect student
 - Advise isolation for 10 days (government guidance)
 - Recommend test (nearest one at the range Derriford - advise to book)
 - Should not visit GP, pharmacy, urgent care or hospital if you have symptoms
- Any staff/students who have been in contact do not need to self-isolate unless showing symptoms (Track and Trace will contact if necessary (i.e. positive result))
- Staff/students to wash hands thoroughly and use sanitation stations
- Students classroom to be immediately cleaned
- Duty Manager to sanitise conference room on the departure of young person/staff - immediately
- Local Health Protection Advice Team will advise the YMCA whether staff/students/closure would need to occur - template letters issued and sent home. Rapid risk assessment out of YMCA control.
- Contact details:
 - PHE South West Centre Health Protection Team,
Follaton House, Plymouth Road,
Totnes,
TQ9 5NE
 - [View on Google Maps](#)
 - [View on Open Street Map](#)
Phone: [0300 303 8162 option 1 then option 1](#)
Out of hours for health professionals only: 0300 303 8162 (option 1)
- ii. PHE South West Centre Health Protection Team,
2 Rivergate, Temple Quay,
Bristol,
BS1 6EH
 - [View on Google Maps](#)
 - [View on Open Street Map](#)
Phone: [0300 303 8162 option 1 then option 2](#)
Out of hours for health professionals only: please phone 0300 303 8162 option

Head of College
Staff & Students

Cleaning regime

- Everyone must wash hands use sanitation stations regularly (especially moving between rooms/areas)
- Cleaning supervision to be overseen by Centre Manager/Operations Director/Head of College (Touch points / toilets / classrooms / coffee bar)

Mini-buses

- Hand sanitiser to be retained on the minibus
- No face-covering needed for students
- Staff must wear face-covering (due to under 2-metres)
- Follow current instructions:
 - Minibus put back at school after completion of journey
 - Keys and sheet must be handed to Duty Manager / Centre Manager / Vic Hibbert
 - Internal cleaning of minibus to take place prior to any further use

P.P.E. TASK RELATED		Note: ✓ Must be worn R Use is recommended			
Hard Hat – BS EN 397		High-vis – BS EN 20471		Eye Protection – BS EN 166	Gloves – BS EN 388 - suitable for the specific task/Disposable gloves R
Safety Boots – BS EN 20345		Face fitted FFP3 Mask – BS EN 149		Impact Resistant Eye Protection	
Surgical Mask BS EN14683	R	Ear Defenders – BS EN 352		Overalls	Other as specified by control measures
Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met					

SITE SPECIFIC HAZARDS First Aid Information for site First Aiders	Adult CPR Guidance COVID 19 Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min)”. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice: Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim’s mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a Defibrillator significantly increases the person’s chances of survival and does not increase the risk of infection. If the rescuer has access to Personal Protective Equipment (PPE), e.g. FFP3 Face Mask, Disposable Gloves, Eye protection - these should be worn. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
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RESIDUAL RISK AFTER SITE SPECIFIC CONTROL MEASURES ARE PUT IN PLACE									
PROBABILITY	Very Frequent		Frequent		Occasional	✓	Rare		Very Rare
SEVERITY	Fatal		Major		Moderate	✓	Minor		Insignificant
ASSESSMENT	MEDIUM RISK								

Made project specific by:

Print: Vic Hibbert

Signed:

Date: 2nd September 2020

Review Date: Weekly review

