

RISK ASSESSMENT



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 on 'Actions for Schools during the Coronavirus outbreak'. :

<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

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

HAZARDS IDENTIFIED	INVOLVED INACTIVITY	CLOSE TO ACTIVITY	EVERYONE ON-SITE	MEMBERS OF PUBLIC
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

STANDARD CONTROL MEASURES	ACTION BY
<p>Staff/Teachers</p> <ul style="list-style-type: none"> On Arrival Staff/Teachers are advised to 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. Staff/Teachers must wear face coverings in communal areas. The wearing of face coverings in classrooms is advisable. Registers are taken twice a day as per normal Shared facilities such as printing, kitchen equipment can be used but must be sanitised after use by the user 	<p>Head College Staff & Students</p>
<p>TA/Support Staff</p> <ul style="list-style-type: none"> Face coverings must be worn when in communal areas and are advisable in classrooms.. Gloves, mask and apron are worn if personal care is needed in a first aid situation 	
<p>Students/Learners</p> <ul style="list-style-type: none"> Face coverings must be worn in all communal areas and is advisable in classrooms. 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 equipment should be sanitised after use by the individual Students registered with schools will be required to follow guidance/instructions relating to lateral 	

flow testing and any other testing requirements.

Classrooms/College

- Every classroom must have hand sanitiser at the entrance for use on entry and exit
- Desks 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.

Other areas

- Students may use toilets by reception area .
- Smoking area and garden – Tutors to monitor to ensure large numbers do not gather
- Coffee Bar - Breaks / Lunch
 - Hand sanitising station to be placed near to entrance to the coffee bar area

Sports / Practical Activities

- Minimise sharing of equipment between classes
- Wipe down all equipment after usage with anti-bac wipes
- Limited to 1/2 SH1
- No students in the hall without supervision
- 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 – to be reviewed at a later date

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 and thereafter follow government guidance
- Flowchart (attached) - *PHE SW HPT: Guidance and Educational Settings in the Management of COVID-19 to be adhered to*
- Planning Tool (attached): *COVID-19 Outbreak Management in Education & Childcare Settings (01/09/2021 to be consulted for further guidance dependent on outbreaks*

Cleaning regime

- Everyone must wash hands and use sanitation stations regularly (especially moving between rooms/areas)
- Cleaning supervision to be overseen by Health & Wellbeing Manager.

Mini-buses

- Hand sanitiser to be retained on the minibus
- Staff and students are recommended to wear face-coverings
- Follow current instructions:
 - Minibus put back at school after completion of journey
 - Keys and sheet must be handed to Duty Manager / Health & Wellbeing Manager
 - Internal cleaning of minibus to take place prior to any further use

Head of College
Staff & Students

Head of College
Staff & Students

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											

<p>SITE SPECIFIC HAZARDS First Aid Information for site First Aiders</p>	<p>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.</p>
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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									

Updated:

Print: Stacey Ferris

Signed:

Date: 4th January 2022

Review Date: Monthly

<p>ADDITIONAL INFORMATION/GUIDANCE CAN BE OBTAINED FROM:</p> <p>IT IS IMPORTANT TO KEEP UP TO DATE WITH GOVERNMENT GUIDANCE https://www.gov.uk/coronavirus</p>	<p>RELATED ASSESSMENTS</p>
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CONFIRMATION THAT THIS RISK ASSESSMENT IS UNDERSTOOD AND THE CONTROL MEASURES WILL BE FOLLOWED:
 Note: If you do not understand any part of this risk assessment speak to your Manager/Supervisor

NAME <small>(Print Clearly)</small>	SIGNATURE	DATE	NAME <small>(Print Clearly)</small>	SIGNATURE	DATE