

## Risk Assessment: Reduce risk of Covid 19 Omicron Variant

Date: 18/01/2022

**Work Area:** ALL external settings

**Brief Description of task being assessed:** Staff and Participants working both on and off site

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
HAZARD	WHO MAY BE HARMED AND HOW?	RISK PRIOR TO CONTROL LxC=R	CONTROL MEASURES REQUIRED	RISK CONTROLS IN PLACE LxC=R	ADDITIONAL TRAINING IMPLICATION
<b>1. Spread of Covid-19 Virus</b>					
1.1 Perception that the risk of COVID transmission has decreased leading to transmission	Staff, Visitors to our premises, Anyone else who physically comes to our provisions mild virus infection causing breathing difficulties, flu symptoms	4x3=12	Messaging to be reinforced through <ul style="list-style-type: none"> <li>Staff meetings / Department Meetings</li> <li>Publication and sharing of Risk Assessment</li> <li>Outlining of SSOW</li> <li>Posters and signage</li> </ul> For public and participants messaging to be reinforced through <ul style="list-style-type: none"> <li>Signage Notices at entrances</li> <li>E-mail to parents</li> <li>Website / Booking Information</li> </ul>	2x3=6	<ul style="list-style-type: none"> <li>Staff meeting 18/01/22</li> </ul>
	Employees and volunteers who are more likely to suffer serious complications if infected Unvaccinated extremely CV. BAME	4x4=16	<ul style="list-style-type: none"> <li>Any employee who is Clinically Extremely Vulnerable should be risk assessed and home working, or working in a COVID secure environment</li> <li>Managers to assess individual situations</li> <li>Updated information of vaccination status</li> <li>Systems of work must be reviewed and additional elements cascaded to all employees following guidance – whole staff meeting.</li> </ul>	3x4=12	<ul style="list-style-type: none"> <li>Lead Staff to RA staff in consultation with AS</li> </ul>
1.2 Transmission of COVID19 (general) due to third wave of infection and increased transmission of Omicron Airborne	Staff Visitors to our premises, Cleaners Contractors, Anyone else who physically comes in contact with staff in relation to our business	3x3=9	<u><b>Social Distancing</b></u> <ul style="list-style-type: none"> <li>Reducing the number of persons in any work area to comply with Maximum room occupancy indicated on doors</li> <li>Redesigning processes and activities to ensure social distancing in place where necessary</li> <li>Virtual meets to be used if appropriate.</li> <li>Desk working back to back or side by side</li> </ul> <u><b>Ventilation</b></u> <ul style="list-style-type: none"> <li>Encourage breaks outside and good ventilation</li> </ul>	1x3=3	Staff should not congregate in new reception area or use tables as workstations unless wearing masks

through close contact Touch - surface contamination	Acute or mild virus infection causing breathing difficulties, flu like symptoms		<ul style="list-style-type: none"> <li>• Doors and Windows to be open</li> <li>• Air purifiers in location where air circulation is low</li> </ul> <p><b>Good Hygiene</b></p> <ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Cough or sneeze into a tissue and bin it immediately; or use their elbow if a tissue is not available Avoid touching their face</li> </ul> <p><b>Cleaning Schedules and regimes</b></p> <ul style="list-style-type: none"> <li>• Increased cleaning schedules and Use contactless or online payment</li> </ul> <p><b>Masks and PPE</b></p> <ul style="list-style-type: none"> <li>• Masks to be encouraged in public communal spaces</li> <li>• Masks to be worn by staff moving around internal spaces</li> </ul>		
1.3 Reporting COVID19 symptoms. Staff not report symptoms, or know when to, increasing risk of transmission:	Staff Visitors to our premises, Acute or mild virus infection causing breathing difficulties, flu like symptoms	3x5=15	<p>It is a legal requirement for employers to not knowingly allow, or insist an employee who has been told to self-isolate by NHS Test and Trace to come into work, or work anywhere other than their own home</p> <ul style="list-style-type: none"> <li>• Information distributed to staff 30/12/21</li> <li>• Regular staff information and reminders</li> <li>• Government guidance distributed <a href="https://bit.ly/3lmEplV">https://bit.ly/3lmEplV</a></li> <li>• Information on self-isolation to be shared with staff through links, emails, risk assessments</li> </ul>	1x5=5	AS & MZ
1.4 Customers and participants may attend with symptoms or be asymptomatic	Staff Visitors to premises, Anyone who physically comes to provisions Acute or mild virus infection causing breathing difficulties, flu like symptoms	3x5=15	<ul style="list-style-type: none"> <li>• Signage in place to encourage participants to continue wearing face coverings/ sanitise hands</li> <li>• Remits remind participants not to attend if they have symptoms of COVID 19</li> <li>• Checks (verbal) such as Do you feel OK? have you checked out your symptoms / had a test etc.</li> <li>• Booking information reminds participants not to attend if unwell/symptomatic</li> </ul>	2x4=8	
1.5 Toilets 'bottle necking' and inability to adhere to distancing increases transmission	Staff Visitors to premises, Anyone who physically comes to provisions Acute or mild virus infection causing breathing difficulties, flu like symptoms		<ul style="list-style-type: none"> <li>• A notice is displayed reminding users to use wash hands.</li> <li>• Cleaning rotas have been adjusted to ensure additional regular cleaning of the toilets throughout each day.</li> <li>• When larger groups or multiple groups using site, specific toilets will be designated for each group.</li> </ul>		
1.6 Poor ventilation leading to risk of	Staff Visitors to premises, Anyone who physically comes to provisions	4x3=12	Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission.	2x4=8	

virus spreading via air flow and droplet infection	Acute or mild virus infection causing breathing difficulties, flu like symptoms		<ul style="list-style-type: none"> <li>• If operating in poorly ventilated spaces or in close contact with others, the use of face coverings, and social distancing is strongly recommended.</li> <li>• Continue to deliver as much activity outdoors or in well-ventilated spaces</li> <li>• Fresh air is the preferred way of ventilating areas – where appropriate opening windows and doors (that are not fire doors) are strongly recommended to allow the circulation of fresh air.</li> <li>• Leave windows and non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> </ul>		
1.7 Exit & Entry Points crowding and inability to adhere to social distancing	All Workers / volunteers / users / participants / visitors		<ul style="list-style-type: none"> <li>• Where possible, maintain one-way flow in and out of premises</li> <li>• Prevent ‘bottlenecking and pinch points</li> <li>• Avoid meeting and gathering in reception areas</li> <li>• Changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.</li> </ul>	2x4=8	
<b>2 Transport and Travel</b>					
2.1 Inadequate management of staff travel and transport	Staff, Participants travelling in mini buses  Staff driving SS vans Increased risk of contracting through lack of distancing and confined spaces	4x3=12	<ul style="list-style-type: none"> <li>• Use of mini bus transport should be kept to a minimum where possible</li> <li>• Minimise groups travel where possible</li> <li>• Commuting – employees and volunteers are encouraged to avoid sharing cars</li> <li>• If using public transport staff are encouraged to wear face coverings and sanitise hands on arrival</li> <li>• Pool vehicles should be cleaned between drivers</li> </ul>	2x4=8	Remind staff that ventilation plays a key role in reducing transition
2.2 Inadequate management of groups		3x4=12	<ul style="list-style-type: none"> <li>• LFD testing prior to journeys</li> <li>• Passengers should NOT Travel at all if they are experiencing any symptoms, self-isolating, clinically extremely vulnerable and cannot shield during your journey</li> <li>• Journey log kept to assist test and trace</li> <li>• Masks and ventilation , Clean and sanitise after use</li> </ul>		
<b>3 Emergencies and First Aid</b>					
3.1 Failure to protect staff and participants in the case of emergency treatment / first aid	Staff, Participants who are injured Anyone else who physically comes in contact with staff in relation to our business	3x4=12	<ul style="list-style-type: none"> <li>• PPE worn when dealing with close proximity emergencies</li> <li>• Staff training to include Emergency procedures during pandemic</li> <li>• First Aid kits stocked with masks, goggles /gloves/CPR face cover</li> <li>• Staff understand that ‘rescue breaths’ are not recommended for CPR but that face cover provided</li> <li>• Parents / household member to be used as first port of call in first aid and directed by staff</li> <li>• Fire doors should not be wedged open under any circumstances</li> </ul>	2x3=6	Staff to check and re-stock first Aid kit

Toilets	Contracting virus though close proximity of First Aider		<ul style="list-style-type: none"> <li>• A notice is displayed reminding users to use wash hands.</li> <li>• Cleaning rotas have been adjusted to ensure additional cleaning</li> <li>• When larger groups or multiple groups using site, specific toilets will be designated for each group.</li> </ul>	<b>2x4=8</b>	
<b>4. Deleterious effects upon staff mental health and wellbeing through;</b>					
4.1 Failure to identify and support staff at risk of anxiety, stress or other mental health issues	Staff at work place  Stress, anxiety, depression, suicidal thoughts	<b>3x4=12</b>	<u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Corona virus outbreak and will offer whatever support they can in the following ways; <ul style="list-style-type: none"> <li>• Sign posting counselling and on line help and advice</li> <li>• Being flexible with working conditions and accommodating for individual anxieties and concerns where ever possible</li> <li>• Provide PPE and/or face covering on request to support confidence</li> </ul>	<b>3x2=6</b>	
<b>5. Education Provisions</b>					
5.1 Reduce risks of spread between range of mixing in young people who are more frequently asymptomatic	Staff Visitors to premises, Acute or mild virus infection causing breathing difficulties, flu like symptoms	<b>5x3=15</b>	From 29 <sup>th</sup> November masks must be worn in education settings for all KS3 KS4 and KS5 in communal areas and are encouraged in classrooms with poor ventilation. <i>“Face coverings should be worn in communal areas of universities, colleges and schools by staff, visitors and pupils or students in year 7 and above.”</i> <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> LDF testing established for all students twice weekly. All positive tests to be reported and students to follow self-isolation Test and Trace advice. <ul style="list-style-type: none"> <li>• Educate and encourage vaccination second jobs</li> <li>• YP encouraged to use Test and Trace App</li> </ul>	<b>2x4=8</b>	
5.1.1 Failure to trace and identify positive cases		<b>5x4=16</b>	<ul style="list-style-type: none"> <li>• Card entry system or Staff sign in / out and students registered for am and pm sessions</li> <li>• Students asked to declare any illness or symptoms</li> <li>• Student told not to attend if symptomatic</li> <li>• LFD testing twice weekly or prior to mini bus journeys</li> </ul>	<b>2x4=8</b>	
<b>6. Community and Large Scale Events</b>					
Customer expectations that services will return to normal delivery numbers potential for super spreader	Staff Visitors to premises, Acute or mild virus infection causing breathing difficulties, flu like symptoms	<b>5x3=15</b>	<ul style="list-style-type: none"> <li>• Clear communications with customers about the rationale for any continued restrictions on numbers</li> <li>• The building capacity is now at the discretion of Centre / Managers but SSOW must be agreed and signed off by H&amp;S Manager with reference to this RA.</li> <li>• External / Outside group sizes are managed in accordance with SSOW</li> </ul>	<b>4x3=12</b>	



**Creation Date:** 18/01/22

**Review date:** 18/01/23

Created by: A Shearer & M Zadel

Signed off by: A Shearer & M Zadel

		<b>Insignificant (1)</b> No injuries / minimal impact	<b>Minor (2)</b> First Aid or support	<b>Moderate (3)</b> Medical Treatment	<b>Major (4)</b> Hospital or Ambulance	<b>Critical (5)</b> Death / Life Changing
Likelihood	<b>Rare (1)</b> Conceivable but only in extreme circumstances	LOW	LOW	LOW	MODERATE	MODERATE
	<b>Unlikely (2)</b> Hasn't happened but could	LOW	MODERATE	MODERATE	MODERATE	MAJOR
	<b>Possible (3)</b> Could happen once a year	LOW	MODERATE	MODERATE	MAJOR	MAJOR
	<b>Likely (4)</b> Could easily happen monthly	MODERATE	MODERATE	MAJOR	CRITICAL	CRITICAL
	<b>Almost Certain (5)</b> Often every week	MODERATE	MAJOR	MAJOR	CRITICAL	CRITICAL