




Risk Assessment Covid-19

Premises / Building	Trewern OEC
Duty Holder / Principal Occupier	
Site responsible manager	
Assessor(s) including employee representative	
Date of assessment	December 2020
Nominated responsible person monthly review date	reviewed 1.2.2021

Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk


Resultant Risk Rating	
Please tick	
High	
Medium	✓
Low (normal)	

Risk rating to be applied following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)

In line with current government guidelines, the Trewern Outdoor Education Centre is currently closed to visitors. The centre management will continue to closely monitor government guidelines for re-opening when visits to residential settings is permitted in line with <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits> and relevant industry guidance / best practice. The next review for Residential trips is February 2021

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. Minimising the risk of coronavirus transmission	Staff, contractors, service users, visitors, public, Possible transmission of the virus from person to person and into the wider community. People can catch the virus from others who are infected in the following ways: •the virus moves from person-to-person in droplets from the nose or mouth spread when a	The Trewern Management Team will continue to observe and work to all further requirements and local restrictions that may be introduced due to Covid-19 Alert Levels or lockdown periods. The council is making every reasonable effort to enable working from home as a first option. Where working from home is not possible, the council will make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable) <i>Trewern has in place all guidelines set out by Government and Barking & Dagenham</i> If staff choose to wear face coverings at work, this position is supported by the council. Face coverings are not classed as PPE. They are not manufactured to a standard and don't provide	Face masks have been ordered from LBBD and visors available for staff			


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Covid-19 Outbreaks on site	<p>person with the virus coughs or exhales</p> <ul style="list-style-type: none"> • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth • Exposure to the virus may result in mild or moderate symptoms (e.g. coughing, fever or change to your sense of smell or taste) or more severe symptoms include pneumonia in both lungs which can lead to death 	<p>a proven level of protection for work risks such as dust and spray in an industrial context. It is important to use face coverings properly and wash your hands before putting them on and taking them off. Instructions on wearing a face covering and making your own can be found here</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below: (For all settings)</p> <p>Contact Local PH team</p> <p>They will</p> <ul style="list-style-type: none"> • Respond to your enquiries • Give advice if there are suspected coronavirus cases (i.e. before test result back) • Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> • Give initial advice when there is a person with confirmed coronavirus in a high-risk setting • Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) • If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> ○ Support setting to complete a risk assessment ○ Run through infection prevention and control check list ○ Support with communications, if needed ○ Alert local authority public health team who will provide ongoing support. ○ Establish a multi-agency incident management team (if required) <p>Undertake a Risk Assessment (i.e Practical actions for businesses to take based on 5 main steps ,</p>				



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		<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p> <p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p></p> <p>Outbreak definition as follows. COVID-19 Cluster and Outbreak Definitions.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 employees in a building within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among employees who are direct close contacts, proximity contacts or in the same cohort/team in the building within 14 days.</p> <p>*a cohort might be a team or a group within the setting who sit and work together. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the setting.</p> <p><i>All visitors and contractors to supply Covid-19 Risk assessments after pre contact and adhere to Trewern Risk Assessments.</i></p> <p><i>All visitors are booked in and conduct business Within Covid Guidelines. They are signed in and out and agree to working conditions.</i></p>				


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		<p><i>Any symptoms need to be reported immediately.</i></p> <p><i>Contractors, staff and visitors informed not to attend site if unwell with symptoms of Covid-19</i></p> <p><i>WE CURRENTLY HAVE NO RESIDENTIAL GROUPS ONSITE.</i></p>				
2. Contacting Trace	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p> <p>The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your visitors and or customers for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.</p>	<p>This guidance applies to buildings that provides an on-site service and to any events that take place on its premises.</p> <p>By maintaining records of staff, customers and visitors for 21 days, and sharing these with NHS Test and Trace where requested, you can help identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives.</p> <p>Recording both arrival and departure times (or estimated departure times) will help reduce the number of customers or staff needing to be contacted by NHS Test and Trace. It is recognised by the government, however, that recording departure times will not always be practicable.</p> <p>The following information should be collected by the building manager, where possible:</p> <p>Customers/Visitors</p> <ul style="list-style-type: none"> ○ customers and visitors (if unknown by the service i.e. not a registered contact or service user where these details would already be available) ○ the name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group ○ a contact phone number for each customer or visitor, or for the lead member of a group of people ○ date of visit, arrival time and, where possible, departure time 				


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		<ul style="list-style-type: none"> ○ if a customer will interact with only one member of staff, the name of the assigned staff member should be recorded alongside the name of the customer <p><i>All visitors sign the visitor book with times in/out, they are explained the guidelines in use at Trewern and asked to use the NHS Track and Trace, they are also asked to confirm they have had no recent symptoms. We provide hand sanitiser in the porch where they sign in and use the NHS app. There are also wipes and we have a Clean / dirty pen system in place.</i></p> <p>Staff</p> <p>A record of staff who were 'on site 'would normally be available via standard operational practices, systems and protocols.</p> <p>Information required by NHS track and Trace would consist of</p> <ul style="list-style-type: none"> ○ the names of staff who work at the premises ○ a contact phone number for each member of staff ○ the dates and times that staff are at work <p>Note: This information can be collated via staff rota's and additionally by contacting the council's security team for access control records.</p> <ul style="list-style-type: none"> ○ No additional data should be collected for this purpose. ○ Data to be held securely and destroyed after 21 days. <p>To access Privacy Notice to be displayed at reception areas and the protocol to be followed please click here</p> <p>Although this is voluntary, please encourage customers and visitors to share their details in order to support NHS Test and</p>				



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		<p>Trace and advise them that this information will only be used where necessary to help stop the spread of COVID-19.</p> <p>If a customer or visitor informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do so you should not share their information used for booking purposes with NHS Test and Trace.</p> <p>The accuracy of the information provided will be the responsibility of the individual who provides it. You do not have to verify an individual's identity for NHS Test and Trace purposes.</p> <ul style="list-style-type: none"> Confirmation that (where applicable) contact trace system in place, staff informed of protocol to be followed. <p>The privacy notice been displayed. Available for download here https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Risk-Assessment---COVID-19-.aspx</p> <p>We have a clean and dirty pen system in place. Pens are cleaned before being put back into use.</p> <p>QR Codes</p> <p>You should create and display a QR code if you are holding an event which is taking place in a physical location (this is now compulsory for certain settings). It is understood that QR codes are required for certain buildings, this would be covered within the building risk assessment, which is the responsibility of the building manager.</p> <p>Create a coronavirus NHS QR code for your venue https://www.gov.uk/create-coronavirus-qr-poster</p> <p>Visitors should scan the QR code when they arrive at the venue, using the NHS COVID-19 app. This is to help trace and stop the</p>				



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		<p>spread of coronavirus (COVID-19). If the visitor does not have a smart phone, then you should get them to manually register contact details.</p> <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive. The track and trace guidance is available here.</p> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p><i>The NHS QR code has been created and downloaded for Trewern. It is displayed at both entrances to the building.</i></p> <p><i>All visitors and staff are asked to scan the QR code as part of the briefing on entering the centre. This includes reading the information board, asking if people have shown any symptoms of Covid-19.</i></p>				
<p>3. Pre-visit Communication strategy (communication to Customers/ contractors/ visitors etc)</p>	<p>Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)</p>	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Working safely during coronavirus COVID-19 offices-and-contact-centres • Communication arrangements in place to ensure both staff and visitors who feel unwell stay at home and do not attend the premises. • Encouraging visits via remote connection/working where this is an option. • Contractors provide assurance that they are operating a COVID-19 Secure service • Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. 	<p>We currently have no groups in attendance.</p>			


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		<ul style="list-style-type: none"> • Provision of guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. • Agreed arrangements for council services reoccupation with service managers – (number of staff proposed to be present at any one time and agreed to ensure safe occupancy levels / welfare arrangements) • Sanitisation / social distancing protocols to be observed when onsite • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Staff /Customers / contractors advised to follow guidance below: COVID-19: guidance for households with possible coronavirus infection guidance  <ul style="list-style-type: none"> • Increased frequency of surface cleaning arrangements in place in shared areas. • Increased frequency of handwashing/sanitiser to maintain personal hygiene.  <ul style="list-style-type: none"> • Contents of risk assessment shared with staff and contractors <p><i>All visitors and contractors to supply Covid-19 Risk assessments after pre contact and adhere to Trewern Risk Assessments.</i></p>				



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		<p><i>All visitors are booked in and conduct business Within Covid Guidelines. They are signed in and out and agree to working conditions.</i></p> <p><i>Contractors, staff and visitors informed not to attend site if unwell with symptoms of Covid-19 – as part of the pre visit checks and during the initial welcome briefing and Covid guidelines update.</i></p> <p><i>Any symptoms need to be reported immediately.</i></p> <p><i>See Trewern Corporate Risk Assessment</i></p>	<p>Protocols for safe attendance of school visitors to be developed in-line with government guidance when available</p>	<p>Head of Centre</p>	<p>TBC</p>	
<p>4. Reoccupation of operational buildings - areas which have not been in use / full use during lockdown period</p>	<p>Staff, contractors, service users, visitors, public,</p> <p>Due to some or all parts of the premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p></p> <ul style="list-style-type: none"> • Visual inspection of the work area that you are going to occupy/ responsible for premises to identify and remedy health and safety hazards, particularly in any areas that may have been non-occupied due to lockdown • Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: • Maintenance checks of plant and equipment undertaken – including kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the premises which have not been used during lockdown period • Electrical equipment and systems maintained 				



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		<ul style="list-style-type: none"> • Electrical gate systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Identify and remedy possible vermin infestations <p>Confirmation that safe arrangements are in place with any shared landlord/ Duty Holders of a premises must be confirmed.</p> <p><i>Trewern has been open throughout so not reoccupying. All monitoring and water checks are recorded in line with guidelines. Monthly updates are sent to My Place compliance team. Water, gas, fire systems and electrics are serviced and checked within required guidelines.</i></p>				
5. On entry to buildings	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Measures taken to control COVID-19 are accessible to all staff and visitors including people with disabilities. E.g. hand washing / sanitiser stations are accessible to wheelchair users, notices are read to visually impaired people where identified or upon request.</p> <p>Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments</p> <p>(Managers are responsible for ensuring safety information is explained and understood to their relevant team members where a need is identified)</p>				



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		 <ul style="list-style-type: none"> • Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19 – in place • Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. • Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points) • 2-meter demarcation on building entry approaches • Staggered start times • Controlled entry to building / Limiting the number of visitors at any one time. • Supervising of entry to building to follow social distancing guidelines • Established host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Revised entry and exit routes for staff, visitors and contractors to minimise contact with other people. • Provision of additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.  <ul style="list-style-type: none"> • Hand sanitiser stations located at entry points to the building • Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to building. All people entering the building must sanitise hands prior to entry. (20 seconds minimum recommended) • Enhance cleaning frequency of regular touched items including handles on doors, rails, dispensers and water coolers • Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to 				


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		<p>reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.</p> <ul style="list-style-type: none"> • Additional signage and markings are displayed. • Hand sanitisers attached to walls and filled. <p><i>Trewern has in place all of these measures, they are discussed before any staff return to work. All individual Health Risk Assessments are completed at this time, all guidelines are currently in place.</i></p>				
6. Reception areas	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise face to face contact • Workstation set up to allow social distancing of staff • Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19 • Activity / interactions with customers kept as short as possible • Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points) • 2-meter demarcation on building entry approaches • Controlled / staggered entry to building • Additional entrances available to minimise congestion at peak times <p><i>The office has only 2 staff working, the door is open to allow extra air circulation. The desks are set at 2 metres distance and offset so no direct face to face is required.</i></p> <p><i>We have a notice board at the main entrance and all visitors are briefed before entering site. Throughout the building all notices are displayed, including maximum persons per room.</i></p> 				


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		<ul style="list-style-type: none"> • Provision of hand sanitiser stations located at entry / exit points to the building • Notice displayed to sanitise hands • Increased natural ventilation where practicable • Enhance cleaning frequency of regularly touched items including handles on doors, rails, dispensers, and water coolers, IT equipment, pens, telephones • Sharing of items discouraged for example avoiding sharing pens, documents, and other objects. • Shared items to be wiped/sanitised prior to next use • Catch it, bin it, kill it posters displayed • Staff provided with guidance on hygiene protocols to eliminate cross-infection risks. • Staff to use PPE (gloves) when handling deliveries. • Items to be sanitised via antibacterial wipes/spray prior to delivery to staff • Staff cleaning would be in line with: • Working-safely-during-covid-19/offices-and-contact-centres offices <p><i>We currently do not have any residential groups,</i></p> <p><i>All visitors are booked in, explained the new guidelines and asked to scan QR code. Signage throughout the building as required.</i></p> <p><i>Additional specific arrangements applicable Trewern</i></p> <ul style="list-style-type: none"> • Staff provided with anti-bac wipes to clean down regularly touched items?? • Safety Data Sheets available for anti-bac products available to staff 				
8. Stairs	Staff, contractors, service users, visitors, public,					





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	(Risk - As set out in section 1)	<ul style="list-style-type: none"> • Managing use of high traffic areas to maintain social distancing. For example, asking staff and visitors to walk on the left, to give priority to those ascending stairs, or indicating 'passing points' where the walkway is widest. • Demarcation to maintain 2-meter safe distancing in place • Signs to instruct people to 'stay left' (direction of travel) displayed • Pictorial social distancing notices displayed in stairwells on each level • Staggered start times. • Catch it, Bin it, kill it notices displayed  <ul style="list-style-type: none"> • Hand sanitiser stations located at entry points to the building • Enhance cleaning frequency of regular touched items including handles on doors, rails, access controls • Windows open to increase natural ventilation where practicable <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p><i>We currently don't have any groups, all staff and visitors are instructed upon start of visit or returning to work.</i></p> <p><i>We have displayed throughout all the required signage.</i></p>				
9. Corridors	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <ul style="list-style-type: none"> • Managing use of high traffic areas to maintain social distancing. For example, asking staff and visitors to walk on the left, to give priority to those ascending stairs, or indicating 'passing points' where the walkway is widest. • Demarcation to maintain 2-meter safe distancing in place • Pictorial social distancing notices displayed 				



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		<ul style="list-style-type: none"> • Signs to instruct people to 'stay left' (direction of travel) displayed • Staggered start times • Pinch points in corridors and stairs, consider: <ul style="list-style-type: none"> ○ Allowing only essential trips within buildings/ sites, to maintain social distancing as much as possible. By limiting the number of staff moving around you are also reducing the number of people in high traffic areas including corridors and stairs. ○ If possible, arrange one-way systems with arrows on the floor to prevent crossing in narrow spaces and ensure all staff know to make space for each other. • Non fire doors / security propped open to minimise surface contact  <ul style="list-style-type: none"> • Hand sanitiser stations located in corridors • Enhance cleaning frequency of regular touched items including handles on doors, rails, access control buttons • Catch it, bin it, kill it posters displayed • Windows open to increase natural ventilation where practicable <p><i>We currently don't have any groups, all staff and visitors are instructed upon start of visit or returning to work.</i></p>				
10. Communal Areas	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <ul style="list-style-type: none"> • Demarcation to maintain 2-meter safe distancing in place • Pictorial social distancing notices displayed • Staggered break times • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. 	No groups at Centre currently We will address again and make updates when groups are expected.	Head of Centre		




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		<ul style="list-style-type: none"> • Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. • Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. • Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. • Using safe outside areas for breaks. <p>Common areas and appropriate signage to restrict access when social distancing is not possible / practical Example within <u>working safely during- ovid-19 offices and contact centres</u></p> <div style="display: flex; justify-content: space-around;">   </div> <p>🚰</p> <ul style="list-style-type: none"> • Hand sanitiser stations located in corridors • Enhance cleaning frequency of regular touched items including handles on doors, rails, tables etc • Windows open to increase natural ventilation where practicable • Catch it, Bin it, kill it notices displayed • Non fire / security doors propped open to minimise touching of surfaces 				


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		<p><i>Staff at Trewern will be provided all the latest guidelines and be asked to socially distance at all times, consider break times and ventilating rooms. All individual RA complete</i></p> <ul style="list-style-type: none"> • <i>Staff provided with anti-bac wipes to clean down regularly touched items</i> • <i>Safety Data Sheets available for anti-bac products available to staff</i> • <i>Maximum capacity to allow for 2 m distancing in communal areas determined</i> 				
<p>11. General office space / Workstations / desks</p>	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	 <ul style="list-style-type: none"> • Assessment undertaken to determine social distanced capacity • Demarcation to maintain 2-meter safe distancing in place • Reconfiguring seating and desks to maintain spacing avoiding people working face-to-face – instead, work side-by-side or back-to-back • Pictorial social distancing notices displayed • Only where it is not possible to move workstations / create distancing 2 metres apart: <ul style="list-style-type: none"> ○ Assigning one person per work area ○ Reducing the number of people in the work area so that 2m distancing can be achieved avoiding people working face-to-face – instead, work side-by-side or back-to-back • Use of screens to create a physical barrier between people where 2m cannot be achieved • You should also limit the amount of contact between different workers by assigning and keeping people in shift teams (sometimes known as a cohort). This means that the same people work within the same team, on the same shift. 	<p>We will address any other needs when staff return from furlough, or groups attend.</p>	<p>Head of Centre</p>		



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise face to face contact • Meetings where possible via Skype / Teams • Workstations assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people and cleaned prior to next use • Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. • Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. • Using safe outside areas for breaks.  <ul style="list-style-type: none"> • Increased cleaning frequency of hard surfaces and regularly touched items including handles on doors, rails, dispensers, and water coolers/ emptying of bins • <u>Additional day time cleaning arrangements put in place</u> • Provision of hand sanitiser stations located at entry / exit points to the building • Notice displayed to sanitise hands • Increased natural ventilation where practicable • Staff provided with antibacterial wipes to clean IT equipment, telephones prior to use • Items to be sanitised before sharing (including PCs) / re-use by another person • Staff to use own cups for drinks • Sharing of items discouraged for example avoiding sharing pens, documents, and other objects. • Shared items to be wiped/sanitised prior to next use • Catch it, bin it, kill it posters displayed • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice 				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Staff provided with anti-bac wipes to clean down regularly touched items • Safety Data Sheets available for anti-bac products available to staff • Maximum capacity to allow for 2 m distancing in office space determined 				
12 Multi-Functional Devices	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <ul style="list-style-type: none"> • Demarcation around user space / queuing lines  <ul style="list-style-type: none"> • Wipes available to wipe down touch screen before and after use. • Increased cleaning frequency of device in line with enhanced frequency of regular touched items in the building 				
13. Kitchens	Staff, visitors, contractors, public, resident or building occupants (Risk - As set out in section 1)	 <ul style="list-style-type: none"> • Determine food / drink / refreshments provision for the site/ location i.e. bringing in own food only, use of on-site provision, supply of drinks, use of appliances, if applicable.  <ul style="list-style-type: none"> • Demarcation to maintain 2-meter safe distancing in place • Pictorial social distancing notices displayed <p>Example within working safely during- covid-19 offices and contact centres</p>				


What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		 <p data-bbox="712 571 763 619">  </p> <ul data-bbox="712 667 1473 1204" style="list-style-type: none"> • Hand washing /hand sanitising facilities available • Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors, rails, appliances, water dispensers • Provision of anti-bacterial spray / wipes for items to be sanitised before use by another person • Staff to use own cups for drinks • Provision of communal cutlery, crockery and glassware removed • Hand washing poster displayed • Catch it, kill it, Bin it poster displayed • Windows open to increase natural ventilation where practicable • Staff encouraged to bring their own food. • Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms <p data-bbox="712 1244 1460 1396"> <i>All cutlery and crockery is used once and then placed through a dishwasher. We will address this again when groups are in place. All staff will be given a briefing and have read Risk Assessments upon their return to work regarding social distancing and noticeboards are in place.</i> </p> <p data-bbox="712 1436 1442 1492"> <i>The office. Kitchen and smaller rooms have signage to denote maximum capacities. Posters are in place on stairways and</i> </p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>corridors to remind people to stay left and social distance. Windows and doors can be opened when staff and visitors are in work.</p> <p>Staff have their own sanitiser wipes, doors on all key walk ways are held open with fire safety guards.</p>				
14. Toilets	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	<p></p> <p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Temperature of wash hand basin hot water mixertaps regulated to ensure tolerable/comfortable tempreature for use.</p> <p></p> <ul style="list-style-type: none"> • Pictorial social distancing notices displayed • Notice to includes information to queue outside not inside the toilets. • Social distancing marking in areas where queues normally form • In larger WC facilites (i.e. with no small corridors) removal of access to every other urinal or hand basin through use of tape or signage or other mechanism. • Smaller/confined WC areas (i.e. where narrow corridor entry or pinch points are present) limited entry approach system, one in, one out) utilising accessible locking device on main door). <p></p> <ul style="list-style-type: none"> • Hand Sanitiser provided at entry point to toilettes 				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Provision of handwashing basins • Enhanced cleaning frequency of hard surfaces and regular touched items including handles doors, rails, taps etc • Daily checks for replenishing soap for handwashing • Visible cleaning schedule displayed and kept up to date • Disposable towels / hand dryers provided. • Frequent collection of paper towels and other waste. • No re-useable towels • Provision of anti-bacterial spray / wipes / gel for Items to be sanitised before use by another person • Hand washing poster displayed • Catch it, Bin it, kill it posters displayed • Windows open to increase natural ventilation where practicable • Non fire doors propped open to increase natural ventilation where practicable <p><i>The office. Kitchen and smaller rooms have signage to denote maximum capacities. Posters are in place on stairways and corridors to remind people to stay left and social distance. Windows and doors can be opened when staff and visitors are in work.</i></p> <p><i>Staff have their own sanitiser wipes, doors on all key walk ways are held open with fire safety guards.</i></p> <p><i>We will further address this when we have residential groups in centre.</i></p> <p><i>All staff are briefed at return to work, toilet facilities are divided between staff with cleaning schedules and products available at all times.</i></p>				
15. Meeting Rooms	Staff, visitors, contactors, public, resident or building occupants	 <ul style="list-style-type: none"> • Using remote working tools to avoid in-person meetings. 				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
	(Risk - As set out in section 1)	<ul style="list-style-type: none"> • Only necessary participants should physically attend meetings and should maintain social distancing (2m) • Avoiding transmission during meetings, for example avoiding sharing pens, documents, and other objects. • For areas where necessary face to face meetings take place, using floor signage and reduced seating capacity to help people maintain social distancing. <p><i>Further measures</i> <i>All seating has been reduced or cleared in open rooms. Guests are greeted at main entrance and briefed in compliance of this risk assessment.</i> <i>The entrance lobby is 2 m from entrance into the centre. Once signed in and briefed guests can then enter and complete required works. Posters and demarcation is in place around the building.</i> <i>For 1-1 meetings main office can be used as set out for 2 persons working or meeting. Larger meetings are set up in clearly demarked lounge area.</i></p>  <ul style="list-style-type: none"> • Provision of hand sanitiser / antibacterial wipes in meeting rooms. • Holding meetings in well-ventilated rooms whenever possible. • Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors / tables / IT 				
17. Use of fans	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Circulation of outside air can be considered to prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained. The risk of transmission through the use of ceiling and desk fans is extremely low. Source HSE</p>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p><i>All rooms have high ceilings and are well ventilated with doors and windows.</i></p>				
18. Changing rooms and showers	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	<p></p> <ul style="list-style-type: none"> Regulated use of locker rooms, changing areas and other facility areas to reduce concurrent usage. <p></p> <ul style="list-style-type: none"> Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible. <p><i>There are no residential groups at present, any staff who require a shower use and clean the facility each time. The showers are then also cleaned weekly as part of the regular process.</i></p> <p><i>Toilets are cleaned regularly, and staff are briefed on cleaning before and after use. When staff return from furlough we will further identify specific toilets for staff use.</i></p>				
19. Deliveries Handling goods, merchandise and other materials, and onsite vehicles	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	<p></p> <ul style="list-style-type: none"> Restriction of non-business deliveries, e.g. personal deliveries to staff Revised pick-up and drop-off collection points, procedures, signage and markings. Cleaning procedures for goods, merchandise and other and materials entering the site. Increased handwashing frequencies for staff handling goods 				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • handwashing facilities for staff handling goods and merchandise and provision of hand sanitiser where this is not practical.. • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. • Staff wear disposable gloves to handle deliveries • Cleaning procedures for goods and merchandise entering the site. <p><i>All deliveries for Trewern are via the main entrance and will be left on the porch seating for 72 hours.</i></p> <p><i>Staff are asked to ensure personal deliveries are not sent via Trewern.</i></p>				
21. Someone becomes unwell	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • First-aid procedure and arrangements in place. • If anyone becomes unwell with a new, continuous cough or a high temperature loss of taste / smell across the service, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature, loss of taste or smell they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the person subsequently tests positive (Close contact generally refers to being within 2 metres for more than 15 minutes). • If you have been in close contact with someone who is being tested for COVID-19, but they do not yet have a test result: Current advice states that at this stage, you do not need to self-isolate. You should take extra care in practising social distancing and good hand and respiratory hygiene. Contacts of people who have tested positive for COVID-19 infection who need to self-isolate will be notified accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate. • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance • Staff cleaning would be in line with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours • Waste to be stored safely and securely. <p><i>We have identified the classroom as a self isolating area and separate toilet facilities available in outside shower block, if required, which will be cleaned once they have left site.</i></p>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p><i>All teaching staff hold 2 day REC first aid. Support staff have attended First Aid courses – any staff requiring up-dates will be booked when available.</i></p> <p><i>Defib available on site.</i></p>				
<p>22. Fire drills / Emergency situations</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>Smoke inhalation, exposure to heat</p>	<p></p> <ul style="list-style-type: none"> • Upon discovery of an actual fire or other emergency, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. • Fire risk assessment and Emergency Evacuation Plans revised for site to take into account COVID-19 restrictions and areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary <p></p> <ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable (planned drills only). if not practicable nominated person to monitor social distancing. • Fire drill arrangements to be confirmed with duty holder (where premises are shared) • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. <p></p> <p>On return to building, occupants to sanitise hands/follow hygiene protocols on re-entry</p>				




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>All staff have been Fire Warden trained. New fire alarm system installed. Regular evacuation tests carried out.</p> <p>At fire assembly point each room will be designated so occupants can be in single file and socially distanced when groups are in. with out groups staff can use these markers as they are set out socially distanced. This has been updated in Evacuation Plan.</p> <p>Evacuation plan and fire tests have been discussed with current staff. Evacuation plan is updated to show demarcation. Social Distancing is required at assembly points this will be added tp the Fire Risk and Evacuation plans for when groups attend.</p> <p>Will this be monitored at all fire tests by the Duty Holder and lead teacher when groups return.</p>				
23. First Aid	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p> Adequate first aid provision in line with the services/ buildings first aid needs assessment.</p> <ul style="list-style-type: none"> • First Aid Boxes kit requires additional supply of Disposable Gloves, Disposable Aprons, Eye Protection Goggles/Face shield, Fluid Resistant Surgical Facemask, • First aid boxes content checked, including for vehicles (fleet vehicles) <p></p> <ul style="list-style-type: none"> • Where closer contact may be necessary to administer first aid, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. • PPE / Handwashing protocols to be followed • Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here. 				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus.</p> <p><i>All teaching staff hold 2 day REC first aid. Support staff have attended First Aid courses – any staff requiring up-dates will be booked when available.</i></p> <p><i>Defib available on site.</i></p>				
<p>24. COSHH Cleaning / Sanitisation products</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>Due to required increased cleaning/sanitising of hard surfaces and items there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by unauthorised personnel</p>	 <ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. <p><i>All COSH Risk Assessments updated staff to sign on return Safety Data sheets available for all products including anti-bac gels, sprays and wipes.</i></p>				
<p>25. Office/on site Dealing with / clearing up with Body Fluids</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must follow all infection control measures including covering wounds prior to glove use ○ Full appropriate PPE must be worn, this will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests 				






What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p><i>All body Fluids Risk assessments updated. Bio Hazard equipment is stored a various locations in Trewern all staff are aware of the locations.</i></p> <p><i>When groups return this information is in staff information booklet, it is discussed at initial welcome meeting and signed by visiting staff.</i></p>				
<p>26. Behaviour of staff</p> <p>Behaviour of the public</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.</p>	<p></p> <ul style="list-style-type: none"> • Staff code of conduct applies in these times of Covid-19 and staff are expected to maintain social distancing and hygiene protocols at all times • Visitors to buildings are expected to follow social distancing and hygiene protocols. • If staff feel threatened or intimidated, they must follow their usual V&A procedures and retreat to a secure area if required. • The mantra 'If in doubt, get out' should be used when assessing situations <p><i>Discussion with staff before our return to the Trewern after furlough.</i></p> <p><i>All visitors are guided to the notice board, explained the new guidelines and asked to use the NHS QR code.</i></p>	<p>If any issues were to happen with any visitor then report to Head of Centre</p>	<p>Head of Centre</p>	<p>TBC</p>	
<p>27. Business Continuity</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>Closure of premises, non-provision of service</p>	<p></p> <ul style="list-style-type: none"> • Business Continuity Plan reviewed to include COVID-19 related risks <p><i>Closure of Trewern to residential trips was directed via Government Covid-19 Guidelines. Key operations were maintained, and all staff bar head of centre were furloughed.</i></p> <p><i>Management committee has been informed and meeting arranged for Nov 19th 2020.</i></p> <p><i>Guidance and updates Via HR and Payroll</i></p> <p><i>Awaiting further Government Guidelines Feb 2021</i></p>	<p>Management committee meeting 19/11/20</p> <p>Regular updates to Erik Stein</p>	<p>Head of Centre</p>		





What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>Other areas Trewern Specific</p> <p>28. Bedrooms</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p></p> <p>To be considered when visitors return applying relevant government guidelines and industry best practice https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits and industry best practice</p> <p><i>Temperature of wash hand basin hot water mixertaps regulated to ensure tolerable/comfortable tempreature for use. This is checked weekly and quarterly water temperature checks sre completed and Uploaded in line with regulations.</i></p> <p><i>Monthly updates are sent to My Place compliance team. Water, gas, fire systems and electrics are serviced and checked within required guidelines.</i></p> <p><i>Due to DfE guidelines Trewern will not be having Residential groups until at least Easter 2021.</i></p> <p>We are upgrading the bedrooms durig this closure whilst adhering to Covid 19 Guidelines.</p> <p>When clear guidelines are provided for residential setting requiremenst we will adress these at that time to enable safe use of the bedrooms.</p> <p></p> <ul style="list-style-type: none"> • Pictorial social distancing notices displayed • Capacities to be established in-line with government guidance when available. 	<p>This will be revised March 2021</p>	<p>Head of centre</p>		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		 <ul style="list-style-type: none"> • Hand Sanitiser provided at entry point to bedrooms • Provision of handwashing basins <p>The following will be addressed fully when clear guidelines are provided.</p> <ul style="list-style-type: none"> • Enhanced cleaning frequency of hard surfaces and regular touched items including handles doors, rails, taps etc • Daily checks for replenishing soap for handwashing • Visible cleaning schedule displayed and kept up to date • Disposable towels provided. • Frequent collection of paper towels and other waste. • No re-useable towels • Hand washing poster displayed • Catch it, Bin it, kill it poster displayed • Windows open to increase natural ventilation where practicable • Non fire doors propped open to increase natural ventilation where practicable <p><i>Notices / capacities displayed in line with government guidelines.</i></p>				
29. Classrooms	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	 <p><i>The current classroom is due to be taken down and replaced between January and April 2021. We will update all relevant risk assessments and guidelines to ensure the new classroom/accommodation block is completed.</i></p>	Revised risk assessment when new build is in place.	Head of Centre	TBC	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>To be considered when visitors return applying relevant government guidelines https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits and industry best practice</p> <p></p> <ul style="list-style-type: none"> • Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs • Social distancing guidelines to be applied and monitored by nominated staff members • Children to remain in allocated classroom team 'bubbles' • Pictorial notices to maintain social distancing displayed <p></p> <ul style="list-style-type: none"> • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Hand washing poster displayed • Hand sanitiser to be available • Increased cleaning frequencies of hard surfaces • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Catch it / Bin it / Kill it poster displayed • Items to be sanitised before sharing (including PCs) / re-use by another person • Teachers make sure they wash their hands and surfaces, before and after handling pupils' books. 				
30. Outdoor Locations	Staff, contractors, visitors, customers, public.	<p></p> <p>To be considered when visitors return applying relevant government guidelines</p>	Risk assessments with be updated February 2021 in	Head of Centre	TBC	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
	(Risk - as set out in section 1)	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits and industry best practice</p> <p><i>We do not currently have any activity groups or residential groups and this will be revised in line with Government guidelines and DfE updates expected February 2021.</i></p> <p><i>Regarding use of our outdoor activity equipment each activity is risk assessed and a cleaning programme has been added to this assessment to ensure daily and weekly cleaning programs are in place.</i></p> <p><i>Between each group there is at least 80 hours of non use.</i></p> <p><i>Pupils would be kept in consistent groups, any issued equipment will be thoroughly cleaned between each use by different individual groups.</i></p> <p><i>Schools can hold PE lessons indoors,</i> <i>The climbing wall, all sessions are risk assessed and run by qualified staff, supported by a visiting member of staff. The risk assessment has been updated to include washing of hands and sanitiser between each climber.</i> <i>The climbing wall is a large indoor venue and doors can be opened when groups are inside.</i> <i>The climbing wall use and risk assessment has been amended in line with current guidelines.</i></p> <ul style="list-style-type: none"> •  Social distancing guidelines to be applied and monitored by nominated staff members •  Hand sanitiser to be available • Increased cleaning frequencies of hard surfaces 	line with DfE guidelines.			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> Minimise sharing / touching of items <p><i>Working areas and setting up areas, are separated, groups not engaged can wait in the seated area separate to the activity area.</i></p> <p><i>All activities in the grounds are individually risk assessed including addition of regular washing of hands, use of sanitiser and cleaning of equipment at the end of each session.</i></p>				
31. Workshops / garages?	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p><i>Currently all maintenance staff/handiman positions are Furloughed.</i></p>  <ul style="list-style-type: none"> Social distancing guidelines to be applied  <ul style="list-style-type: none"> Hand sanitiser to be available Increased cleaning frequencies of hard surfaces Minimise sharing / touching of items <p>Ventilation to be increased / doors propped open when occupied</p> <p><i>All risk assessments have been updated and social distanced protocols are in place.</i></p>	<p><i>When staff return all risk assessments and protocols will be completed.</i></p>	Head of Centre	TBC	
32. Drying Room	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p><i>The drying room is currently out of use and is being replaced.</i></p> <p><i>When this has been completed a new updated risk assessment will be completed. The works will take place between January and April 2021.</i></p>  <ul style="list-style-type: none"> Social distancing guidelines to be applied and monitored by nominated staff members Maximum occupancy determined and displayed at entry points and monitored by staff 	<p>Revise Assessment March 2021.</p>	Head of Centre	TBC	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		 <ul style="list-style-type: none"> • Hand sanitiser to be available • Increased cleaning frequencies of hard surfaces • Minimise sharing / touching of items • Ventilation to be increased / doors propped open when occupied 				
33. Other	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	  				

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

