

## RISK ASSESSMENT – Covid 19

Department: CADS	Date: October 2020	Assessor(s): Charlotte Pratt, Gemma Lynch, Michael Ormshaw
Location: Seashell Trust, Stanley Road, Cheadle	Date for Review: November 2020	(Maximum of 12 months from above date)
Persons at Risk: staff, children, young people and visitors		
PART 1		

Ref	Activity	Hazards	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Current Control(s)	Minimise risk by:	Resulting Severity (1-5)	Resulting Likelihood (1-5)	Residual Risk Rating
1	Person to person transmission via respiratory droplets produced when an infected person coughs or sneezes.	Contact with infectious disease	Children, Young people, Staff and visitors	5	3	15 HIGH RISK	<ul style="list-style-type: none"> <li>Daily active monitoring – covid consent form must be completed before session, before entering the building and before parents/carers leave.</li> <li>Hand sanitise/wash hands before entering the building and throughout the day.</li> <li>Each child allocated a space in there designated rooms – if rooms are also used for an activity make sure they have their own space to keep belongings in.</li> <li>Social distancing encouraged</li> <li>limiting numbers. 5-6 childre/young people per group. Maximum number of 15</li> </ul>	<ul style="list-style-type: none"> <li>Information and advice on Coronavirus is available to staff and participants in easy read format.</li> <li>All staff to wear appropriate PPE when supporting all children and young people</li> <li>Where possible keep 2 meters apart from everyone.</li> <li>Windows to be opened where possible to provide adequate ventilation</li> <li>All children and young people to be held in an isolation room with a closable door prior to collection if leaving site due to being unwell</li> </ul>	5	2	10 MEDIUM RISK

							<ul style="list-style-type: none"> <li>including staff</li> <li>• Participants to stay in allocated bubbles with allocated staff</li> <li>• Follow good hygiene measures at all times</li> <li>• Participants only use the rooms/areas provided. They must try and stay in their bubbles allocated area where possible.</li> <li>• Follow PPE guidance in place within COVID 19 file</li> <li>• Clean equipment throughout the day – cleaning products available around the facilities Deep clean after the event</li> </ul>	<ul style="list-style-type: none"> <li>• Each bubble have their designated break out room if need somewhere to break out to.</li> </ul>			
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2	<p>Staff exposure from others due to:</p> <p>1) Living with someone who has symptoms and or a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p>	Exposure to infectious disease	Children, Young people, Staff and visitors	5	3	15 HIGH RISK	<ul style="list-style-type: none"> <li>• Staff are asked not to come into work where someone who they live with has been diagnosed or where they are displaying symptoms of infection (fever, loss of taste or continuous cough) and to have Covid 19 testing</li> <li>• Follow good hygiene measures at all times</li> <li>• Stay at home for relevant 14 days. Staff to follow Covid-19 policy and procedures detailing appropriate use of PPE.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and participants are to follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed, to help reduce spread of the disease.</li> <li>• Follow public health England instructions.</li> <li>• SST staff working on event to complete online PPE training as well as infection control e-Learning</li> <li>• Staff to have Covid 19 testing as required</li> <li>• Creation of bubbles will minimise risk of cross infection and a bubble can be closed if there is a confirmed case</li> <li>• Deep cleans to be undertaken after the event as well as cleaning during the day</li> </ul>	5	2	10 MEDIUM RISK
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4	CADS participants accessing on site provision	Covid-19: Exposure and transmission of infectious disease.	Staff and students	5	5	25 VERY HIGH RISK	<ul style="list-style-type: none"> <li>Parents to complete and sign disclaimer before on the day or before they drop child off to say they don't show any symptoms, and have conformed to all necessary and appropriate guidelines prior to the event.</li> </ul>	<ul style="list-style-type: none"> <li>All staff wear PPE</li> <li>Parents to not enter building</li> <li>CADS participants not to move across site, only when their group is moving to next session</li> <li>Staff to carry cleaning bags to undertake enhanced cleaning as required</li> <li>Cleaning products at each activity</li> <li>Pens, pencils and other similar equipment not to be shared between children and young people – each child to have a pack including pens and pencils</li> <li>Shared resources, toys and equipment to be cleaned regularly</li> <li>Outdoorequipment to be cleaned regularly</li> </ul>	3	3	9 MEDIUM RISK
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5	Movement around the Seashell Trust site by all participants and staff associated with the event	Covid-19 Cross contamination, and infection.	SST Staff, volunteers and CADS participants	4	4	16 HIGH RISK	<ul style="list-style-type: none"> <li>Access to the event via the main gates via car only – parent/carers to drive down to the allocated drop off zone for their group.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be informed of designated drop off areas – drop off and pick procedure sent out before event</li> <li>Participants to remain in allocated spaces by the creation of bubbles</li> <li>Cleaning will take place in-between each bubble</li> </ul>	2	2	4 LOW RISK
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7	Increased number of staff on site More cars and traffic moving through site	increased risk of infection  Danger from traffic movement	Staff, volunteers, CADS participants and students	4	4	16 HIGH RISK	<ul style="list-style-type: none"> <li>• Staff on a rota for shifts</li> <li>• Limited cars on site due to reduced staffing levels</li> </ul>	<ul style="list-style-type: none"> <li>• All staff must wear adequate PPE</li> <li>• Maintain social distancing guidelines on site where possible</li> <li>• Timetabling transitions and activity times to avoid contact</li> <li>• No communal meeting areas, for example staff areas- this would be timetabled to enable social distancing</li> <li>• Staff working from home where possible</li> <li>• Staff allocated to either day or residential services</li> <li>• Staggered breaks for staff and access to shared kitchen facilities per bubble to be cleaned before and</li> </ul>	3	3	9 MEDIUM RISK
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8	Personal care/ WC facilities	Increased use of facilities  Increased risk of cross contamination	Staff and Students	5	5	<b>25 VERY HIGH RISK</b>	<ul style="list-style-type: none"> <li>Staff advised to clean areas used by students</li> <li>Majority of students are using the facilities within their designated areas</li> <li>Good hygiene maintained</li> </ul>	<ul style="list-style-type: none"> <li>Antibacterial wipes available in all facilities to be cleaned down after each use</li> <li>Staff to be made aware of toilets they can access within the building</li> <li>Staff to use toilets in near the kitchen in the changing rooms</li> <li>Students to use bubble toilets in their allocated changing room.</li> </ul>	3	3	<b>9 MEDIUM RISK</b>
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**Part 2 – to be completed for any Residual Risk Rating of 12 or over identified in Part 1**

Ref No Noted in Part 1	Current Risk Rating (Refer to Part 1)	Further Controls required	By when	By whom	Date Completed

**RISK ASSESSMENT KEY**

<b>Severity</b>		
Fatality		5
Major injury, disabling illness, major damage		4
Lost time injury, illness, damage		3
Minor injury, minor damage		2
Delay only		1

<b>Likelihood</b>	
Certain or imminent	5
Very likely	4
May happen	3
Unlikely	2
Very unlikely	1

**RISK RATING**

<b>VERY HIGH Risk</b>	<b>20 - 25</b>	<b>Immediate action required</b> to stop the activity or reduce the risk
<b>HIGH Risk</b>	<b>12 - 19</b>	<b>Urgent action required</b> , as soon as practicable and within two weeks at the latest
<b>MEDIUM Risk</b>	<b>8 - 11</b>	Keep under regular review and investigate further measures to reduce the risk
<b>LOW Risk</b>	<b>1 - 7</b>	Acceptable risk

<b>Document History</b>	<b>Person Responsible</b>	<b>Date</b>
Use this table to track document changes		



Staff to read and sign this Risk Assessment. This is your indication that you understand the risk assessment and will strive to implement it and help monitor and review it.

Name of staff member	Date	Signature