

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>Community use of Cambourne Village College</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment for Opening to the Community post lockdown July 2020
<b>Completed by &amp; Date</b>	Elizabeth Taylor/Kevin Wray Cambourne Village College: 10 July 2020
<b>Updated on</b>	1 <sup>st</sup> Oct 2020 by Ingrid Sims
<b>Review Date</b>	1 <sup>st</sup> December 2020
<b>Actioning Personnel Key</b>	ET- Elizabeth Taylor, Assistant Principal with responsibility for Health and Safety KW Kevin Wray, Campus Manager (RETIRED) CP Chris Piekuta, Campus Manager (from 1 Sep) PB Philippa Boyns, Deputy Principal KR- Katie Reynolds, Temporary Administrator for Community Use of College IS – Ingrid Sims, Community Coordinator Group leaders/Hirers - Individuals who have made booking/running community groups and events
<b>Circulated to</b>	Health and Safety Committee, SLG Team. A copy is available for all staff via the CATalogue: <a href="https://catrustorg.sharepoint.com/sites/CAM-Policies/">https://catrustorg.sharepoint.com/sites/CAM-Policies/</a> and for parents/community on the school website.

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
<b>Transmission of Disease</b>	All present on school site through transmission of disease.	<b>Working Practices: Social Distancing</b> Expectations on rigorous social distancing of 2m (if possible) and no less than 1m, made clear to activity leaders and participants, and implemented at all times  <b>Car park has ample space for people to maintain social distancing.</b>  Activities in external areas, where possible.	Expectations communicated on telephone booking via email/phone. A copy of this RA will be provided and activity leaders will be required to provide their own, activity-specific risk assessment prior to confirmation of booking.  This will include a commitment to inform the College of any evidence of the virus amongst users of the	IS  Group leaders and hirers	Before booking accepted	Ongoing

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
		<p>Access for external activities is only via external areas; only Activity leader to enter building.</p> <p>For activities within the building, participants wash hands on entry and exit of building and after outdoor activities. Group leaders should also provide their own hand sanitiser to be used by participants upon arrival. Access to internal areas to be direct from outside where possible, avoiding walking through school corridors.</p> <p><b>Facemasks to be worn by adult community users when moving through the school – in the corridors and toilets.</b></p> <p>In terms of the number of people in each group, it must be limited to ensure that 1M minimum distance is always maintained.</p> <p>Contact sports to adapt activities so that social distance can be maintained. No touching/tackling of body parts/bodily contact to be allowed.</p> <p>Hand hygiene and cough/sneeze protocols insisted upon.</p> <p><b>Management of Areas and Equipment</b> Activity leaders agree to participants not to touch equipment unnecessarily e.g. football players not to touch goalposts, as there they will be positioned in advance.</p>	<p>College facilities up to 14 days after the booking, and a commitment to engage fully with the NHS Track and Trace service. <b>A temporary record of attendees/staff shift patterns kept for 21 days, to assist NHS Test and Trace.</b> No booking to be agreed until full risk assessment and operation plan has been submitted and agreed with the College, and College's capacity to manage all implications of booking have been confirmed by Assistant Principal and signed off on RA.</p> <p>Track and Trace App QR code poster displayed in Reception.</p> <p>Risk assessment to include identification of risk to members of the group and all others that use the school, and how these will be mitigated. Operation plan should include: ensuring attendees are virus-free upon entry; entrance and exit; movement around facility; use of equipment; control of numbers and social distancing, cleaning of equipment. Staggered arrival and exit times to be arranged if multiple simultaneous bookings.</p>	<p>IS / CP ET Campus Manager</p> <p>IS/Reception</p> <p>KW</p> <p>CP/IS</p>	<p>24Sep</p> <p>Done</p> <p>Ongoing</p>	<p>Done</p>

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
		<p>No sharing of equipment and limited contact with hands (e.g. kicking permitted but not catching a football)</p> <p>All equipment used during a session to be separated from unused equipment and cleaned by Coach before it can be used again.</p> <p>Class furniture rearranged where necessary to ensure free movement.</p> <p>For internal activities e.g. cooking/yoga, participants do not share work spaces or equipment. Larger spaces to be used if possible.</p> <p>Any rooms / facilities not required are strictly inaccessible to community users in order to reduce potential contamination.</p> <p>Natural and mechanical ventilation in use.</p> <p>Doors wedged open to reduce handles being touched (All cleaned at the end of the day)</p>	<p>Site and technician team have marked out boundaries in internal communal areas / practical classrooms.</p> <p>Where possible, site to set up larger equipment e.g. goals and posts. These are not to be moved by hirers. Minimal handling/sharing of any equipment brought into school.</p> <p>Where applicable, rigorous cleaning of equipment by Site team or departmental technical staff (e.g. PE/ cooking). Bookings will only be taken if additional cleaning requirements can be fulfilled. New display board to be erected in foyer for transmission of information.</p>	<p>KW</p> <p>CP</p> <p>CP</p>		
Cleaning	All present on school site through transmission of disease.	<ul style="list-style-type: none"> <li>Frequent and rigorous cleaning procedures are in place, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Any areas used by community</li> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Handrails on staircases and corridors,</li> </ul> </li> </ul>	<p>In the case of a positive COVID-19 case <b>in a community user while on site</b>, any room accessed by patient to be secured for 72 hours then undergo a thorough clean.</p> <p>COSHH risk assessment for cleaning/caretaker activities has</p>	CP	Enhanced cleaning already in action	Ongoing

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
	Skin conditions exacerbated due to more frequent exposure to cleaning chemicals.	<ul style="list-style-type: none"> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>● No shared on-site refreshment provision by any group</li> </ul>	<p>identified the correct process and PPE to be worn (disposable gloves, aprons etc)</p> <p>Disposable cleaning cloths and mops used where possible (or sterilised in Milton after each use if not)</p> <p>Out-of-hours bookings will be timetabled to allow for thorough cleaning between user groups. Spaces may not be used by subsequent groups until cleaning has taken place to specified standard.</p> <p>Out of hours bookings limited to one user per space per day.</p>	IS	Ongoing	
Access/Egress of school building	Transmission of disease- all user of the site	<ul style="list-style-type: none"> <li>● One way traffic through external doors to avoid face to face passing is signposted.</li> <li>● Corridor usage marked to maximise social distancing.</li> <li>● Where possible, fire doors propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>● Wipes and sanitiser available at both sides of doors.</li> <li>● Increased cleaning of handles and touch plates.</li> </ul>	<p>Priority given to disabled users and those identified as having health-related issues.</p> <p>More than 2 parents or carers will not be allowed to congregate in Reception area to collect children from activities, but must wait outside</p> <p>Hirers will be responsible for ensuring that any spectators or</p>	ET/PB  CP	Ongoing	Ongoing

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
			<p>parents within building remain in allotted areas and use allotted toilets.</p> <p>Management of spectators and parents must be part of hirer's RA, including allotted spaces and use of toilets. Additional cleaning time must be allowed for a booking involving spaces for spectators or parents.</p> <p>Spectators not generally allowed for internal sporting activities, apart from team officials. Requests for spectators will be assessed by the community coordinator and site manager on a case by case basis.</p>	IS/CP	Ongoing	
Toilet and changing		<p>For sports activities, players instructed to arrive in kit ready to train so use of changing rooms is not permitted until further notice.</p> <ul style="list-style-type: none"> <li>Limited toilets allocated.</li> </ul>	<p>Toilets checked before community use for soap and sanitiser.</p> <p>Posters to remind users to wash and sanitise hands thoroughly before and after use.</p> <p>Changing rooms not to be made available. Allocated toilets only used if required – hand cleansing via group provided sanitiser</p>	CP	Ongoing	Ongoing
First Aid	Public Site staff	<ul style="list-style-type: none"> <li>Community users to continue to provide their own first aid arrangements and processes for dealing with anyone that has an accident or becomes ill (including notifying the College).</li> <li>Procedure for dealing with Covid 19 patients clearly communicated to community users upon confirmation of booking including: Wearing of fluid resistant surgical masks, Donning and</li> </ul>	<p>Group leaders/hirers will need to identify procedures in own RAs for ensuring people coming onto site are virus free,</p> <p>Where there is a suspected case of COVID-19, used PPE must be stored safely for 72 hours before being</p>	Hirers  CP	Prior to booking	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	Control measures	What additional action have we taken?	Action by whom?	Action by when?	Done
		removal of PPE, Disposal of PPE. Community groups should provide their own PPE	disposed of with waste- waste bags to be available from site. Site/reception must be informed of a suspected case on school premises.	Group Leaders		
Hygiene		<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation</li> </ul>	Hand-driers decommissioned in pupil toilets with communal washing areas and replaced with serviette style paper towel dispensers until start of September 2020. Single use toilets for community use have hand-dryers	KW		
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>		JB/CP overseen by ET		Ongoing

## Useful Guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

DRAFT