

Risk Assessment: Covid-19 April 2022

Company Name: Breakthrough Transformation Trust

Assessment carried out by: Sam Gilbert

Date assessment was carried out: 1/4/2022

Date of next review: September 2022 (*unless government guidance changes, or otherwise as necessary*)



Breakthrough Transformation Trust

Hazard Category and Hazard	Who might be harmed and How?	What are you already doing?
Ventilation	Poorly ventilated spaces leading to risks of coronavirus spreading.	<ul style="list-style-type: none">• Where possible, Keep minimal people working in rooms to allow for social distancing.• Heating used as necessary to ensure comfort levels are maintained when the building is occupied.• Keep windows open wide enough to provide some natural background ventilation and open internal doors (where appropriate) to increase air flow.• Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after student hours).• Action taken to prevent occupants being exposed to draughts. For example, close external doors and arrange the furniture, if appropriate and possible.• Use fans for good air circulation.• Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing, the room would be considered too cold and the above steps must be considered).• Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation
Housekeeping	Transmission of the virus due to poor housekeeping.	<ul style="list-style-type: none">• Reduced clutter and removing difficult to clean items to make cleaning easier.• Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.• Surfaces that are frequently touched and by many people in common areas to be cleaned at least twice a day.• Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.• Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors)



Breakthrough Transformation Trust

		<ul style="list-style-type: none"> • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly, with a process of recording – displaying cleaning schedules. • Sanitising gel, anti-bacterial wipes and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. <p><u>Cleaning</u></p> <p>Even though we have cleaners that clean our centres, we all need to contribute to keeping our site extra clean at this time.</p> <p>Regular cleaning of the “most touched areas” will need to be cleaned and this will be a team effort, please take guidance from your Head of Centre and Health and Safety Representative. There is also a checklist to be completed each day.</p> <p>Please wipe clean your learning space after each session. Prime areas – work space, keyboard, mouse and door handles. During the day it is recommended to keep as many doors open as possible. Please sign the cleaning checklist on the door of your room after each session so you have recorded that it has been cleaned. Your Centres Health and Safety Representative will check it at the end of week or Head of Centre.</p>
<p>Hygiene – hand and respiratory</p>		<p>Whilst DfE guidance removes the need to use ‘bubbles’ UKHSA advice is if you can keep mixing to a minimum, it does reduce transmission along with:</p> <ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Students and staff to clean their hands when they arrive at the site, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Staff help is available for students who have trouble cleaning their hands independently (e.g. small children and students with complex needs)(an Intimate Care Plan will need to be in place). • Adults and students are encouraged not to touch their mouth, eyes and nose. • Adults and students encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • Tissues to be provided.



		<p>lateral flow test to take on the 7th day. If you are negative you can return to work, and if you are positive you can return on the 10th day.</p> <p>Students are not required to test for Covid-19.</p> <p>Students / young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.</p>
<p>Spread of Covid-19</p>		<p>Case</p> <p>If you test positive for COVID, you are not legally required, but are encouraged to self-isolate. However, BTT requires staff and students to not attend any BTT site for up to 10 full days following a positive test.</p> <p>Your centre will have a limited supply of lateral flow testing kits. If you feel unwell and suspect it to be COVID we ask you stay home and you will be sent out a lateral flow test to see if you are positive. If you are positive you will be sent another lateral flow test to take on the 7th day. If you are negative you can return to work, and if you are positive you can return on the 10th day.</p> <p>You will be on full pay if you have to self-isolate with COVID, and so if you are well enough to work (while positive) you might be asked to help out with some online learning or other tasks that can be done from home.</p> <p>Please note: Students / young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.</p> <p>If you get a positive LFD, please initial and date your test result and send a picture to your team leader.</p>
<p>Clinically Vulnerable groups</p>		<p>All CEV children and young people should attend Breakthrough unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Whilst attendance is mandatory, Breakthrough will work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions should have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person</p> <p>FAQ</p>



Pregnant Staff		<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> - should have a risk assessment in place: Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk) can support risk assessment. - a more precautionary approach advised for those >28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk.
Transport to/from BTT Transport during BTT day / using pool cars		<p>BTT encourage students to continue to wear face coverings when travelling in Taxi's or other transport when travelling.</p> <p>It is still recommended that face coverings are worn by all passengers whilst travelling, unless exempt.</p> <p><u>Guidance for Pool cars</u></p> <ul style="list-style-type: none"> • Essential journeys only, face coverings advised to be worn and good ventilation. • Staff to clean down cars internally after each use. Please clean down the handles, steering wheel, gear stick, radio, switches, indicator sticks and anything else that gets touched.
Off-site trips/Visits		<p>Staff should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>
Safeguarding		<p>All safeguarding procedures to be carried out as usual.</p>



Kitchen / lunch		<p><u>Lunch</u></p> <ul style="list-style-type: none"> • People to eat in their rooms or go outside for picnics adhering to social distancing wherever possible. • Food to be delivered rather than collected. • No students to be involved in handling or serving food. • Vigilance to be exercised to avoid cross contamination in the use of condiments, cutlery etc. • Menu to reflect ease of consumption away from the dining area • Rubber gloves to be available for catering staff should they require them for washing up/ handling used crockery and cutlery, face coverings must be worn. <p><u>Refreshments</u></p> <ul style="list-style-type: none"> • No congregating around the kettle/coffee/tea stations, staff to draw up schedule plan that will avoid people coming together. • Clean kettle after each use.
Fire Evacuation		All fire procedures to be followed as usual. All systems to be checked as usual.
Home Visits		<p>We are continuing to be careful about home visits, you will need to phone the family beforehand and ask to see whether anyone in the household is ill or has symptoms of COVID. If they do you will need to re-arrange the visit.</p> <p>When visiting, it is encouraged to socially distance.</p> <p>Please take hand sanitiser with you and apply before and after the visit, and we encourage you to wear face coverings during throughout the session/meeting.</p>
Mental Health		<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>We will have a confidential employees' counselling service, which is available to everyone who is an employee of Breakthrough Transformation Trust. There are posters on the back of the staff toilet with the number to call on. Please do check in with your line manager or Head of Centre if you are struggling.</p>

