

RISK ASSESSMENT CONTROL MEASURES – COVID 19 RISK ASSESSMENT - July 2020

Updated January 2021

GASP MOTOR PROJECT

<p>PLEASE NOTE: Red: this measure cannot be put in place in GASP facilities at any time Amber: this measure can be put in place, but not in time for when we plan to reopen Green: this measure is in place, or can be in place for when we reopen</p>		<p><i>NB In the event of a difficulty meeting an objective our contingency planning should bear in mind - does this affect the GASP Albury workshop and the vans, or only say the workshop and not the vans.</i></p>		<p>TRAFFIC LIGHT COLUMN</p> <p>Each control measure should be marked in the appropriate colour, to make it clear how prepared you are for each measure being in place for when GASP Motor Project re-opens.</p>	
HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Everyone will be asked not to come to the GASP premises if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Anyone self-isolating with symptoms will be encouraged to access testing.</p> <p>If a symptomatic person comes into GASP, they will be sent home immediately or isolated until they can be picked up. A room</p>	<p>ALL STAFF</p>	<p>01/07/2020</p>	<p>Regular communication in place with all staff, Students, Contractors, Trustees and visitors.</p> <p>Those staff that are self-isolating will be in contact</p>

	<p>opposite Alex, Lynne and Kate's administration has been assigned specifically for these types of situations. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up please note:</p> <p>a) If a distance of 1m+ can be maintained across the building however, supervising staff will wear a mask if this cannot happen.</p> <p>b) If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</p> <p>c) If there's a risk of splashing to the eyes, such as: - from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, as per the government guidelines.</p> <p>Student or a GASP member working with Students tests positive for coronavirus, the relevant Student groups will be notified and advised to self-isolate for 14 days (as will any GASP member who looked after them at GASP while they were symptomatic).</p> <p>24/07/2020 I have spoken with DFE this morning and am pleased to confirm that our instructors are not involved until one of the pupils visiting us test positive. In a setting of a school bubble of say 20 and 6 visit we would have to self isolate instructors if one of those 6 test positive but not if one of the other 14 who were still at school test positive. Until the one we have had personal contact with tests positive there is no need to self isolate.</p>		<p>Updated 24/07/2020</p>	<p>with the CEO on a daily basis and anyone returning to work will undergo a return to work discussion with the CEO.</p> <p>PPE is available in the form of a disposable mask, gloves, aprons and eye protection glasses.</p> <p>The Workshop Manager to ensure the disposal of daily waste in line with the government guidelines¹.</p>
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		<p>27/07/2020</p> <p>The scenario we discussed was:</p> <ol style="list-style-type: none">1. If a pupil tests positive outside those visiting us but within the same bubble should our instructor self isolate?2. Or similarly, but expressed another way, at what point should our instructor self isolate in the event of a pupil testing positive in a bubble where other children, but not this pupil, have visited us?3. This concern is combined with the viability of reducing the risk by having one instructor instead of two presenting to pupils so at the time of self isolation only one is self isolated not two thus reducing the exposure to the charity through lack of instructors. <p>I use my previous example, a bubble of 20 where 6 attend GASP and 14 do not, they remain at school.</p> <p>The likelihood is the school will not directly advise us when one of the 14 test positive as we are not in direct contact. However we would hear indirectly because the 6 pupils who were meant to attend their next session would now be unable to visit as they would be self isolating. This works through NHS Test and Trace principles:</p> <p>NHS test and trace service:</p> <ul style="list-style-type: none">• ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus.		<p>Updated 27/07/2020</p>	
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	<ul style="list-style-type: none">• helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus. <p>We would not receive a call from Test and Trace as we were not a close contact where one of the 14 tested positive.</p> <p>In the event that it occurred after their last course when another was not due it would require NHS Test and Trace to notify us and that would only relate to one of the 6 and not one of the 14 testing positive ie direct contact being the rule.</p> <p>Please be aware irrespective of PPE eg Barrie wears face mask / visor - our instructor MUST self isolate if they have been in direct contact (one of the 6 visiting tests positive). The Government guidance states that covering the face may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect the wearer but may protect others if you are carrying the virus. Face coverings are not a substitute for other forms of risk control in the workplace ie hygiene and social distancing.</p> <p>The issue then is the third point are we better to have one instructor to attend a class not two as this will lessen the risk associated with the numbers of instructors self isolating. From a Coronavirus perspective this would provide less exposure to our team of instructors however does this cause an alternative Health and Safety risk where our one instructor can only show care and attention to a limited number of people in our setting. It is my belief 3 pupils are the maximum we can reasonably ask an instructor to care for at any one time. In the event he was responsible for six and an accident should occur we would have to ask ourselves would this have happened if two instructors</p>			
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		<p>were in attendance. This last risk I believe has a greater frequency risk than that of Coronavirus at this time.</p> <p>Therefore in terms of communication to other board members our responsibility and duty of care at this time would be better served by having 2 instructors attend to reduce Health and Safety at work risks rather than preferring one instructor as a precautionary measure against Covid 19.</p>			
<p>Contact with coronavirus when getting to and from GASP</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Public transport should be avoided during peak times.</p> <p>If transport is used, then those using it must make sure they:</p> <ul style="list-style-type: none"> a) Follow hygiene rules b) Try to keep their distance from passengers where possible c) Do not work if they or a member of their household are displaying coronavirus symptoms. <p>For Students that will need to be dropped off and picked up and in the event they are not part of a bubble. Their adult driver picking up and collecting will be advised of the protocols for minimising adult to adult contact, this will be maintained at all times by adhering to the 1 metre + distance.</p> <p>Anyone wearing non-disposable face coverings when arriving at GASP will be expected to bring a plastic bag to keep these in during the time at GASP.</p>	<p>ALL STAFF</p>	<p>01/07/2020</p>	<p>The CEO will ask the use of public transport to and from GASP to be minimised as far as possible and to follow the government hygiene rules. GASP reserves the right to look at avoiding setting sessions that risk meeting another learning session during peak times and may consider introducing staggered start and finish times.</p> <p>Key designated areas will be sign posted and communicated to staff and students and the area of the building for entering and exiting.</p>

<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Hand sanitisers facilities will be available on entrance and exits of the building. Handwashing will take place in designated WC area which will be marked and checked at regular intervals during the day. Everyone in GASP will:</p> <ol style="list-style-type: none"> 1. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 2. Clean their hands on arrival, before and after eating, and after sneezing or coughing 3. Be encouraged not to touch their mouth, eyes and nose 4. Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. <p>Students will be encouraged to learn and practise these habits and by posters put up at GASP.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins during the lessons will be emptied throughout the day.</p>	<p>AT & HJ</p> <p>ALL STAFF</p>	<p>01/08/2020</p>	<p>CEO and HJ to be responsible for regularly checking toilet hygiene.</p> <p>A handout will be given to every member of staff and students on arriving into the school day. This will provide information on the coronavirus symptoms, how to stop the spread of coronavirus, cleaning and disinfecting regularly.</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Cleaning will regularly be carried out. The instruction is to clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ol style="list-style-type: none"> a) desks and tables b) WC facilities (including taps and flush buttons) c) Door and window handles d) Furniture e) Light switches f) Teaching and learning aids g) Computer equipment (including keyboards and mouse) h) Technical equipment i) Telephones 	<p>AT & HJ</p> <p>ALL STAFF</p>	<p>August 2020</p>	<p>A program will be in place where the team will be routinely cleaning the mentioned areas in and across GASP.</p> <p>After each tuition session the team will clean the used areas in readiness for the next scheduled lesson. The timetable will</p>

	<p>j) Any form of fingerprint scanners or touch screen k) Tools should be cleaned before passing to another person l) Go Karts should be cleaned paying particular attention to frequently touched parts. m) NB When students have used workboots they must be placed out of use and in quarantine for 72 hours. Within the first hour following completion of use they should be disinfected. n) All of the above also applies to the Mobile Units which should not carry passengers and cleaned after each use. o) Mobile Units – Where possible there should be one user per vehicle to reduce the risk the spread of the virus. It is the responsibility of the last user to ensure the vehicle and it's frequently touched contact points in particular are cleaned before being used again. Where possible ensure good ventilation in the vehicle.</p> <p>Areas of GASP that are used by Students will be cleaned thoroughly at the end of the day and including after each lesson. Areas of GASP not in use will be shut off to make cleaning more manageable.</p> <p>There will no sharing of equipment. Shared areas such as dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into GASP, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>GASP staff will wash their hands and surfaces before and after handling Students' owned items or items used by Students.</p>			allow enough time for this to happen.
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<p>Contact with tools and equipment previously used by someone suffering from Coronavirus.</p>	<p>Students and Staff</p>	<p>Tools and car parts used by a class must be cleaned prior to the next class using. Soapy water, bleach or disinfectant are suitable means of cleaning. Particular attention must be paid to any frequently touched items at likely contact points but this should not mean ignoring a comprehensive clean of the item in total. During the class initial introduction must assure all participants of freedom to change gloves at any time this could be if they split, at the time of going to the toilet, breaks or if coughing and sneezing. Hand sanitiser should similarly be used prior to fitting new gloves.</p>	<p>ALL STAFF</p>	<p>First delivery session</p>	
<p>Spreading infection due to excessive contact and mixing between Students and staff in sessions</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Students will be organised into small groups of no more than 6 to ensure social distancing. Space will be maintained between Students, 1 metre plus apart with seating arranged to allow this.</p> <p>27/07/2020 ADV is to continue with 1:3 ration and groups of up to 6. Risk of Student to instructor transition is extremely low.</p>	<p>ALL STAFF</p>	<p>First delivery session Updated 27/07/2020</p>	<p>The timetable will reflect flexing of class sizes to cater for variances in Government guidelines and comply with local needs of each school and any other eventuality.</p>
<p>Spreading infection due to excessive contact and mixing between Students and Staff around the GASP facility</p>	<p>Staff; Students; Contractors; Visitors; Trustees; Patrons</p>	<p>Students will arrive 10 minutes before their session and leave immediately after. Students will be supervised at all times to ensure unnecessary mixing or close contact does not occur, and they will be reminded about the rules throughout the day. Learning areas will be accessed directly from outside and will have one-way circulation. Toilet use will be managed to avoid crowding. Staff and contractors not working with Student groups will be asked to maintain 1m+ distances from each other and from the Student groups</p>	<p>ALL STAFF</p>	<p>First delivery session</p>	<p>No contractor will be allowed unless H&S driven. If works are required these will be completed outside the normal class day.</p>
<p>Spreading infection due to the GASP environment</p>	<p>Staff; Students; Contractors; Visitors;</p>	<p>Checks to the premises will be done to make sure the GASP facilities are up to health and safety standards before reopening. Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and</p>	<p>AT & Session Lead</p>	<p>August 2020</p>	<p>The CEO and HJ will routinely check the building on closing and opening each day with</p>

	Trustees; Patrons	changes to how the Charity's space is being used. Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding would not be compromised. Bins will be provided in key locations to dispose of tissues and any other waste and regularly emptied. Outdoor space will be used for exercise and breaks, and for training where possible. Students upon arrival at GASP should be advised of the location of bins for tissues etc.			regular spot checks during the day. Fire Evacuations should be defaulted to normal procedures i.e. assembly point ensuring social distancing.
Spreading infection due to excessive contact and mixing in meetings	Staff; Students; Contractors; Visitors; Trustees; Patrons	Where possible, all meetings will be conducted by telephone or using video conferencing such as Microsoft Teams and Zoom. This includes meetings with staff, visitors, Trustees, Patrons and contractors. Where this is not possible essential meetings will be in a room large enough to allow for social distancing.	AT	01/07/2020	
Individuals vulnerable to serious infection coming into the GASP facility	Staff; Students; Contractors; Visitors; Trustees; Patrons	No member of staff or student will be obliged to come to GASP. Any student or member of staff who is clinically vulnerable or lives with parents who considerably fall into this category will liaise with the Safeguarding Lead before coming into the GASP facility.	JC via AT notification	01/07/2020	The safeguarding lead is the point of contact for these type of individuals.

¹Disposal where no cases are known:

Non clinical PPE waste can be added to your general waste providing it has been double bagged and tied securely, to minimise risk of potential infection. These bags can then be added to your existing general waste collection.

Disposal where a potential case exists:

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.