

Risk Matrix	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Low	Low	Medium
Likely	Low	Medium	High
Highly likely	Medium	High	High



Risk Assessment – Covid 19

Produced By:	N Senior	Date of Issue:	12/3/2021	Review Date:	Ongoing
--------------	----------	----------------	-----------	--------------	---------

Operating Notes: Introduction and spread of COVID-19 virus to centre
 Supervision ratio is 1 instructor to 1 class plus one additional instructor nearby.
Covid 19 statement: In order to minimise contact with individuals who are unwell ASC need to ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or who has been advised by NHS Test & Trace to self-isolate do not attend Austerfield Study Centre.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
<p>Transmission of Covid 19 virus by:</p> <p>Inhalation, absorption or ingestion from people carrying Covid 19 both symptomatically and asymptotically</p>	All	<ul style="list-style-type: none"> • Prevent and fend off risk of contact by screening. • Staff will self-test twice a week • Staff to complete the screening questionnaire. • Adherence to latest test, track and trace guidance to ensure those who may have been exposed aren't able to come into contact with others. • Social distancing to be maintained in line with regulation and government advice. Checking at start of the session about same households or bubbles to ensure SD is encouraged where necessary. • Regular and effective handwashing. Hand cleaning facilities to be available all over the centre either as a hand washing station or with 70%+ alcohol hand sanitiser. • Changing facilities – groups encouraged to change in their rooms/ tents if residential with any available changing facilities used on a reduced capacity basis with a post use cleaning regime implemented. 	

Risk Matrix	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Low	Low	Medium
Likely	Low	Medium	High
Highly likely	Medium	High	High

		<ul style="list-style-type: none"> • Entrances wherever possible will have a separate exit creating one way systems through the buildings. Arrowed signage to encourage use of the one system in place on the walls. • Restricting the flow of visitors on site. Meet and greet system in car park and queries dealt with outside rather than in reception. • System set up with regular deliveries to ensure that the risk of cross contamination by driver is kept to a minimum. • Visitors to site recorded in line with GDPR and track and trace requirements. Upon arrival on site visitors must sanitise or wash their hands. • One way systems in buildings wherever possible, where this is unachievable staff and visitors advised to stay on the left hand side. • Staff and visitors advised to open doors using elbows, and to stick to the left at all times in corridors. Signs to remind about SD and keeping left are place situated round site. • Adults - Face covering to be worn in any indoor public spaces where SD is not possible, including all Corridors and Classrooms. • Where urinals exist, SD measurements are applied to ensure proximity isn't compromised. • Classrooms around the site to remain closed and kept locked where possible. All meetings with groups and staff to be conducted outside where possible. • Disposable towels or hand dryers only to be used in bathroom facilities • Posters displayed reminding of the wash hands and catch it, bin it, kill it protocols. • Capacity management in the Main hall for food to allow a one way system and also to stagger seating in line with latest SD guidance. • Where queues form floor markings placed to encourage SD particularly in the main hall where it becomes more confined. • Increased cleaning regimes with a clear recording and checking system to ensure compliance. Cleaning of frequent touch points like door handles, light switches, seating etc. done on a methodical rotation dependent on the use of the site on that day. 	
--	--	---	--

Risk Matrix	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Low	Low	Medium
Likely	Low	Medium	High
Highly likely	Medium	High	High

		<ul style="list-style-type: none"> • Deep cleans required if anyone has been identified as having contracted CV-19 or has been advised to isolate by track and trace. The 1st choice for this is to close off the area for 72 hours. • Quarantine and isolation facilities available for both groups or individuals, and onward travel or collection when deemed safe and appropriate. • Local testing facilities to be identified for use if required. 	
Identification	All	<ul style="list-style-type: none"> • Adults from visiting groups should be familiar with the signs to look for that might indicate infection. • Staff have been briefed on signs to look for that might indicate infection. • 111 should be contacted for further advice on diagnosis and next steps. DO NOT send potentially infected individuals to doctors or hospital unless advised to do so. 	
Isolation	All	<ul style="list-style-type: none"> • The centre will have an infection control plan that identifies a suitable area for isolation 	
Return home	All	<ul style="list-style-type: none"> • 111 should be contacted for further advice on travelling home or extended isolation on centre. 	
Cleaning		for areas requiring disinfecting i.e. Kitchens and Dining Halls	
Evolving guidance		<p>Austerfield staff meets regularly to assess current situation and updated guidance from public health bodies.</p> <ul style="list-style-type: none"> • Emergency Management arrangements are established and are in readiness should the situation change suddenly. • Website will be updated with communication should the situation require it. 	

Risk Matrix	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Low	Low	Medium
Likely	Low	Medium	High
Highly likely	Medium	High	High

--	--	--	--