

Coronavirus (COVID-19) Risk Assessment – Schools

What are the hazards?	Who might be harmed and how?	What are we already doing?
Transmission due to contact between individuals and surfaces	<i>Staff, Guests, Visitors and Contractors</i>	<p><u>General Management</u></p> <ul style="list-style-type: none"> • The Government guidance for the Visitor Economy has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy • Schools are directed to the government guidance on travel • We have reviewed our Fire Risk Assessments to ensure they remain effective and comply with guidance on social distancing • An Internal Statutory Compliance Audit will be undertaken prior to ‘reopening’ to ensure legal compliance (legionella, fire safety, electrical testing etc.) • Coach operators contracted by PGL will confirm in writing that they conform with latest government guidance https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators • Maintaining Consistent Groups (Bubbling) <ul style="list-style-type: none"> ○ Schools will be allocated ‘sole occupancy’ of an accommodation building, block or wing to limit the interaction with other schools ○ Pupils will be assigned to a group (maximum size 15) for activities in which they will remain for the duration ○ Pupils have en suite toilet and shower facilities avoiding the need to interact with other pupils or schools ○ Staggered arrival times and procedures for each school will avoid contact with other users ○ Each school will have a designated area within the dining room and mealtimes will be allocated to avoid contact with other schools • Schools will be asked to confirm that their setting is ‘COVID-free’ and everyone on the visit is in good health and not showing any signs of COVID-19, this will be confirmed upon arrival • Teachers are reminded of their obligation to report any illness to PGL • Teachers and pupils are reminded of the importance of good personal hygiene • We will limit the number of PGL staff assigned to each school

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		<ul style="list-style-type: none"> • A dedicated Group Leader will be allocated as a primary point of contact, at other times, you will be provided with a phone number (and phone if necessary) in order to contact duty staff. At no time will the school travel within the centre or visit reception to contact a member of staff • We will limit the number of different Instructors assigned to each group • Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms • We will ensure that contractors and visitors are limited to essential services only, and that their operations are aligned with the Government's 'COVID-19 Secure' guidance <p><u>All Facilities</u></p> <ul style="list-style-type: none"> • The Government guidance for Accommodation Operations has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation • The number of customers permitted in each building at any one time has been calculated to ensure social distancing can be maintained in line with the current government guidance, signage is provided at each entrance to illustrate the maximum numbers and highlight our expectations • Where surfaces require disinfecting, we will use an antiviral disinfectant that is effective against Coronavirus; certified to European standards B:2013 + A2:2019 • Hand sanitiser will be available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission • Additional hand washing facilities are provided outside the dining room and other key locations • Markers will be in place to help staff and guests maintain social distancing wherever there is a need to queue • Signage will be placed in prominent areas to remind everyone to maintain social distancing and wash their hands regularly • One-way flows will be introduced with a separate exit where possible, where this is not possible an adult will supervise the entrance / exit to ensure that social distancing guidance is adhered to

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		<ul style="list-style-type: none"> • To provide maximum ventilation, entrance and exit doors and windows will be open as much as possible unless they are designated fire doors • Guest timings for arrival, use of the shop and restaurant will be staggered to reduce the risk of transmission • Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as: <ul style="list-style-type: none"> ○ Door handles / push plates, especially in and around: WCs, dining rooms, communal offices, receptions, vending machines and keypad door locks ○ Entrances to buildings, classrooms and accommodation corridors • Appropriate cleaning supplies will be readily available for staff and accompanying visitors to enable easy access for 'self-service' cleaning • Moveable soft furnishings that could harbour the COVID-19 virus will be removed • Furniture will be arranged to allow social distancing • Toilet facilities provided for visitors are single occupancy only and cleaning materials will be provided to allow 'self-cleaning' • Bins will be (non-touch) for the disposal of PPE, tissues etc. <p><u>Vehicles, Parking and Movement around the Centre</u></p> <ul style="list-style-type: none"> • Car parks are defined and controlled to ensure all traffic and vehicle movement is managed to minimise congestion • Company vehicles will be used for essential purposes only and cleaned in accordance with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle (12 May 2020) • Effective signage to make all aspects of movements and use of site is clear and unambiguous <p><u>Our Staff</u></p> <ul style="list-style-type: none"> • Who are identified by the NHS as requiring to be 'shielded' must stay at home • Are health checked every morning and reminded daily only to come into work if they are well and no one in their household is self-isolating

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		<ul style="list-style-type: none"> • Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene • Who are residential, will be accommodated in single occupancy rooms • Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. More entry points have been provided • Are split into dedicated work teams, where possible, to keep the number of members interacting with others as small as possible • Are provided with access to additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible • Are encouraged to take precautionary measures and wear a face covering if using public transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Will undergo comprehensive training in preventing the transmission of Covid, washing hands, cleaning, hygiene, social distancing and the use of PPE • Are kept updated and regularly monitored on all procedures • Will have a change of clothes/spare uniform available for when required e.g. after dealing with virus or bodily fluids • Will avoid using hot desks and spaces, where this is not possible, cleaning and sanitising workstations will be undertaken between different occupants • Only essential travel is permitted, with no movement between sites • First aiders have been provided with additional training and access to the appropriate PPE in order to maintain an effective response to any incidents

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		<p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Rooms will be cleaned and sanitised prior to occupancy in accordance with the procedures outlined in the PGL Housekeeping Manual and Health and Safety Procedures, this will include treating all accommodation rooms with a virucidal mist prior to occupation • All Linen is laundered at 60 degrees • Guest keys will be sanitised with a disinfectant before arrival • Each room will be inspected and approved for use by a member of the Housekeeping Management Team • To reduce the risk of transmission, rooms will only be cleaned during the stay at the request of the occupants • Tea and coffee making facilities will be sanitised and available in each adult room, additional supplies will be requested via the Group Leader and left outside the room in a sealed bag <p><u>Catering</u></p> <ul style="list-style-type: none"> • The Government guidance for Catering Operations has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 • The dining room will be clearly physically marked to ensure guests can follow a safe one-way queuing system that adheres to the latest advice regarding social distancing • Each dining room will have a clear entrance and exit route that avoids groups interacting with others • Dining will be a 'serviced model' from the counters with the only self-service item being drinks made available on each table. Once seated, guests should attract the attention of a member of staff for any further service • Guests will be able to order packed lunches to be eaten outside for each lunchtime

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		<ul style="list-style-type: none"> • Chairs, tables and any other touch points will be sanitised between groups visiting the dining room • Cutlery, crockery and paper serviettes will be provided to guests over the food counter • Guests will be encouraged to bring their own drinks bottle or travel mug containing a drink to the dining room with them • Jugs of squash and glasses will be made available on each table with re-fills of water and squash will be available during service through their Group Leader <p><u>Retail</u></p> <ul style="list-style-type: none"> • The Government guidance for Retail Operations has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches • The Group Leader will ensure the guests are aware of the procedures to be followed • Contactless payment will be encouraged, tills will be designated 'cash' or 'cash and card' to reduce the requirement to share the card reader • A screen will be in place at the till to reduce the risk of transmission between staff and customers • Staff will be assigned to a till and will be responsible for cashing up it up. It will be sanitised between users and located to allow social distancing • Replenishment of the shop floor will only occur when guests are not in the shop • There will only be one person at a time in stockrooms • The use of baskets will be minimised, with handles sanitised between users • Customers will be encouraged to avoid touching products while browsing • Guests will be asked not to lean on the counter • Any goods (in and out) will be isolated for 72 hours before processing

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		<ul style="list-style-type: none"> • There will be no unpacked sweets available • Guests will be encouraged to sanitise their hands using the sanitiser provided before using the vending machines <p><u>Activities</u></p> <ul style="list-style-type: none"> • The Government guidance for Phased return of Sport and Recreation has been reviewed and applied where appropriate https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation • Programmes are modified to ensure activities can be conducted to adhere with Social Distancing Guidelines and prevent any interaction with other schools • Will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and industry sector bodies • We will minimise the need for guests to share equipment • We will prevent the sharing of PPE if there is a risk of transmission • Where social distancing cannot be maintained, instructors will follow government advice and wear the appropriate protective equipment • We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity • We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in Activity Risk Assessment
Transmission of infection	<i>Staff, Guests, Visitors and Contractors</i>	<ul style="list-style-type: none"> • We have procedures in place to manage any suspected infection which includes the use of designated rooms suitable for isolation whilst awaiting collection • PGL Infection Control Policy outlines the actions to be taken in the event of someone (staff or guest) showing signs of COVID-19, including engaging with the NHS Track and Trace process



Name of Assessor:	Paul Kenwright
Department:	Head of Safety and Standards
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