

GASP Reopening Risk Assessment July 2020

Introduction

The Chief Executive Officer, Staff and Trustees are committed to providing a learning and working environment that is safe, secure and without risk to the health of student, staff and anyone else affected by our activities.

GASP Motor Project is committed to maintaining a high standard learning environment. The Charity recognises it has a duty to ensure that its controls comply with the appropriate statutory, regulatory or corporate standards. The physical state of the premises must provide a safe, secure and continuous operation, taking into account building regulations and other non-education statutory requirements. This is similarly true of our mobile units.

The current government guidance remains to reduce the risk of contracting and/or spreading Coronavirus. Where it is necessary to continue working outside the home environment there is an increased risk of exposure to the coronavirus and possible development of COVID-19.

In principal the mitigation of the risk of coronavirus infection in the GASP Motor Project environment for staff, students, contractors, Trustees, Patrons and other visitors to site is paramount and the following areas have been considered vital by the Charity.

This Risk Assessment (RA) protects measures and directly addresses:

- a. Risks associated with coronavirus, so that sensible measures can be put in place to control those at risk.
- b. Implementing Protective Measures on cleaning and handwashing, Personal Protection Equipment (PPE) and response in a case of COVID 19 being confirmed.

The following summarises the GASP Motor Project measures that will be put in place for all to ensure that the risks are controlled, supported with a detailed risk assessment detailing the hazards and controls in place:

1. No staff regarded as at increased risk as advised by current Government guidance will be allowed in the GASP premises or Mobile Units this also includes Trustees, Patrons, contractors, visitors and students.
2. No staff who are required by current Government guidance to maintain self or family isolation will be allowed into GASP premises or Mobile Units.
3. All staff must be fully briefed on Covid-19 symptoms to assist the early identification of affected people. Transmission of Coronavirus before symptoms are evident is currently considered low risk.
4. The transmission of Coronavirus is mainly through respiratory droplets from coughing and sneezing, and through contact with contaminated surfaces. Controls in place include:
 - a. To reduce risk of airborne contamination, where appropriate windows should be opened to circulate fresh air.
 - b. To reduce the risk of surface contamination there must be an increased frequency of the standard cleaning and sanitising procedures for hands and contact surfaces. Surfaces to be sanitised frequently throughout the day and hands to be washed regularly.
 - c. There must be a plentiful supply of staff PPE which include, disposable gloves, aprons, mouth masks and visors.

5. As far as possible social distancing must be observed. Through:
- a. Reduction of the number of staff to the minimum level required for the safe operation of the Charity.
 - b. Restriction of visitors to GASP Motor Project to essential Staff only. Any essential visitors will be strictly managed to reduce unnecessary movement around the Charity's premises and to assist maintenance of social distancing from staff.
 - c. Access to GASP Motor Project will be managed by the Chief Executive to ensure knowledge of which visitors are visiting on forthcoming days.

6. For those individuals who require the use of PPE for standard operations it must be available at the point of use, it must be stored in a clean dry area, and it must be single use, changed regularly or as required. Please follow any advice provided with the PPE. Disposal of PPE must be done in the same way as clinical waste.

7. Hand hygiene is essential to reduce the transmission of infection and is a critical element of normal daily hygiene. All staff and visitors must sanitise their hands with alcohol based hand sanitiser when entering and leaving the GASP premises. Hand hygiene must be performed immediately before every activity or contact that potentially results in hands becoming contaminated, including the removal of personal protective equipment (PPE), use of equipment or interaction with external people. Anyone who wears PPE must be inducted by a knowledgeable person (eg Chief Executive or Workshop Manager).

8. Respiratory and cough hygiene – 'Catch it, bin it, kill it' all staff must be reminded of good respiratory hygiene measures:

- a. Disposable, single-use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be disposed of promptly in the nearest waste bin.
- b. Hands must be cleaned and sanitised after coughing, sneezing or using tissues.
- c. Staff must be encouraged to keep hands away from the eyes, mouth and nose.
- d. There will be signage in every area. This guidance will be given to every student and staff member or Trustee / Patron and other visitors.

9. Any staff who have had and recovered from COVID-19 must continue to follow infection control precautions.

10. Any further actions required will be based on updated Government guidance and will be reviewed as necessary.

11. The Risk Assessment is the primary policy tool for reopening GASP Motor Project but should be read in conjunction with The Child Protection & Safeguarding Policy, the Health & Safety Policy.