

# Covid-19 Risk Assessment

Company name: WCET

Assessment carried out by: Claire Butler

Date of original assessment: 04/09/2020

Most recent update: 25/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Airborn Covid-19 viruses exhaled during normal breathing	Anybody could inhale the viruses and become infected	n/a	Keeping one or more doors open for ventilation whenever possible, including doors onto street and fire door at back of FM room	Ruth/Alan	Every morning before students arrive. To be kept open as long and as often as weather conditions permit.
			Type 2 disposable masks to be provided by WCET to all staff and students and to be worn whenever possible. If breaks from wearing are required, people should keep at least two meters apart from each other. There is also the option to step outside	Claire to provide masks, everybody to wear them	Continuous
During "hands-on" work, there is increased risk of infection as the person putting on hands is less than 1m away	Anybody participating in hands-on work is at increased risk due to being within each other's breathing zones	n/a	Anybody giving hands-on must wear a visor while doing so in addition to the type 2 mask	Anybody placing hands on another	Continuous

People attending the course while unknowingly infected by Covid-19	Anybody could become infected through airborne viruses or those on surfaces	n/a	<p>Anybody who feels at all unwell with the following symptoms is asked to remain at home (<i>unless they are recognised as part of a pre-existing condition</i>):</p> <ul style="list-style-type: none"> <li>● Fever</li> <li>● Dry cough</li> <li>● loss of taste or smell</li> <li>● Unexplained tiredness</li> <li>● Aches and pains</li> <li>● Sore throat</li> <li>● Diarrhoea</li> <li>● Conjunctivitis</li> <li>● Headache</li> <li>● Rash on skin, or discolouration of fingers or toes</li> <li>● Difficulty breathing or shortness of breath</li> <li>● Chest pain or pressure</li> </ul>	Everybody	Continuous
			Anybody that finds out they have been in contact with a recently Covid-19 infected person, must quarantine at home for 14 days	Everybody	Continuous
			Everybody's temperature will be taken as they arrive with a contactless thermometer. Anyone with a temperature at or above 38 degrees will be asked to return home	Ruth/Alan	Every morning as students/teachers arrive

			Visitors to the course will be limited to max one per day and will be fully briefed on the Covid-19 procedures	Claire/Ruth/Alan	Continuous
			The structure of the course will be monitored continuously to minimise unnecessary mixing of people	Ruth/Alan	Continuous
		Administrators working from home whenever possible		Claire/Loretta	Continuous
Covid-19 persisting on surfaces	Anybody could become infected after touching a contaminated surface	Regularly disinfecting surfaces such as door handles, light switches, work surfaces, kitchen equipment, tables, chairs, keyboard and phone	Continuation of pre-lockdown precautions	Claire/Ruth/Alan Students can assist	At the start and end of each school day, after the break and after/between any private clients in the evening
		Washing hands regularly, including on arrival at school, after the break and between putting hands on each person	Washing hands after handling one's mask or visor	Everybody	Continuous
			People will be assigned a fixed space in the coat hanging area to store their belongings, including a space for guests	Claire	Before 14th Sept
			Teachers will be assigned to one teaching table in FM room for use throughout term	Ruth/Alan	First day of school
			Any person lying on a table is responsible to either disinfect it afterwards (FM room), or	Anybody lying on a table	Continuous

			change the couch roll (Walter/Dilys room)		
Difficulty maintaining social distancing in the kitchen during break times	Anybody could become infected by handling contaminated surfaces or airborne particles	n/a	Staggered break times and awareness of social distancing during breaks, especially when preparing refreshments	Everybody	Continuous
Handling of one's own mask or visor which may be contaminated by Covid-19, followed by touching surfaces	Anybody could become infected after touching a contaminated surface	n/a	Masks should be handled by the elastic straps whenever possible. Hang mask from one ear if a break is required	Everybody	Continuous
Droplets from sneezing	Anybody could become infected by inhaling airborne viruses, or touching contaminated body parts or clothing of the person sneezing	n/a	A tissue should be kept by each person in a pocket or sleeve wherever possible and used to catch a sneeze. The used tissue should be binned straight away and hands should be washed immediately after a sneeze, no matter how the sneeze was caught		
Exposure to Covid-19 while travelling to and from the course	Anybody could become infected by contaminated surfaces or airborne particles	n/a	Students and teachers to avoid public transport where possible, to wear a mask when travelling if close contact with others is unavoidable and to wash hands on arrival at the premises	Everybody	Continuous

Non-conformance to the above by any party	Anybody could become infected by contaminated surfaces or airborne particles	n/a	All students, teachers and guests to the course will have the Covid-19 procedures explained clearly and asked to sign an agreement to adhere to them	Everybody	Continuous
Use of the facilities by third parties during venue hire, potentially leaving Covid-19 on surfaces	Anybody could become infected by contaminated surfaces	n/a	A full Covid-19 risk assessment to be provided to WCET by the hirer. Surfaces to be thoroughly disinfected after the third party event	Claire	Continuous
Some teachers and students considered in a higher risk category on account of age, pre-existing health conditions, or other factors	Ruth, Alan, Jackie, Hellen, Miranda, Patricia and any future guest who falls into this category	While there is increased risk of contracting Covid-19 by attending the course, it is also recognised that the Alexander Technique is beneficial to wellbeing and there are other risks attached to loneliness from social isolation and lack of purpose. Therefore, students and teachers who are more at risk from Covid-19 are free to choose whether they would prefer to return after these risks have been discussed clearly with them. No member of staff is under pressure to return and cover for duties can	Conversations will be ongoing with all high risk persons, including any future guest who falls into this category, to ensure that everybody feels as safe as possible.	Claire	Continuous

		be provided should they feel unsafe to do so.			
Special exemptions to some processes may need to be made for the sake of equal opportunities at work for some employees, who have health conditions that may make PPE more difficult.	Ruth and any others with pre-existing conditions that make wearing PPE difficult		More breaks or full exemptions from PPE may be necessary for a small number of individuals. This will be monitored and discussed on an ongoing basis.	Everybody	Continuous
Even with full adherence to the above, it will be impossible to entirely remove the risk of contracting this highly infectious disease	Anybody could become infected by contaminated surfaces or airborne particles	n/a	Everybody will be asked to sign a waver acknowledging and accepting the perceived risks in order to attend the course.	Claire	Each person's first day on course

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)