

## Risk Assessment

Charity Name: **MARS Trust**

Assessment carried out by: **Karen Mounce**

Date of next review: **08/12/2020**

Date assessment was carried out: **08/09/2020**

| 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? | Done       |
|-------------------------------|--|--|---|------------------------------------|-------------------------------|------------|
| <b>Contagion</b>              | All staff/volunteers by cross infection from infected person or surface. | Advice to stay at home if any symptoms of temperature 37.8°C, new persistent cough, or loss of taste or smell.<br>Known contact with Covid-19 patient.<br>Travel related quarantine. | Health and Safety advice sheet to signed as read by all staff/volunteers.<br>Put information for volunteers on website, and reminders in email contact. | Ian Shears                         | 15/09/2020                    | 15/09/2020 |
| <b>Travel to/from Schools</b> | All staff and volunteers by contact with Coronavirus                     | Advice to travel in separate cars or face covering on public transport   | Health and Safety advice sheet to be signed as read by all staff/volunteers   | Ian Shears                         | 30/09/2020                    | 05/10/2020 |

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| <p><b>Taking equipment and teaching materials to and from schools</b></p> | <p>Staff/volunteers/ students/teachers by contamination with Coronavirus from the community or by contact within the school premises</p> | <p>Clean hands and wear gloves to hand out to students<br/>Minimise individual sheets of paper<br/>Prepare student sheets 2 weeks in advance<br/>School to provide paper and pens for student notes.<br/>Collect feedback sheets using gloves into a plastic box and clean with disinfectant<br/>Leave sheets in box for &gt; 1 week<br/>Take disinfected memory stick into schools<br/>Take Flip chart/blutack/teaching aids and chart pens into school</p> | <p>Supply staff/volunteers with masks, gloves, hand sanitiser and disinfectant spray.<br/>Staff prepare a detailed plan to take necessary equipment and papers in and out of schools<br/>Safe storage for plastic box to quarantine before handling feedback forms</p> | <p>Sue Waters/Denise Horton</p> | <p>30/09/2020</p> | <p>05/10/2020</p> |
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| <p><b>Working in Schools</b></p>                            | <p>Staff/volunteers<br/>Students/staff by coming into contact with Coronavirus from persons or surfaces within schools.</p> | <p>Working with schools to follow their Health and Safety Covid-19 guidelines for all time spent within school premises</p>   | <p>Request detailed Covid secure plans from each school<br/>Clear advice on teaching space and student positioning<br/>Wearing face coverings as advised by school</p>                          | <p>Ian Shears</p>    | <p>30/09/2020</p> | <p>As and when required prior to specific school visits</p>           |
| <p><b>Preparation/training for workshops in schools</b></p> | <p>Staff/volunteers by spreading Coronavirus between individuals</p>  | <p>All meetings either by video link or in outdoors with 2 metre spacing<br/>Anyone with symptoms of fever and/or new persistent cough and /or loss of taste or smell, is asked to stay at home</p> | <p>Planning for indoor winter meetings with social distancing of 2 metres, face coverings in communal areas, handwashing, or sanitiser available, cleaning, and ventilation where possible.</p> | <p>Denise Horton</p> | <p>21/09/2020</p> | <p>No physical meetings<br/>Currently planned<br/><br/>20/09/2020</p> |