# 

COVID-19 Risk Assessment

**Adult Education Provision – Overarching Organisational Risk Assessment**

**2020-21**

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| **Provider** |  | |
| **Venue(s)** |  | |
| **Courses to be delivered under contract to CW&C** |  | |
| **Hazard** | Coronavirus (COVID-19) | |
| **Persons who can be harmed** | Employees  Non-employees  Visitors  Contractors  (Consideration must also be given to disabled people in the above groups) | *Clinically extremely vulnerable* people – those who have received a letter from the NHS advising them to ‘shield’  *Clinically vulnerable* people – those who are either pregnant or who have underlying health conditions |
| **How people can be harmed** | Inhalation of water droplets from people who have COVID-19. The droplets can be dispersed by coughing or sneezing. They are also released during breathing, so the droplets can be inhaled by others standing in close proximity. The water droplets can also land on surfaces and be subsequently transferred by touching these infected surfaces then touching the mouth, nose or eyes | |
| **Level of risk** | The risk of contracting the virus is variable according to the following factors:   * The prevalence of the virus in the community * The interaction of people with others i.e. the *number* of people an individual encounters and the *proximity* of such contact * The likelihood of touching contaminated surfaces and transferring the virus to the mouth/nose/eyes   The severity of harm from the virus will depend on the following factors:   * If the individual is clinically extremely vulnerable or clinically vulnerable * If the individual is pregnant * The age of the individual | |
| **Control Measures** | Control measures are those systems and physical controls which will reduce the risk of contracting the virus. The most effective control measure is to work from home. Where this is not possible, maintain a ‘social distance’ of at least 2m from any other person which will reduce the risk of inhaling water droplets. Individuals should avoid confined spaces (e.g. lifts, small interview rooms etc) where possible.  Limiting the *number or people* an individual encounters will reduce the risk of transmission of the virus (called ‘fixed teams’ or ‘partnering’).  Reducing the amount of *time* that individuals are in contact with others will also reduce the risk.  The layout of workplaces to prevent staff facing each other will reduce the risk of inhalation of droplets. The use of Perspex screens will reduce the risk of droplets being transferred from one person to another where staff are in close proximity  Limiting contact with common areas (i.e. meeting rooms, kitchens, hot-desks) will reduce the risk of touching contaminated surfaces  Regular hand-washing with soap and water is an effective way of removing the virus from the hands. Regular cleaning of surfaces, handles, handrails etc will reduce the risk of the virus surviving on surfaces.  DIY cleaning (i.e. staff cleaning their own work-stations) will reduce the risk of touching contaminated surfaces | |

**Specific Arrangements for Face to Face Learning to Take Place:**

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| **Staff** | **Comments** |
| As much learning as possible to be delivered remotely via online learning |  |
| Managing work location of other organisational staff to ensure physical distancing can be maintained when learners are on site but managed within a venue. |  |
| All staff who are *clinically extremely vulnerable* will stay at home and isolate |  |
| Staff who are *clinically vulnerable* will work from home where they are able to |  |
| Staff have access to a ‘Hygiene Station’ where they can access PPE such as gloves, apron, wipes etc in case they must deal with a learner who becomes unwell. |  |
| Quarantine arrangements for a class if a Tutor or learner becomes ill/been in contact with someone who becomes unwell with Covid |  |
| Staff have access to detailed information including Covid 19 arrangements from your organisational Health and Safety Policy |  |
| **Reception areas** | **Notes** |
| Floor marked with tape to indicate physical distancing |  |
| Staff and learners have access to hand-washing facilities / sanitiser |  |
| Reception staff kept at least 2m from learners – how will this be implemented eg Perspex screens? |  |
| How will you manage document handover at reception? |  |
| One-way system for entrance and exit (use of portable barriers) |  |
| DIY cleaning materials (wipes etc) available |  |
| Tissues available for staff and learners |  |
| Separate waste bins for tissues |  |
| Signs:   * Do not enter if unwell * Maintain social distancing * Maximum numbers at any one time * Directions to toilets * Location of hand sanitiser * Catch it, bin it, kill it * COVID-Secure building sign |  |
| Segregation of seating to maintain physical distancing |  |
| Removal of non-essential surfaces (tables, chairs, leaflet stands etc) |  |
| Windows kept open |  |
| Use of automatic doors / doors kept open |  |
| **Teaching Areas and Use of Equipment** | **Notes** |
| Class size for any face to face delivery ensures physical distancing can be maintained within the specific teaching space. |  |
| Desks/teaching equipment arranged to maintain physical distancing |  |
| Desks/teaching equipment arranged to avoid face to face working |  |
| Floor marked with tape to indicate physical distancing |  |
| Learners have access to hand-washing facilities / sanitiser |  |
| Staggering start/end time of classes to minimise numbers on the premises |  |
| One-way system in and out of classrooms/practical teaching areas |  |
| DIY cleaning materials (wipes etc) available |  |
| DIY cleaning arrangements between classes inc ICT equipment |  |
| Tissues available for staff |  |
| Separate waste bins for tissues |  |
| Excess furniture removed from classrooms/teaching areas |  |

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| Windows in classrooms kept open |  |
| Establish end of class cleaning requirements eg learners to wipe down their own keyboards and any other equipment they have been using? |  |
| **Signs:**   * Do not enter if unwell * Maintain physical distancing * Maximum numbers for each classroom/teaching area * Location of hand sanitiser * Catch it, bin it, kill it |  |
| **Toilets – learners** |  |
| Toilets converted to single use - One-in one-out system |  |
| Signs/locks to indicate Vacant/Engaged |  |
| **Refreshment/Eating Areas – learners** | **Notes** |
| As a principle, learners should be discouraged from staying on the premises when not in a class and not use kitchen areas for making drinks/eating food |  |
| If it is, for example, an all-day course and breaks are essential, floor marked with tape to indicate physical distancing in breakout areas |  |
| Staff and learners have access to hand-washing facilities / sanitiser |  |
| Learners to bring their own food/drinks |  |
| Removal/ decommissioning of unnecessary surfaces (toasters / microwaves / kettles/cutlery) |  |
| Staff to use their own cups and learners to have access to paper disposable cups and access to drinking water (ie no sharing) |  |
| Tissues available |  |
| Separate waste bins for tissues |  |
| Signs:   * Do not enter if unwell * Maintain physical distancing * Maximum numbers * Location of hand sanitiser * Catch it, bin it, kill it |  |
| **General Health and Safety Arrangements** | **Notes** |
| All Evacuation procedures have been updated to take account of Covid 19 and maintaining physical distancing in leaving the building and assembling at muster points |  |
| Other control measures taken: |  |
| Review of Covid risk assessment arrangements: |  |
| **Name:** |  |
| **Position in organisation:** | **Date:** |