

RHACC – COVID-19 GENERIC COURSE RISK ASSESSMENT and ACTION FORM (to be adapted as appropriate for each course by tutor and Programme Manager)

**Reason for assessment: On-site face-to-face teaching during Covid-19 pandemic.**

**Name of Assessor: .....Manoj Nanda ..... Date of Assessment: ..... 7/1/2022..... Signature of Assessor: .....Manoj Nanda.....**

No learners or staff should attend College if they have symptoms of coronavirus.

PMs/ Heads to ensure that all tutors are aware of their responsibility to inform their manager of any planned activities which are not covered by the risk assessment mitigations, and to add appropriate mitigations. If tutor adds mitigations for specific activities, the tutor should send the updated risk assessment to all learners. By signing a RHACC contract, all staff have agreed to comply with College Health and Safety requirements and risk assessments.

Learner Services staff will send a link to the generic course risk assessment to all learners prior to the first session. By joining a course and signing the learning agreement, all learners have agreed to comply with College Health and Safety requirements and risk assessments. Any learners who do not follow the control measures in the assessment will be asked to leave.

Tutors should draw attention to the risk assessment at beginning of first session.

Hazard and related activity	Persons at risk	Control measures <i>E.g. workplace instructions, training, authorised user, competent person, PPE – give <b>specific</b> references</i>	Responsible person	Risk rating after control measures
Risk of virus being brought onto site by staff or learners	Learners Staff	Hand sanitizer to be available at all points of entry.  Learner Services ensure that learners sign a Learning Agreement that states that they will not attend site if experiencing covid symptoms and are following current government guidance regarding testing and isolation.  Staff instructed not to attend site if experiencing covid symptoms and are following current government guidance regarding testing and isolation.  Staff, learners, regular visitors and contractors to be offered lateral flow tests to do at home twice a week or before attending site. Tests can be sourced here: <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> or can be obtained from Reception or Sara George (Executive PA).	Estates  Learner Services  Programme Managers  Programme Managers/ Tutors	2 x 2 = 4 (low)

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Crowded classrooms creating risk of transmission of virus.	Learners Staff	<p>Courses roomed appropriately for the number of learners enrolled.</p> <p>Furniture in classrooms to be set up to ensure appropriate space.</p> <p>Tutor to direct learners to workstations/ desks to maximise space between learners.</p> <p>Learners to be advised that they should follow current government guidance regarding the wearing of face coverings in classrooms and in communal spaces (unless exempt).</p> <p>Learners to be advised they may not change layout of room/ furniture.</p>	<p>Programme Managers School Directors</p> <p>Tutors</p> <p>Tutors</p> <p>Tutors</p>	2 x 3 = 6 (Medium)
Several learners may arrive and leave at the same time, and congregate outside the classroom, creating risk of transmission of virus.	Learners Staff	<p>Classrooms to be locked. Tutor to arrive 5 – 10 minutes before class time and unlock door.</p> <p>Learners to avoid congregating outside the classroom.</p> <p>Staff, learners and visitors will be asked to follow current government guidance with regard to wearing face coverings (unless exempt) in classrooms and communal areas.</p>	<p>Tutor</p> <p>Tutor and learners College Security</p> <p>College Security</p>	2 x 3 = 6 (Medium)
Risk of Virus spread from asymptomatic learners/ staff	Learners Staff	<p>Hand sanitiser available in all classrooms, and learners asked to use this on arrival.</p> <p>Technicians, learners and tutors to clean working areas as appropriate with cleaning materials provided.</p> <p>Doors (unless a Fire Door, which should remain closed) and windows will be left open to aid ventilation where possible.</p>	<p>College Estates team</p> <p>Techs/ learners/ tutors</p> <p>Tutors</p>	2 x 3 = 6 (Medium)

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		<p>Staff, learners, regular visitors and contractors to be offered lateral flow tests to do at home twice a week or before attending site. Tests can be sourced here: <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> or can be obtained from Reception or Sara George (Executive PA).</p> <p>Tutor to enforce use of spray/ paper/ wipes to clean desk surface, and before and after using equipment.</p> <p>Bins to be available in classrooms and offices to allow for the safe disposal of cleaning materials.</p> <p>Staff to report to Estates if sanitiser levels and cleaning supplies are low, via the Helpdesk, before they run out to maintain adequate supply and good hygiene levels at all times.</p>	<p>Programme managers/ Tutors</p> <p>Tutors</p> <p>Estates</p> <p>Tutors</p>	
Staff member or learner attend site displaying symptoms of coronavirus (COVID-19)	Learners Staff	<p>Learners have signed learning agreement which states they must not attend the site if Covid-19 symptoms present, and staff have been told they must not attend with symptoms. Any learners or staff displaying symptoms of coronavirus to be asked to leave and follow Government guidance regarding testing and isolating.</p> <p>Where someone is awaiting collection tutor or Programme Manager to move them to an outside area under cover e.g. under RBS canopy.</p> <p>The remaining learners in class should remain on site and the course continue.</p> <p>Estates to arrange to clean the areas of the site where person with symptoms has been, if required.</p>	<p>Programme Managers/ Tutors</p> <p>Programme Managers/ Tutors Tutors</p> <p>Estates</p>	1 x 3 = 3 (Low)
Learners or staff congregating in one area to chat/ take a break/ use toilets.	Learners Staff	<p>Learners and staff encouraged to take their breaks outside, not in the canteen area. Staff, learners and visitors will be asked to follow current government guidance with regard to wearing face coverings (unless exempt) in classrooms and communal areas.</p> <p>Security will monitor the number of people in the Link area and, if above 50, may ask learners to move out of the area.</p>	<p>Educated Palate/ CH&amp;Co</p> <p>College Security</p>	2 x 3 = 6 (Medium)

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Transmission of virus from refreshment provision				
Emergency evacuation requires people to congregate in an outside area	Learners Staff	Evacuation procedures will remain in place, with Parkshot staff and learners assembling at the muster point in the Old Deer Car Park and Hillcroft learners assembling by Powell House by the exit to South Bank. Muster point is outdoors therefore low risk.  Tutors to ask learners to wear face coverings in congested stairwells/ corridors whilst moving to muster point. Tutor to cover this aspect in the course induction, along with the rest of this risk assessment.	College Estates team  Tutors	3 x 2 = 6 (Medium)
Course activity (e.g. use of equipment/ performance/ exercise exertion) causes risk of contamination	Learners Staff	This section relates to appropriate adaptations by tutor and PM for each course, in line with subject sector guidelines.  Learners to be advised by the tutor to follow current government guidance with regards to the wearing of masks in the classroom and communal areas (unless the learner is exempt).  Where possible, individual course equipment is to be made available, this includes allocation of individual PCs in IT based classrooms. Where course equipment is used this needs to be cleaned before and after use by learners using the provided sanitisation equipment in the classroom.  Learners can bring their own equipment to site.  Tutors will supervise and ensure activities planned minimise close contact and are low risk. This includes pair working and team based activities.  Room should be well-ventilated, with the opening of windows continually or at regular intervals to allow for the exchange of fresh air.	Tutor and PM  Technicians  Learners  Tutor  Learners  Tutor  Tutor	

RISK RATING

L = Likelihood	(5)-Frequent; (4)-Probable; (3)-Occasional; (2)-Remote; (1)-Improbable
S = Severity	(5)-Fatal; (4)-Major; (3)-Serious; (2)-Minor; (1)-Low
R = Risk Rating	(LxS)-Likelihood x Severity
RR = Residual Risk Rating	Risk Rating following application of Additional Controls: 15 to 25 – Unacceptable and/or 10 to 14 – High (Remove hazard or consider re-deployment immediately); 6 to 9 – Medium (Adapt working practices and review in 2–4 weeks); 4 to 5 – Low (Review in 4–8 weeks); 1 to 3 – Negligible.

Risk assessment approval	Director of School		Date
<b>Scheduled date of next review</b>	<b>Are there any changes to the activity since the last review?</b>  <i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>	<b>Signature of manager</b>	<b>Date of next review</b>
16 December 2021			

**COMMENTS AND INFORMATION**

*Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information*

This Risk Assessment will be sent to each learner prior to attending a classroom-based course during the 2021/22 academic year. Tutors to draw attention to the Risk Assessment at beginning of first session and place it on the course area in Moodle. By signing the learning agreement, learners are accepting the control measures in this risk assessment, and are agreeing to comply. Any learners who do not follow the control measures in the assessment will be asked to leave.

This Risk Assessment will be shared with staff on the shared drive.

Source of guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-essential-evidence>