

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

**Classroom assessed:** ..... **Maximum learner numbers in classroom:** .....

**Toilets to be used by staff and learners:** .....

**Name of Assessor:** ..... **Date of Assessment:** .....

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

**This risk assessment will be made available for staff on the shared drive (R:) and to both staff and learners on the College website. Tutors/ LSWs must sign an updated schedule of appointment to confirm that they have seen the control measures and agree to implement them.**

**Programme Managers will ensure this Risk Assessment is displayed on the wall of each classroom.**

**Tutors should draw attention to the Risk Assessment at beginning of first session. 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.**

**From September 1st we will require all staff and learners to wear a face covering in communal areas (unless exempt if, for example, they cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, or they are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate) and in any situation where maintaining a 2m social distance is not possible. Where staff may have to come within 2 metres of individuals, e.g. Learning Support Workers providing personal care, assisting during first aid, appropriate PPE should be worn and will be provided.**

RHACC – COVID-19 GENERIC CLASSROOM RISK ASSESSMENT and ACTION FORM

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>	Risk rating after existing control measures	If any additional control measures required – what are they? <i>E.g. documented observational monitoring</i>	Residual risk rating after additional control measures
Too many people in classroom does not enable social distancing.	Learners Staff	All courses have restricted maximum numbers, and classrooms have been set up to enable social distancing.	2 x 3 = 6 (Medium)	Tutor to ensure learners are directed to appropriately-spaced workstations/ desk space.  Learners to be advised they may not change layout of room/ furniture.	1 x 3 = 3 (Low)
Several learners may arrive and leave at the same time, and congregate outside the classroom, creating risk of transmission of virus.	Learners Staff	<p>Timetabling has been assessed to identify number of people in any area at one time.</p> <p>Classrooms moved and start/ end times adjusted to ensure phased arrival and leave times.</p> <p>Classrooms to be locked. Tutor to arrive 5 – 10 minutes before class time and unlock door.</p> <p>Learners to arrive no more than 5 minutes before class time, and go straight to the classroom.</p> <p>Learners to leave promptly at end of class, and exit the building immediately by the identified door.</p>	3 x 3 = 9 (Medium)	Tutor to enforce prompt exit of learners at end of class from the site through the designated exit.	2 x 3 = 6 (Medium)

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		<p>Staff, learners and visitors will be required to wear face coverings (unless exempt: For example, people who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>• are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate)</li> </ul> <p>in communal areas or where 2 metre distance cannot be maintained.</p>			
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 will clean working areas as appropriate with cleaning materials provided.</p> <p>Social distancing measures in place, and enforced by staff. All to avoid physical contact e.g. hand-shaking, and observe “catch it, bin it” practices when coughing or sneezing.</p>	3 x 3 = 9 (Medium)	<p>Tutor to enforce use of spray/ paper/ wipes to clean desk surface, and before and after using equipment. Bins will be reintroduced into classrooms and offices to allow for the safe disposal of cleaning materials.</p> <p>Staff to report to Estates if sanitiser levels are low before they run out to maintain adequate supply and good hygiene levels at all times.</p>	2 x 3 = 6 (Medium)

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		Doors and windows will be left open to aid ventilation where possible.		If used on public transport, single use face coverings to be disposed of using controls on arrival before entering the classroom - placed in plastic bag and tied, discard in waste bin. Refer to: WHO how to use face mask guidance. Learners/staff to be responsible for storing multi-use face coverings in their belongings safely.	
Staff member or learner attend site displaying symptoms of coronavirus (COVID-19)	Learners Staff	Learners have signed learning agreement which states they must not attend the site if Covid-19 symptoms present, and staff have been advised not to attend.	2 x 3 = 6 (Medium)	Any learners or staff displaying symptoms of coronavirus to be asked to leave. Where possible the College will arrange for the learner or staff member to be collected by a member of their household.  All students and staff in the affected class to leave College and session cancelled.	1 x 3 = 3 (Low)

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				<p>Estates to arrange deep clean of site areas where person with symptoms has been.</p> <p>Learner/staff member to be advised to arrange a test, and to be given test kit, if appropriate. Learner/staff member to be asked to confirm test result (if taken) to College, and follow guidance provided by the NHS regarding when it is safe to return to site.</p> <p>Management will inform the Kingston or Richmond Public Health team in line with Council outbreak control plans.</p>	
<p>Learners or staff congregating in one area to chat/ take a break/ use toilets.</p> <p>Transmission of virus from refreshment provision</p>	<p>Learners Staff</p>	<p>The Parkshot café will remain closed until Monday 14 September. Learners to bring their own refreshments to site prior to the reopening.</p> <p>After the café reopens (limited provision initially) learners should take purchased</p>	<p>2 x 3 = 6 (Medium)</p>	<p>Staff to enforce guidelines.</p> <p>Educated Palate and CH&amp;Co risk assessments will be reviewed regularly.</p>	<p>1 x 3 = 3 (Low)</p>

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		<p>refreshments either off site or into their classroom. Only card payments will be taken. There will be no communal dispensing of items such as milk, which will be added by Educated Palate staff.</p> <p>A hot lunch service will be provided at Hillcroft (instead of a hot evening meal) from 14 September. Social distancing measures are in place in the dining room.</p> <p>Learners and staff encouraged to take their breaks outside, not in the canteen area, and to maintain social distancing.</p> <p>Notices on toilet suite doors indicating number of people allowed, and where to queue if needed.</p> <p>Staff, learners and visitors will be required to wear face coverings (unless exempt) in communal areas or where 2 metre distance cannot be maintained.</p>			

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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  Social distancing to be maintained and face coverings to be worn (unless exempt). Fire Marshals at the muster point to remind staff and learners of these measures.  (Chief Fire Marshalls: Parkshot – Destiny Belle or member of caretaking team in her absence. Hillcroft – Mon – Fri Graham Tharp, Sat – Gaynor Bray, Sun – identified tutor)	2 x 3 = 6 (Medium)	Tutor to cover this aspect in the course induction, along with the rest of this risk assessment.	1 x 3 = 3 (Low)

**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.

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
24 September 2020	<i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>		



**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 displayed on the wall of the classroom, and sent to each learner prior to attending a classroom-based course during Summer School 2020. Tutors to draw attention to the Risk Assessment at beginning of first session. 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.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Attendance at College

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people>

Returning to work/college

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Controls declaration poster

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfb6/staying-covid-19-secure.pdf>

Performing arts:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

All classroom risk assessments shared with all staff via Sharepoint, and all-staff emails.