

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

Name of Assessor: Ian Barnett..... Date of Assessment: 12.01.22 Signature of Assessor: Ian Barnett

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

Programme Managers/ Heads to send this risk assessment to each tutor prior to the course start so that tutor can add any activity-specific hazards and mitigations, and confirm that they are happy with the risk assessment.

Supported Learning staff will send the generic course risk assessment to all learners prior to the first session. If tutor makes changes 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.

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.

This Risk assessment will be sent to each learner (family or carer) for information prior to attending a classroom-based face to face course in the 2021/22 academic year. Tutors to draw attention to the Risk Assessment at beginning of first session. By signing the Code of Conduct, 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. Parents/Carers and Students are asked to read the risk assessment carefully before returning to site.

Hazard and related activity	Persons at risk	Risk rating after existing control measures	Control measures	Residual risk rating after additional control measures
Travel to site – risk of virus spread	Staff and Learners	3 x 3 = 9 (Medium)	<p>Preferred method of travel is by car or on foot. All students / staff to wash hands on arrival at College before entering the classroom. Learning Support Workers (LSW) to carry out extra hand washing checks on those students arriving by public transport.</p> <p>Students should not arrive before 9:15 am (unless class start time is staggered eg. 9.00am) and can go to their classroom or the canteen area.</p> <p>Taxi / car drivers at drop off and collection to remain in their vehicles. There will be no waiting in Reception area. Staff will assist students arriving and departing by car.</p> <p>If used, single use face coverings to be disposed of using controls on arrival before entering the building/classroom - placed in plastic bag and tied, discard in waste bin.</p> <p>Multi-use face coverings to be stored in their belongings safely.</p>	2 x 3 = 6 (Medium)
Staff member or learner arrive on-site displaying symptoms of coronavirus (COVID-19) or develop symptoms during the day	Staff Learners	2 x 3 = 6 (Medium)	<p>Email sent to parents and carers to advise student must not attend college if they are displaying any symptoms of coronavirus (COVID-19). Staff to be sent home if they display symptoms of coronavirus and asked to follow current government guidance in relation to testing and isolation</p> <p>Staff, learners, regular visitors and contractors encouraged to use lateral flow covid home test kits twice a week or before they come onto site. Tests available from here: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests or via reception/Sara George. Test results registered with NHS Track & Trace system.</p> <p>If symptoms develop during the day, Parents/Carers to be telephoned asking students to be collected by car. Refer parent /carer to guidance on contacting NHS 111 and on-line advice re: testing / self-isolating</p>	2 x 2 = 4 (Low)

			<p>Whilst waiting for collection, isolate the person in the first aid room or in a suitable outside space.</p> <p>Estates to arrange deep clean of site areas where person with symptoms has been.</p> <p>Parent /Carer of student to confirm test result (if taken) to Programme Manager SEND, and follow guidance provided by NHS. Staff to follow NHS guidance if positive.</p> <p>Management will inform the Kingston or Richmond Public Health team in line with Council outbreak control plans.</p>	
Parent /Carer not available to collect student when displaying symptoms of coronavirus (COVID-19)	Staff Learners	2 x 3 (Medium)	<p>Email sent to parents and carers informing them that it is a mandatory requirement to have back-up collection plans in place/to be available to collect student if contacted</p> <p>Students travelling by public transport to be collected and not travel home by public transport</p> <p>Student not to leave site until contact with parent or carer made.</p>	2 x 2 = 4 (Low)
Risk of virus spread from asymptomatic learners/staff.	Staff Learners	3 x 3 = 9 (Medium)	<p>Staff, learners, regular visitors and contractors encouraged to use lateral flow covid home test kits twice a week or before they come onto site. Tests available from here: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests or via reception/Sara George. Test results registered with NHS Track & Trace system.</p> <p>On arrival at College all learners and staff to follow government advice on handwashing. Learning Support Worker (LSW) to carry out extra hand washing checks on those students arriving by public transport.</p> <p>All students to use front entrance of College, unless parking in a disabled bay at the rear of the College. All staff to enter through the rear link door to the canteen.</p>	2 x 3 = 6 (Medium)

			<p>Students not to arrive on site before 10 minutes of class start time and to leave promptly at the end of the day/session. If students arrive early to class, they should wait in the canteen area.</p> <p>Maintain good personal hygiene and hand-washing for 20 seconds on arrival at College, after using the toilet and before and after eating food Avoiding unnecessary physical contact e.g. hand-shaking, touching</p> <p>Students and staff to bring to college own resources appropriate to the class, to avoid sharing resources as much as possible.</p> <p>Learners are to be encouraged not to touch their faces and use a tissue or elbow to cough or sneeze and use bins for tissue waste</p> <p>Doors (except fire doors) and windows will be left open to aid ventilation where possible.</p> <p>Staff and students must follow the current government guidance regarding the wearing of masks in classrooms and communal spaces (unless exempt)</p>	
PPE / Sanitiser / cleaning products not available	Staff and Learners	2 x 3 = 6 (Medium)	<p>Estates to ensure supply of PPE / cleaning products to be available at all times to staff in designated classrooms, when moving students displaying symptoms to the first aid room, carrying out personal care, and for use when accompanying students travelling home</p> <p>Grab bag of cleaning supplies to be given to one LSW for each class, who will be responsible for keeping this with the group at all times.</p>	2 x 1 = 2 (Negligible)
Unclean classroom equipment & resources - spread and contamination of germs and viruses	Staff Learners	3 x 3 = 9 (Medium)	<p>At the end of each learning session staff and learners to wipe down and clean all working areas as appropriate with cleaning materials provided.</p> <p>Extend good hygiene practices including cleaning shared equipment e.g. ipads, keyboards, etc.</p>	2 x 3 = 6 (Medium)

			Bins will be available in classrooms and offices to allow for the safe disposal of cleaning materials.	
Food, risk of virus spread / contamination	Learner	2 x 1 = 2 (Negligible)	Educated Palate risk assessments to be reviewed on a regular basis.	3 x 1 = 3 (Negligible)
Health and Wellbeing - Stress and anxiety	Staff Learners	3 x 3 = 9 (Medium)	Up-to-date communications with learners and staff based on Public Health England advice (to be issued by HR for staff and ALS Team for learners) Student and staff to be directed to College support services and specific support for their own health and well being	3 x 3 = 6 (Medium)
Staff vulnerability when assisting with Personal Care or Assisting with First Aid	Staff	3 x 3 = 9 (Medium)	Staff /Learner not to attend site if they develop any of the symptoms identified by the NHS and government and if they are displaying any symptoms of coronavirus (COVID-19). Staff to wear PPE (disposable gloves, face coverings/visor and apron) when accompanying Learner to toilet or assisting with personal care or First Aid. Government guidelines to be followed of washing hands, before and after using the toilet. Staff to clean all door handles/ door plates after toilet use if touched	2 x 3 = 6 (Medium)
Learner vulnerability / underlying health conditions	Learners	2 x 2 = 4 (Low)	Staff to be aware of learners' underlying health problems recorded on Student Profiles and individual risk assessments. Staff to wear PPE (disposable gloves, face covering/visor and apron) when assisting student with health condition or medical needs eg. taking medicine	1 x 2 (Negligible)

Size / Availability of First Aid Room / First Aider	Staff & Learners	2 x 2 = 4 (Low)	SEND staff vulnerability of assisting student alongside First Aider and not able social distance to wear PPE (disposable gloves, face covering/visor and apron) when assisting student with First Aid	2 x 2 = 4 (Low)
Risk of contamination from crowding during fire evacuation procedure	Staff and Learners	2 x 2 = 4 (Low)	<p>Evacuation procedures will remain in place, with staff and learners assembling at the muster point in the Old Deer Car Park. Social distancing to be maintained and face coverings to be worn if learners are using them (unless exempt). Fire Marshals at the muster point to remind staff and learners of these measures.</p> <p>Tutors to be familiar with clear building exit and re-entry points to enable smooth exit for wheelchair users and to ensure social distancing is maintained.</p> <p>Staff to carry out Induction procedures with example trial evacuation / bell sounding in the classroom during first return to site session and when each new student(s) join</p> <p>Staff to wear PPE (disposable gloves, face covering/visors and apron) when assisting student not exiting or social distancing during fire evacuation</p>	2 x 2 = 4 (Low)
Staff Testing	Staff	2 x 2 = 4 (low)	<p>Staff encouraged to use lateral flow covid home test kits twice a week or before they come onto site. Tests available from here: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests or via reception/Sara George. Test results registered with NHS Track & Trace system.</p> <p>If tested positive staff to stay at home and follow the current government guidance in relation to further testing and isolation, government guidance.</p>	

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
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 (parents/carers) 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-operational-guidance>