



COVID-19 – Safety for Academic Support Workers

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA010 v0.3
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	21-10-20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons/students for Academic Support Workers.

Reference:
Gov.uk Guidance: Further education (FE) autumn term guidance (16-10-20)
<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>
Gov.uk Guidance: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (13-10-20)

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment
- Workplaces
- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating
- Occupational Health
- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/ diseases
- Other Hazards
- Lone working
- Display screen equipment
- Manual handling of loads

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section ‘observations/comments’ as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The ‘Likelihood’ & ‘Severity’ value is to be scored 1 – 5 taking guidance from the above matrix - the total overall ‘Risk’ value ‘R’ is: ‘L’ * ‘S’ entered into the ‘R’ column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus, : Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA ref. 010.1	<p>Ingress, Egress, Safe Working in Class</p> <p>Risk: Spread of virus through close contact with transmission by respiratory aerosols and / or touching of contaminated surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Doorways to be limited to one person in and one person out, - Right of way must be given to the person exiting the room/building: protocols to be adopted of anyone exiting a room/building have priority – social distancing to be observed.</p> <p>Obey all 'one-way' system routes as denoted by floor signage or on walls</p> <p>Waiting areas external of class rooms will be denoted by areas measured out to be 2meteres apart where possible/practical.</p> <p>Where work stations are not evident as work positions, floors may be marked to identify designated work station areas – always observe government social distancing guidelines as best possible when using work space between yourself and other Students.</p> <p>Increased hand washing must be observed as government guidelines for minimum of 20seconds, - Hand Sanitising Stations are also available in Reception Areas and key points around campus.</p> <p>Coats/outer belongings should be kept segregated from other persons belongings to avoid possible cross contamination with others clothing.</p> <p>All Support Workers should be familiar with all applicable UCB risk assessments (& COVID safety assessments) for classes being attended and movement around UCB campus. (Available on UCB Portal)</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref. 010.2	<p>Equipment & Workstations</p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>Any tools/equipment used are to be cleaned and sanitised where possible before and after use (with spray/wipes) – where sanitising is not possible or would not be effective ensure disposable/consumables equipment is used.</p> <p>Never share equipment, - pens, pencils, writing pads etc.</p> <p>Where possible, prepare all materials and equipment in advance of commencement of any training/work session to minimise movement around class/communal areas.</p> <p>All work positions are segregated 2m apart (1m + mitigation). Signage is in place for areas/ work stations identifying where 'not in use'.</p> <p>Instructors to monitor cleaning supplies to maintain a regular supply where required.</p> <p>Refresher training of COVID safety procedures (and any specific class safety procedures) is to be given to Students prior to initially proceeding with class work. (see ref. 010.7)</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref. 010.3	<p>Toilets, Locker Areas & Changing Rooms</p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>Numbers for access to all toilets and changing rooms/locker areas will displayed on the outside of the facility. Access is to be on a 'Knock and Call' process – signage to be displayed. Numbers allowed in each area should not be exceeded. Face coverings to be worn in all changing rooms. All cubicles in toilets may be used with social distancing to be observed at sinks and urinals.</p> <p>(Alternative safe changing areas/routines may be available as advised by Instructors depending on the class activity and numbers)</p> <p>2m social distancing guidelines should be followed in all communal areas. – ace coverings to be worn where 2m cannot be maintained</p> <p>Showering facilities will be taken out of use as appropriate and not allowed until further notice (areas to be monitored by Estates)</p>	1	5	5	Maintain, monitor and regularly review control measures.

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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating	Revised			
			L	S	R	Control Measures			L	S	R
COVID RA ref. 010.4	<p>Transmission of COVID-19 Virus</p> <p>Risks: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated surfaces</p>	a,b,c,d,e,f	4	5	20	<p>COVID-19 is transmitted by touching surfaces that have been contaminated by others having the virus or being infected through a person's respiratory aerosols (coughing, sneezing, and talking). COVID-19 infects us through our eyes, nose or mouth.</p> <p>Government guidelines for protection are to maintain 2meter (1m+ with extra precautions) social distancing as best possible and to regularly washing of hands for a minimum of 20seconds. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>All Academic Support Workers to have read and understood all UCB COVID-19 control risk assessments. (Available on UCB Portal)</p> <p>Where possible, all Academic Support Workers should be allocated to permanent Students to minimise interaction with numerous different persons/bubbles.</p> <p>For class work where no direct/indirect contact with the Student is required and general guidance's can be followed, there is no requirement for extra precautions. Standard practices of distancing, hand washing and cleaning is to be observed.</p> <p>'Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> an individual child, young person or other learner becomes ill with COVID-19 symptoms and only then if a distance of 2 metres cannot be maintained a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used' <p>Increased/extra precautions:</p> <p>Where assistance is required/foreseen for closer interaction with a Student a Support Worker must:</p> <ul style="list-style-type: none"> Try to assist as best possible by alternative means other than previously conducted whilst trying to maintain a 2m distance, (arrange as much on-line/distance learning where possible, use Big Blue Button?) Where 2m cannot be maintained, work slightly behind or side-by-side with the Student – avoid all face-to-face interaction, Limit any close interaction with a Student to as little time as possible, maximum guidance time is 15minutes Where 'sustained close proximity' assistance cannot be avoided; ASW's are to wear face visors and face coverings/IIR masks with the student to wear face coverings. (as recommended for 'Close Contact Services' government guidelines). Never directly touch another person/Student Consider the classroom layout, - can it be arranged slightly differently to establish a sufficiently safe student/support worker safe distancing? Learner Support Plans should take into account current control measures as best possible for COVID safety. In 1-1 sessions/counselling session, rooms big enough to respect the 2m social distancing should be sought/booked. 	1	5	5	Maintain, monitor and regularly review control measures.	

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	Identified Hazards and Associated Risks	Those at risk	L	S	R		L	S	R	
COVID RA ref. 010.5	Cleaning & Clearing Risks: Spread of virus through respiratory aerosols and/or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	A full cleaning schedule is agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touch point areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc. Ensure more regular bin collections/emptying – not more bins! Support Workers are to ensure their Student clean/sanitise their own workspaces/ stations/equipment/IT equipment etc. on completion of use and any waste and personal belongings removed from the work area at the end of a lesson.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref. 010.6	Ventilation (Estates) Risks: Spread of virus through transmission by respiratory aerosols	a,b,c,d,e,f	4	5	20	Ventilation should be increased in classes where possible, supply and extraction fans should be turned on (not when supplied or extracted to other rooms/areas), and by opening doors (excluding fire doors) and windows where possible to increase natural air flow of the area.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref. 010.7	Student & Support Workers Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	20	No Student or Support Worker is to attend Campus if experiencing symptoms of COVID19. Seek a test immediately and do not return unless a negative result is obtained or after 10days isolation and your temperature has returned to normal. When attending class, - all Support Workers are to be included to receive 'refresher COVID training' at the start of each class to reiterate the importance of regular hand washing, keeping good social distancing in the classroom as best possible and cleaning and sanitising work areas on completion of the class . (The class instructor should allow time for the thorough cleaning of each work area and other areas of the class room used) Student/Support Workers are to inform the Class Instructor if they are feeling unwell (lowered immune levels), suffering any symptoms for COVID 19 – (new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)), or any concerns of being at high risk of infection/contracting COVID-19 – if concerns are for developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the designated isolation area and await arrangements to get the person home safely for self-isolation. The person should organise a COVID test immediately under 'Test & Trace' regulations. Security should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref. 010.8	Fire	a,b,c,d,e,f	3	5	15	All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point.	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 23rd September 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July 2020.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Copy of the completed assessment must be retained for review by the assessor or the department competent person.