



COVID 19 Safety - Safe Use of Training/Teaching Environments

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA019 v.01
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:	27/08/20
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 when in class rooms and other training environments where no other specific high risk practices or hazards are present.

In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

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>

Gov.uk Guidance - Further and higher education: coronavirus (COVID-19) – Updated 26-08-20

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-08-20

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

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

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

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)

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			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
COVID RA 019.1	Ingress & Egress Risk: Spread of virus through touching of contaminated surfaces or spread of a persons contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Doorways to be limited to one person in and one person out of doorways at any one time where possible, - users should adopt a 'give-way' to persons exiting a room or the building whilst best adhering to 2meter social distancing guidelines. Students should try to remember to wash hands prior to entering a class area – hand sanitiser is available at key points around the buildings but not at every class entrance – hand washing is more thorough than sanitising liquid/gel. Staff should attempt to open classrooms earlier to reduce student waiting times in corridors Floor markings will highlight class waiting area where practical at 2m spacing distance Regular cleaning and sanitising of door handles/stair rails, turnstiles/card readers will be conducted as directed by Estates and the Cleaning Company risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.2	Class Areas Risks: As above	a,b,c,d,e,f	4	5	20	Students & Staff must social distancing in class by 2m as best possible, - reduced number of people for each class or work area are available based to keep persons to a minimum distance, - assign and keeping students to designated desk spaces or work area to maximise the ability to social distance, - Try and plan teaching to minimise travel around the class area Seating/work space has been planned (removed, marked for 'do not use') to obtain 2m distancing as best possible. Where the social distancing guidelines cannot be followed curriculum teaching styles may have to be adjusted to a particular activity or may have to be redesigned to maintain a 2m distance or 1m with risk mitigations. Where 2m is not viable. Mitigating actions include: <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Keep voice levels to a minimum – avoid shouting/raised voices Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Keep fixed teams to numbers as less as possible and maintain 'fixed person groups' together, - do not allow to interact or change around the groups. Contract cleaning staff will clean/sanitise surfaces and main key 'touch points' more often. Students/Staff should clean down specific touch points such as keyboards, mouse, phones, and machinery as used. Increased cleaning will be provided by UCB approved cleaning company as agreed with Estates.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.3	Corridors/ Passageways/ Walkways Risks: As above	a,b,c,d,e,f	4	5	20	No one should congregate/wait in corridors/walkways unless waiting to enter rooms where social distancing must be observed. Social distancing and continual movement through passageway areas should be encouraged/maintained. Face coverings to be worn when moving around in Summer Row & Richmond House. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and where walk areas have to be divided showing side of flow direction. Social distancing is to be maintained at 2m where possible. Increased regular cleaning and sanitising of key 'touch' areas is to be included in cleaning routines and reformed cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.

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	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised			Further Actions / Recommendations / Observations
			L	S	R		L	S	R	
COVID RA 019.4	Seating Areas Risk: As above	a,b,c,d,e,f	4	5	20	Where possible, most seating has been removed/signed 'out of use', positioned/segregated 2m apart (1m+ - side-by-side 1m+ apart or facing forwards only). Increased regular cleaning and sanitising of areas is to be included in cleaning routines and reformed cleaning risk assessments Computer areas will have computer marked as 'not in use' with any remaining computers remaining being socially distanced apart	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.5	Transmission of COVID-19 Virus - COVID symptoms Risk: As above	a,b,c,d,e,f	4	5	20	COVID-19 is transmitted by touching surfaces that have been contaminated by other persons having the virus, or being infected through a person's respiratory aerosols (coughing, sneezing, talking) that has the virus. COVID-19 infects us by entry to the body through our eyes, nose or mouth. Government guidelines for your protection are to be maintained at 2meter social distancing (1m+ with extra precautions) and increased regularly wash of your hands for a minimum of 20seconds. Staff & Students are to inform their Line Manager/Supervisor/Tutor if they are 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). Line Manager/Supervisor/Year Managers to be informed if unwell, or have concerns of being at high risk of infection/contracting COVID-19 – if developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the buildings designated isolation area and await arrangements to get them home safely for self-isolation. They should organise for a COVID test immediately under NHS 'Test & Trace' regulations by calling 119 or booking on-line. Security should be informed of the event who will have further instruction for procedures to adopt. (See government advice details below)	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.6	Students Risks: As above	a,b,c,d,e,f	4	5	20	No student should attend campus if they suspect they have COVID-19 symptoms All Students to receive 'refresher training' at the start of each class to reiterate the importance of regular hand washing, keeping good social distancing in the classroom and cleaning and sanitising their work area 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) Students should be asked of their wellbeing and if they are suffering any symptoms for COVID 19 at the start of class, – a new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). All Students should inform their Instructor if they feel unwell, or have concerns of being at high risk of infection/contracting COVID-19 – if developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the buildings isolation room and await someone to escort them home for self-isolation. Security should be informed of the event who will have further instruction for procedures to adopt. (See government advice details below)	1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R		L	S	R	
COVID RA ref: 019.7	Staff Risks: As above	a,b,c,d,e,f	4	5	20	No Staff should attend work if suffering symptoms of COVID-19 (Staff should seek a test immediately through NHS online or calling 119) Staff should not return to work until the results of the test have shown 'no' infection or full self-isolation is complete and temperature has returned to normal. All Staff should remind students 'refresher training' of COVID safety precautions at the start of each lesson to reiterate the importance of regular hand washing, keeping social distancing and cleaning and sanitising their work areas as they go. Staff should maintain social distancing by remaining at the front of the class trying to keep 2m distance. Staff should not raise their voice when teaching to minimise personal respiratory areoles. Staff are to wear face coverings when attending a food outlet All Staff should inform their Manager/Supervisor if they feel unwell – if developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the designated COVID isolation area/room and await for arrangements to be made to get them home for self-isolation. The person should arrange a test immediately. Security should be informed of the event who will have further instruction for procedures to adopt.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.8	Lifts Risks: As above	a,b,c,d,e,f	4	5	20	Priority use of lifts is to be observed to those with a disability / need and movement of heavy goods only. Where lifts may be used, lift usage will depending on the size of the lift car, signage and floor markers will clearly state where to stand indicating maximum numbers allowed (facing away from each other) and the maximum capacity information signage will also be displayed. Increased regular cleaning and sanitising of regular 'touch' surfaces (call buttons/floor level buttons) is to be included in cleaning routines and reformed cleaning risk assessments	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.9	Ventilation Risk: Spread of virus through respiratory aerosols	a,b,c,d,e,f	4	5	20	"Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Ventilation systems should provide an adequate supply of fresh air". Mechanical ventilation should not mix air flows from one room to the next. Natural ventilation should be increased in areas where windows and doors can be opened (not inc. fire doors) to increase natural air flow of the area.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.10	Cleaning Risks: As above	a,b,c,d,e,f	4	5	20	An increased cleaning schedule is to be agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touching areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc.	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 019.11	<p>Toilets, Locker Areas & Changing Rooms</p> <p>Risk: Spread of virus through touching of contaminated surfaces or spread of a persons contaminated respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Doorways to be limited to one person in and one person out of at a time. Right of way must be given to the person exiting the room ensuring 2m distancing.</p> <p>Maintain social distancing as best possible around all areas.</p> <p>Masks/face coverings are to be worn in all changing areas – changing spaces will be marked out for appropriate social distancing to get changed. Changing rooms will be signed at the door for maximum occupancy for each changing room – this must not be exceeded.</p> <p>Lockers must be used on a one-only basis allowing for social distancing.</p> <p>All staff to maintain usual hygiene precautions and wash hands after changing.</p> <p>Toilets to be used on a ‘knock and call’ basis. Toilet cubicles may be used on a one-out one-in basis – sink areas and urinal areas to be used on a one-only basis.</p> <p>Regular cleaning and sanitising of toilet areas, door handles and push plates etc. will be conducted by UCB approved cleaning contractor as directed by Estates.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.12	<p>Face Coverings</p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>Masks (or suitable face coverings) will be required when using communal areas and in the corridors of Summer Row and Richmond House, and any other spaces where 2m distancing is difficult. This applies to students and staff.</p> <p>Face coverings should not be worn in lessons – social distancing should be observed - (Class areas have been measured and spaced accordingly for this to happen)</p> <p>Face coverings should be worn in all campus buildings:</p> <ul style="list-style-type: none"> • When queueing at café’s/bars/restaurants and at the counters and payment points. • When using changing rooms • or any other times when social distancing cannot be exercised. 	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.13	<p>Signage & Safety Information</p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>‘Catch-It, Bin-It, Kill It’ signage (increase bin emptying)</p> <p>Reminder of social distancing</p> <p>Reminder to increase regular washing of hands for minimum of 20secs</p> <p>Sneeze into crook of arm</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 019.14	<p>Fire</p>	ab,c,d,e,f	3	5	15	<p>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.</p> <p>Social distancing should be exercised as best possible at the emergency assembly point.</p>	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 1st June 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.