

Virtual Alliance Ltd t/a Virtual Learnings UK

Bridge House, Chiltern Hill, Chalfont St Peter, Bucks, SL9 8UE

Location: Various

Title : VLUK COVID 19 Education RA August 2020	Date of Assessment : 16/07/2020	Risk Assessor : Gemma Halsey
Risk Assessment Reference : VLUK ED COVID	People involved in making this assessment :	
Task/ Process : Classroom	People at Risk : Employees, Contractors, Members of the Public, Children & Young Persons	

Hazard : Communication & Training Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. We make contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. We talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).
4. All teachers are required to undertake the COVID-19 - Return to Business for employees e-learning.
5. Employees are provided with this risk assessment, they must sign to state they have read and understood the content.
6. Posters are displayed throughout the site, regarding enforcing social distancing where possible, hand washing and hygiene measures.
7. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.

Hazard : Personal Protective Equipment (PPE) Incorrect use of PPE resulting in risk or transfer of virus.

Control Measures:

1. Wearing a face covering or face mask in schools or other education settings is not recommended.
2. PPE will be used if a young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.
3. In relation to the control measure above, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained.
4. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Hazard : Cleaning and Hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Both employees and learners are instructed to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc).
4. Cleaning regimes have been implemented on a more frequent basis, and will take place on the following times - before lessons, lunch time and after lesson.
5. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
6. Staff are required to report anything contaminated or spilt that requires cleaning.

Hazard : Classroom layout arrangements and group sizes Overcrowding of classrooms leading to higher risk of outbreak.

Control Measures:

1. We have minimised contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
2. We ensure that young people are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
3. We ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff.
4. We ensure that wherever possible young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
5. We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
6. Desks will be placed facing forwards, at least 1 meter apart where possible.
7. Learners should sit side by side, not face to face or side on.

Hazard : Communal halls and shared rooms Overcrowding of communal areas leading to higher risk of outbreak.

Control Measures:

1. Shared areas, dining areas and internal and external sports facilities for lunch and exercise are used at a reduced capacity where possible.
2. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together).
3. Cleaning between groups is in place.

Hazard : Use of shared resources Potential risk or transfer of virus through cross-contamination.

Control Measures:

1. We have limited the amount of shared resources that are taken home and limit exchange of take-home resources between young people and staff.
2. We prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently, e.g laptops.

Hazard : Outside areas Not implementing the use of outdoor areas may result in higher capacity indoors leading to higher risk or transfer of the virus.

Control Measures:

1. We used the outdoor areas for education, where possible, as this can limit transmission and more easily allow for distance between young people and staff.
2. Outdoor equipment should not be used unless supervisors are able to ensure that it is appropriately cleaned between groups of young people using it, and that multiple groups do not use it simultaneously.

Hazard : Contractor control and third parties e.g. parents Inadequate communication with third parties.

Control Measures:

1. We tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
2. We make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
3. Regular communication via e-mail to ensure any changes in procedure are communicated.

Hazard : Transport arrangements Inadequate transport arrangements leading to close contact and overcrowding.

Control Measures:

1. We ensure parents and young people are aware of recommendations on transport to and from education settings (including avoiding peak times).
2. We have encouraged parents and young people to walk or cycle to their education setting where possible.
3. Making sure parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
4. Revised travel plans have been communicated clearly to parents where appropriate (for instance, to agree pick-up and drop-off times).

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided within classrooms, common areas.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff are instructed where able to avoid contact and follow social distancing rules, remaining 2 meters from learners wherever possible. Due to the nature of work this may not always be possible due to providing care.

- 2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
- 3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

Hazard : Communal facilities, entrance, toilets, stairs. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

- 1. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
- 2. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to the venue manager.
- 3. Staff are required to ensure that learners coats, scarfs and other outdoor items are stored separately under their desks avoiding contact with other people's personal items.

Documents Associated with this Risk Assessment:	
Review Date : 13/08/2020	Reviewer : Gemma Halsey