

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 Sep 2021	Date of Assessment : 24/08/2021	Risk Assessor : Gemma Halsey
Risk Assessment Reference : VLUK ED COVID	People involved in making this assessment :	
Task/ Process : Education setting	People at Risk : Employees, Contractors, Members of the Public, Volunteers, 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 identify individuals who are unwell and ensure 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 if and when necessary).
4. Employees are provided with this risk assessment, and have attended a training sessions explaining their responsibilities.
5. Posters are displayed throughout the site reminding learners to maintain standards for hand washing and hygiene measures.
6. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required, including in instances of local outbreaks or as per contingency plans in place.

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

Control Measures:

1. 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.
2. 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.
3. 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 for frequently used items or areas have been implemented on a more frequent basis, and will take place on the following times.

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 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.

2. We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.

3. Rooms will be well ventilated eg windows opened to reduce the risk of airborne transmission.

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

Control Measures:

1. Cleaning between groups is in place.

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

Control Measures:

1. Shared resources will be cleaned between groups.

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. Outdoor equipment should be appropriately cleaned between groups of young people using it.

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

Control Measures:

1. 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 have encouraged parents and young people to walk or cycle to their education setting where possible.

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 and common areas.

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 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.
2. Staff and learners are instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

Hazard : Face coverings Incorrect use of face coverings resulting in risk or transfer of virus.

Control Measures:

1. Face coverings are not mandatory, but encouraged in indoor communal settings such as leisure centre receptions. Face covering are not required in classrooms or corridors.

Hazard : Performing Arts Potential risk or transfer of virus through higher risk activities such as singing.

Control Measures:

1. Singing in groups should take place outdoors wherever possible . If indoors, a room should be used with as much space and ventilation as possible.

Documents Associated with this Risk Assessment:

Review Date : 01/12/2021

Reviewer : Gemma Halsey