

Provider Workplace Risk Assessment for Covid-19

Adult Training Network

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace and the return to face to face learning. This document is to be read in conjunction with published Government, NHS and Funder Guidance.

Risk rating	
	High
	Medium
	Low

Note: Colour code the first column as appropriate to your current situation, and update as the phased process evolves.

What are the hazards/ risks?	Who might be harmed Who is at risk	Existing controls in place	Further action needed – Phased approach	By whom	By when
Delivering face to face learning in a safe environment	<p>Staff Learners Visitors Cleaners Contractors</p> <p>Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.</p>	<p>Premises:- <u>Controlled entry and exit procedures:</u> Only main entrance to be used and incoming and outgoing flow system in place with safe distance waiting markers/area on either side. Door handle and surrounds sanitised regularly, and sanitiser available near entrance/exit, with advice notice.</p> <p><u>Queue management:</u> Spacing marker on ground to assist social distancing whilst queueing.</p> <p><u>Lifts / stairs:</u> Notices at top on bottom stating 'Do not pass on the stairs', with safe distance waiting markers/area at top and bottom. Handrails sanitised regularly</p> <p><u>Signage:</u> 'Please keep left' and 'Keep your Distance' signs for all corridors.</p>	<p>A reminder poster confirming that if a learner, parent, carer or a member of their household is displaying any "flu like symptoms" they should not attend the training centre for lessons or if they are displaying any symptoms of coronavirus (COVID-19), they should get tested.</p> <p>On arrival at the ATN training centre all learners and teaching staff to follow government advice on handwashing and social distancing as far as possible</p> <p>Maintain good personal hygiene and hand-washing</p> <p>Avoiding unnecessary physical contact e.g. hand-shaking</p> <p>Ensure a structured handwashing and personal hygiene culture is embedded into the daily teaching routine</p>	<p>Tutor</p> <p>Quality Manager</p>	<p>Ongoing</p>

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	<p><u>Classrooms:</u> Desks appropriately distanced, with single occupancy at each desk. Door to remain open, windows to be opened where practicable. 'Stay Alert', social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Office space:</u> Desks appropriately distanced, with single occupancy at each desk. Plastic shield/dividers placed between desks. Door to remain open, windows to be opened where practicable. 'Stay Alert', social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Communal areas:</u> Seating removed or taped-off with 'Do not use' notices. Directional arrows on floor, 'Please keep left', 'Keep you Distance', 'Stay Alert', social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Kitchens / cafes:</u> Closed with 'Do not Use' signs and taped-off. Learners and staff to be encouraged to bring their own refreshments, and no courses scheduled across lunch. Staff to bring own lunch.</p> <p><u>Toilets:</u> Hand washing signage to be displayed in all toilets areas. Increased cleaning and sanitisation scheduled, spray disinfectant available.</p> <p><u>Cleaning:</u> Increased cleaning and sanitisation scheduled. All surfaces disinfected following each class. Additional PPE provided for cleaners.</p> <p><u>Evacuation process:</u> Social distancing markers in primary assembly area. Secondary assembly area(s) identified.</p>	<p>Good hygiene practices including additional cleaning shared equipment e.g. phones, keyboards, etc. after all sessions.</p> <p>Cleaners/Staff washing surfaces after each session.</p> <p>Cleaners/Staff clean all door handles at the end of every session.</p> <p>Cleaners/Staff wear disposable gloves and apron when cleaning.</p> <p>Staff not to attend work if they have any of the symptoms identified by the NHS and government and if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Learners and staff from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.</p> <p>Covid 19 practices and procedures to be discussed and verbal reminders issued regularly.</p>	<p>MD, Quality Manager, Network Engineer, Regional Manager, Tutor</p>	<p>Ongoing</p>
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		<p><u>General:</u> All staff are to read and follow the Merton Borough Council and ATN COVID 19 information and guidance which reflects the current updated Department of Education Guidance on 'Further Education Covid-19 Operational Guidance and Public Health England guidance website and regular email updates from ATN and line managers on a regular (weekly) basis as this is the main form of communication. All staff are to read and implement the ATN Coronavirus impact Risk assessment, which is updated regularly.</p>			
<p>Preventing the spread of Covid-19:-</p> <p>Ensuring social distancing and government guidance is being followed</p>	<p>Staff Learners Visitors Cleaners Contractors</p> <p>Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.</p>	<p>Premises:- <u>Controlled entry and exit procedures:</u> Only main entrance to be used and incoming and outgoing flow system in place with safe distance waiting markers/area on either side. Door handle and surrounds sanitised regularly, and sanitiser available near entrance/exit, with advice notice.</p> <p><u>Queue management:</u> Spacing marker on ground to assist social distancing whilst queuing.</p> <p><u>Lifts / stairs:</u> Notices at top on bottom stating 'Do not pass on the stairs', with safe distance waiting markers/area at top and bottom. Handrails sanitised regularly</p> <p><u>Signage:</u> 'Please keep left' and 'Keep your Distance' signs for all corridors.</p> <p><u>Classrooms:</u> Desks appropriately distanced, with single occupancy at each desk. Door to remain open, windows to be opened where practicable. 'Stay Alert',</p>	<p>A reminder poster confirming that if a learner, parent, carer or a member of their household is displaying any "flu like symptoms" they should not attend the training centre for lessons or if they are displaying any symptoms of coronavirus (COVID-19) and should get tested.</p> <p>On arrival at the ATN training Centre all learners and teaching staff to follow government advice on handwashing and social distancing as far as possible</p> <p>Maintain good personal hygiene and hand-washing</p> <p>Avoiding unnecessary physical contact e.g. hand-shaking</p> <p>Ensure a structured handwashing and personal hygiene culture is embedded into the daily teaching routine</p> <p>Good hygiene practices including additional cleaning shared equipment e.g. phones, keyboards, etc. after all sessions.</p>	<p>Tutor Quality Manager</p>	<p>Ongoing</p>

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		<p>social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Office space:</u> Desks appropriately distanced, with single occupancy at each desk. Plastic shield/dividers placed between desks. Door to remain open, windows to be opened where practicable. 'Stay Alert', social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Communal areas:</u> Seating removed or taped-off with 'Do not use' notices. Directional arrows on floor, 'Please keep left', 'Keep you Distance', 'Stay Alert', social distancing, and hygiene 'How to Stop the Spread' notices prominently displayed.</p> <p><u>Kitchens / cafes:</u> Closed with 'Do not Use' signs and taped-off. Learners and staff to be encouraged to bring their own refreshments, and no courses scheduled across lunch. Staff to bring own lunch.</p> <p><u>Toilets:</u> Hand washing signage to be displayed in all toilets areas. Increased cleaning and sanitisation scheduled, spray disinfectant available.</p> <p><u>Cleaning:</u> Increased cleaning and sanitisation scheduled. All surfaces disinfected following each class. Additional PPE provided for cleaners.</p> <p><u>Evacuation process:</u> Social distancing markers in primary assembly area. Secondary assembly area(s) identified.</p> <p><u>General:</u> All staff are to read and follow the Merton Borough Council and ATN COVID 19 information and guidance which reflects</p>	<p>Cleaners/Staff washing surfaces after each session.</p> <p>Cleaners/Staff clean all door handles at the end of every session.</p> <p>Cleaners/Staff wear disposable gloves and apron when cleaning.</p> <p>Staff not to attend work if they have any of the symptoms identified by the NHS and government and if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Learners and staff from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.</p> <p>Covid 19 practices and procedures to be discussed and verbal reminders issued at the start of every session.</p>		
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<p>Preventing the spread of Covid-19:-</p> <p>Ensuring social distancing and government guidance is being followed</p>	<p>Staff Learners Visitors Cleaners Contractors</p> <p>Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.</p>	<p><u>People:-</u></p> <p><u>Handwashing (facilities, resources and method):</u> Hand sanitiser and designated area provided in all classrooms.</p> <p><u>PPE (requirements, resources):</u> Staff Learners required to follow Government guidelines regarding face coverings. PPE supplied for cleaning operations.</p> <p><u>Start / finish times (phased):</u> Only single session operations, start/finish time set to avoid 'rush hour' timings for those requiring public transport.</p> <p><u>Staff & learner training:</u> Discussions regularly on updated advice reminder information.</p> <p><u>Staff & learner communication:</u> Social distancing required throughout, agreed preferred contact method to be recorded for all learners/staff, (Phone/text/email)</p> <p><u>First Aider process:</u> PPE available for first aid responder.</p> <p><u>Cleaners:</u> PPE available and 'educational' cleaning safety videos watched.</p>	<p>A reminder poster confirming that if a learner, parent, carer or a member of their household is displaying any "flu like symptoms" they should not attend the training centre for lessons or if they are displaying any symptoms of coronavirus (COVID-19) and should get tested.</p> <p>Staff not to attend work if they have any of the symptoms identified by the NHS and government and if they are displaying any symptoms of coronavirus (COVID-19).</p> <p>Learners and staff from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.</p> <p>Covid 19 practices and procedures to be discussed and verbal reminders issued at the start of every session.</p>	<p>Tutor</p> <p>Quality Manager</p> <p>Head Office Administration</p>	<p>Ongoing</p>

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<p>Staff, learner or person visiting / attending venue has symptoms of Covid-19</p> <p>Note: See Government guidelines for details on close contact</p>	<p>Staff Learners Visitors Cleaners Contractors</p> <p>Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.</p>	<p><u>Symptoms exhibited:-</u></p> <p><u>Communications:</u> Contact Next of Kin and arrange isolation, Follow Government advice on informing authorities and Test and Trace procedure.</p> <p><u>Procedure:</u> Isolate learner to agreed area, inform Head Office and Quality Manager. Advise other learners of the situation and self-isolation measures and Testing and Test and Trace processes. Head Office will inform Merton Council and Landlords. Arrange for additional process to be implemented.</p> <p><u>Following government guidance:</u> See links on the last page of this risk assessment and follow current procedure.</p> <p><u>Test and trace:</u> Support person with symptoms to contact the authorities and per Government procedure.</p> <p><u>First Aider process:</u> PPE available, and follow NHS 111 advice on next steps.</p>	<p>Isolate the person within an easy clean area of the training centre and phone home to arrange the Next of Kin to collect immediately, or make alternative arrangements, issue guidance on contacting NHS 111 and self-isolating.</p> <p>Once the person has left the training centre, deep clean all areas where they have been. Staff to wear appropriate PPE (gloves and apron)</p> <p>Learners and staff from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.</p>		
<p>Travelling safely</p>	<p>Staff Learners</p> <p>Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.</p>	<p><u>Travel:-</u></p> <p>All centre users will be encouraged to walk, cycle or drive, and only use public transport if no other alternative is available.</p> <p><u>Parking:</u> Additional car parking places will be allocated if possible and arrangement made for safe storage of cycles.</p> <p><u>Government guidance on safe use of public transport:</u> Posters with safety advice to be prominently displayed in each classroom and discussed at the reminder sessions.</p>	<p>Staff and learners to be updated with TFL travel advice regularly.</p> <p>Staff and Learners from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.</p>	<p>Tutor</p>	<p>Ongoing</p>

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		Communication: Links to TFL updates to be displayed and learners/staff encouraged to check regularly.			
Wellbeing both physical and mental	Staff Learners Vulnerable groups – Elderly and/or those with existing underlying health conditions, and those that are pregnant.	Wellbeing:- <u>Resources available:</u> Up-to-date communications with learners and staff based on Public Health England advice on wellbeing and other wellbeing and mental health information, advice, guidance and practical measures to support wellbeing and promote mental health. <u>Communication:</u> Regular wellbeing conversations with staff by Quality Manager and Regional Manager, to assess resilience and/or concerns needing further support.	Staff to discuss wellbeing and mental health and sources of support regularly with class groups and individuals, including Wellbeing contacts, groups, web sites and help lines. Learners and staff from Vulnerable groups to be advised to follow specific Government/Public Health England advise for their particular vulnerability, and if unable to attend to be advised of future courses schedule and expected start dates.	Tutor Quality Manager	Ongoing.

Risk Assessment conducted by: Sarjeet Singh Gill

Job Role: Managing Director

Date: 16th September 2021

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To stay safe and keep people safe in these difficult and testing times, it is important to reinforce the importance of feeling well and being very vigilant if all learners and staff follow that ethos. If at any time you or one of your close family or household become unwell and have a raised temperature or a persistent cough or loss of the sense smell and taste, and other flu like symptoms, then:

You should not leave home, do not attend college or go to work and get tested.

The government advice is clear:

Coronavirus remains a serious health risk. You should stay cautious to help protect yourself and others.

- Let fresh air in if you meet indoors. Meeting outdoors is safer
- Wear a face covering in crowded and enclosed spaces where you come into contact with people you do not normally meet
- Get tested and self-isolate if required
- If you haven't already, get vaccinated

Government advice links:

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support) **Updated 14th September 2021**

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance> **Updated 27th August 2021**

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread) **Updated 14th September 2021**

Merton Borough Council link:

[Coronavirus \(merton.gov.uk\)](https://www.merton.gov.uk/coronavirus) **Current link as at 16th September 2021**