



Coronavirus (COVID-19): risk assessment for learners

SMARTT North East

Assessment conducted by: Barry Joyce	Role: Tutor	Covered by this assessment: learners , staff and other relevant individuals .
Date of assessment: Ongoing	Review interval: in line with government updates .	Date of next review:

Related documents

[Infection Control Policy](#), [Ill Health and Infectious Disease Risk Assessment](#), [Social Distancing Policy Statement](#), [First Aid Policy](#), [Environmental Policy](#), [COSHH Policy](#), [Child Protection and Safeguarding Policy](#), [Behavioural Policy](#)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note that this risk assessment has been created in line with the current government guidance.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Social Distancing Policy Statement - Health and Safety Policy - Infection Control Policy - First Aid Policy - Behavioural Policy - Coronavirus (COVID-19) Full Opening Plan • SMARTT has conducted a Coronavirus (COVID-19): Risk Assessment for Full Operation in July 2020, which considers all areas of risk relating to coronavirus. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff receive any necessary training to help keep learners safe and support them, e.g. infection control and wellbeing. • SMARTT keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The LEA health protection team (HPT) • 	<u>Y</u>	Director SMARTT		<u>M</u>

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		<ul style="list-style-type: none"> • All pre-course instruction are given to learners via sessions online via zoom and via their SPOC – this includes, times, dates, Exposure risk, Travel, Access & egress, Welfare / Hygiene, Social distancing. Learners are given access to a copy of our risk assessment well in advance and are encouraged to read though it and contact us with any questions. A copy of the risk assessment can be found on our website https://smartt.me.uk • Learners/parents/careers can receive copies of policies and risk assessments which explains the measures that are in place to ensure the safety of the learning environment. • Learners are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around classroom and building. 				
Cleaning		<ul style="list-style-type: none"> • Poster / information displays. COVID-19 posters are clearly displayed on entry to the venue. • Appropriate posters are displayed around the relevant areas of the venue, eg. COVID-19, 'Catch it, Bin it, Kill it', handwashing posters, social distancing. • The tutor creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, rest area eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Classroom resources, e.g. books, pens, manikins and any other resources as per the SOW are permitted to be shared within a bubble. These resources are cleaned regularly. • Resources that are shared between bubbles, e.g. first aid equipment, are regularly cleaned and thoroughly cleaned before they are shared 	<u>Y</u>	<u>SMARTT</u>		<u>M</u>

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		between bubbles. Some resources are rotated to allow them to be left unused for a period of 48 hours between use by different bubbles.				
Minimising contact with individuals who are unwell		<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the building where training is happening. • Learners, Parents/carers/NOK are informed via letter not to come in or sent anyone onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. • Instances of learners displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • SMARTT does not routinely take the temperature of any learners. • Any learners who displays any symptoms is immediately sent home. • The next of kin (NOK) of an unwell learner are informed of the situation as soon as possible by a member of staff. • Where contact with a learners NOK cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Learners awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the learner, they are moved to an area that is at least two metres away from others. 				

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		<ul style="list-style-type: none"> • If the learners need to use the toilet while awaiting collection, they use a spare toilet if possible. The toilets are cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if they cannot maintain a distance of two metres. Learners are required to wear PPE if two metres cannot be contained on practice activities, however PPE is not a requirement and only optional if social distance is in place. • Staff members who have helped someone with symptoms and any learner who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Learners, parents/careers are advised to contact 999 if they become seriously ill or their life is at risk. 				
Test and trace		<ul style="list-style-type: none"> • Learners/Parents/Carers/NOK are informed, via letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their learner) display symptoms. - Provide details of anyone they (or the learner) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Learners/Parents/Careers who display coronavirus symptoms are encouraged to get tested. 	<u>Y</u>	<u>SMARTT</u>		<u>M</u>

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		<ul style="list-style-type: none"> - Learners/Parents/Careers are asked to inform SMARTT immediately of test results. • If an individual test negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual test positive, they are required to self-isolate for at least 7 days from the onset of symptoms and then return to the course only if they do not have symptoms other than a cough or loss of sense of smell/taste. • The COVID -19 Coordinator is the manager of the venue Consett AFC 				
[New] Confirmed cases of coronavirus		<ul style="list-style-type: none"> • Learners/Parents/carers/NOK are informed, via letter, of how SMARTT will respond to confirmed cases of coronavirus. • Where an individual on the course tests positive for coronavirus, SMARTT will inform contacts manager immediately. • SMARTT will work with the contacts manager to manage the response. • Individuals on the course who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person 				

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		<ul style="list-style-type: none"> Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. If required, all parents/carers/NOK are informed of the confirmed case; however, the name of the individual is not shared. SMARTT does not request evidence of negative test results or other medical evidence before admitting individuals back to the course after a period of self-isolation. If a course has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, SMARTT will continue to work with the contacts manager who advises on additional actions. 				
Hygiene practice		<ul style="list-style-type: none"> Infection control procedures are adhered to in accordance with the Infection Control Policy and relevant guidance from the DfE and PHE. Learners are encouraged to wash their hands regularly, including when they arrive on the course, when they return from breaks, when they change rooms, and before and after eating and before leaving home. Posters are displayed throughout the classrooms reminding learners to wash their hands regularly. Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas. Learners with complex needs are supported to ensure they adopt good hygiene practices. Learners are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. 	Y	SMARTT		M

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		<ul style="list-style-type: none"> • Learners are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils clean their hands after they have coughed or sneezed. • In line with current government guidance, face coverings are not required to be worn on the premises. • If an individual arrives on a course wearing a face covering, they will not be requested remove the covering upon entering the premises. • SMARTT assesses the ability of complex learners to follow hygiene procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. • SMARTT assesses the ability of learners with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures. • Individual risk assessments are conducted in relation to learners with complex needs who struggle to maintain good respiratory hygiene. In line with DW contact • Learners whose behaviour is purposefully contrary to the infection control measures in place will be spoken to in line with the Behavioural Policy. 				
Social distancing		<ul style="list-style-type: none"> • Social distancing measures are implemented in line with the Social Distancing Policy Statement. • Visual aids are used to display social distancing measures. • Learners are separated into groups (or 'bubbles'). • Most bubbles are the size of 3 to 4 and do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. 				

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		<ul style="list-style-type: none"> • Learners care support plans are provided as normal. In line with DW contract • Classrooms are adapted to support social distancing, including seating learners' side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Learners queue two metres apart at entrances and exits. • Breaktimes and lunchtimes maybe staggered (pending group size) to reduce the number of pupils congregating in break and lunch areas at once. Learner who bring their own packed lunches are required to leave them packed away in bags until such breaks • Pick-up and drop-off times may also be staggered to reduce the number of NOK on or near the premises at once. • SMARTT implements other social distancing measures where necessary, e.g. one-way systems in building corridors and staircases. • SMARTT assesses the ability of complex learners to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. • SMARTT assesses the ability of learners with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Where transport is essential, infection control and social distancing measures are implemented. • Public transport to and from the courses is minimised as far as possible. Where it is totally necessary, learners are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. – IE, earlier/later starts and finish 				

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		<ul style="list-style-type: none"> Learners are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside the learning environment. Learners whose behaviour is purposefully contrary to the social distancing measures in place will be spoken in line with the Behavioural Policy. Learners/parents/carers/NOK are informed of the social distancing rules they must follow on or near the training premises, e.g. not congregating outside the premises when waiting to pick up the learner. 				
Resources		<ul style="list-style-type: none"> Staff and learners have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books, manikins and any other training resource can be shared within a bubble and are cleaned regularly. Resources that are shared between bubbles, e.g. first aid equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours Learners only bring essential items to the course each day, e.g. lunch bags, coats, books, stationary and mobile phones. Any shared resources that need to be taken home by learners and staff are appropriately cleaned or a rotation in relation to using the resources is put in place. 	Y	SMARTT		M
Communication		<ul style="list-style-type: none"> SMARTT keeps learners and parents/careers/NOK updated about any changes to any procedures as necessary. SMARTT communicates with learners/ parents/careers/NOK via letter regarding any changes to procedures that are affected by the coronavirus pandemic, whether the learner will be able to attend the rest of the course, and what protective measures the SMARTT is implementing to keep everyone safe. 				

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		<ul style="list-style-type: none"> Learners attending the course are informed of social distancing rules and how to maintain good levels of personal hygiene. The tutor is actively present around the sessions to provide additional support, advice and reassurance. 				
Mental health, wellbeing and safeguarding		<ul style="list-style-type: none"> SMARTT provides opportunities for learners to talk about their mental health and experiences during the pandemic. Learner surveys are done to assess how they feel about being on site and to enable SMARTT to act on any concern's learners may have. SMARTT will liaise with the parents/progress works/carers of learners who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. SMARTT are vigilant in discerning learner's mental health and report any concerns to the DW contact officer. SMARTT are sensitive to learners needs and worries. Learners who are new to adult learner e.g. (16-18) are provided with the appropriate support. SMARTT liaise with the DW contracts officer to determine what additional support is available for learners who are suffering with their mental health due to COVID-19. SMART identify learners with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff/support are available. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. SMARTT ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and learners have access to psychological support if needed. SMARTT ensures the relevant staff have the appropriate training to support learners who require different types of support. 	Y	SMARTT		M
			Y	SMARTT		M / H

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		<ul style="list-style-type: none"> Bereavement is managed in line with the Bereavement Policy. Where needed, SMARTT carries out a Coronavirus (COVID-19): Return to Course Risk Assessment for Individual Learners. 				
Access to learning		<ul style="list-style-type: none"> SMARTT work with staff to identify lesson priorities and ensure a plan is in place to provide adequate learning material. SMARTT work with staff to ensure learning can continue to be delivered to all learners who are learning remotely, e.g. those sent home to self-isolate as a precaution. Tutors consider how to support the educational needs of disadvantaged learners. The government's catch-up funding is utilised to ensure learners receive the support they need to catch-up on learning lost due to the coronavirus pandemic. Measures to reduce the risk of infection during lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side during activities. Team building sessions take place outside where possible and learners are kept in consistent groups. 				
[New] Supporting a learner		<ul style="list-style-type: none"> Supporting a learner/participant to access a progression opportunity eg. employer, FE, HE or other provider Any meeting will be able to be held virtually rather than face-face, via zoom call set up by SMARTT Where the participant is at risk of not attending an opportunity without support from a staff member Travel to interview - no transport available for learner - they meet at the premises and transport will be arranged if no online meetings are possible. Learners to use of hand sanitiser or wash hands prior to and immediately following any intervention. Ensure social distancing as much as possible throughout. 	Y	SMARTT SPOC Wrap around support		L

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[New] drop in sessions		<ul style="list-style-type: none"> SMARTT determines whether drop in sessions can resume. A reduced number of learners per session attend drop in sessions Drop in sessions in line with protective measures, e.g. keeping learners in their bubbles where possible. Parents/NOK/carers are informed, via letter, of any drop-in sessions laid on 	Y	SMARTT		L
Behaviour expectations		<ul style="list-style-type: none"> SMARTT Behavioural Policy sets out behaviour expectations for learners during the courses. Expectations are communicated clearly to learners. Learners who are struggling to engage with the courses are supported appropriately by relevant staff. 	Y	SMARTT		M / H
Attendance		<ul style="list-style-type: none"> learners are informed, via at the start, the rules of the course's attendance – this means they have a duty to ensure they attend regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and DW contract paperwork. Where a learner is unable to attend a session because they are complying with clinical and/or public health advice, they are offered access to remote resources immediately. Where a learner is unable to attend a session due to their parents/carers/NOK following clinical and/or public health advice, their non-attendance is not penalised and drop in sessions will be arranged on return. Any concerns from parents/careers/NOK and learners about being on site are discussed between appropriate individuals. Learners who are reluctant or anxious to come onto the courses are identified and relevant staff members and SPOCS develop plans to reengage these learners. 	Y	SMARTT		M

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Practical measures in team building session		<ul style="list-style-type: none"> • The setting is not required to arrange learners and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different activities and keeping these groups apart as much as possible. • Physical distancing between learners and staff is implemented as far as possible. • The use of communal spaces is managed to limit the level of mixing between bubbles. • The use of outdoor space on the premises is maximised to ensure social distancing measures can be adhered to. • Small groups of learners are taken to outdoor spaces, e.g. field area for activities, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places. • Learners are requested the washing hands or using hand sanitiser before and after activities. • Clear procedures are put in place to ensure stringent cleaning processes are followed for team building areas, waiting / rest areas and table coverings. 	Y	SMARTT		M / H
Emergencies		<ul style="list-style-type: none"> • All learner's emergency contact details are up-to-date, including alternative emergency contact details, where required. • Learners parents/careers/NOK are contacted as soon as possible in the event of an emergency. • Learners alternative contacts are called where their primary emergency contact cannot be contacted. • SMARTT North east has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. SMARTT are first aid trained and qualified • SMARTT reviews whether adjustments need to be made to the fire drill – this maybe practised during the course. 	Y	SMARTT		M

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[New] Contingency planning		<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. • SMARTT liaises with the LA/contracts manager about local lockdown arrangements. 				