

## Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 15th June 2020 Nova Training

Assessment conducted by: HR Manager	Covered by this assessment: Nova Training employees, learners, parents & visitors
Date of assessment: 8 <sup>th</sup> June 2020	Date of next review: 8th July 2020 (monthly review until further notice)

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- The sole purpose of this risk assessment is to support the re-opening of the Company’s offices following the coronavirus pandemic, while reducing the risk of coronavirus transmission.
- All staff will be consulted with regards to the risk assessment associated with their place of work. The risk assessment will reflect the local setting and the context of the provider
- References, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below:
  - [Coronavirus-covid-19-maintaining-further-education-provision](#)
  - [Coronavirus \(COVID-19\): guidance for schools, and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parent/carers and carers need to know about colleges and other education settings during the coronavirus outbreak](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk
Impact:	Low, Medium or High
Likelihood:	Low, Medium or High (If impact and likelihood are both high, the activity will be stopped until control measures are in place).
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
The provider lapses in following national guidelines and advice, putting everyone at risk	Low	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>Nova Training to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the Nova Training website is updated.</li> <li>Learners updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with the SMT and passed on to parent/carers and staff by email</li> </ul> <p>As a result, Nova Training has the most recent information from the government, and this is distributed throughout.</p>	Low	Low	SMT	Weekly review	MD HR Manager H&S Manager
Poor communication with parent/carers and other stakeholders	Low	<ul style="list-style-type: none"> <li>All staff/learners aware of current actions and requirements via a briefing prior to returning to centres and reminded frequently using Cascade notifications (staff only) &amp; email updates</li> <li>MD to share risk assessment with all staff</li> <li>Parent/carers notified of risk assessment plan and shared with parent/carers via website.</li> </ul>	Low	Low	SMT and Managers	Distributed by 22 <sup>nd</sup> June and review weekly	MD Managers and Training Staff

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		As a result, all learners and all staff working with learners are adhering to current advice.					
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> <li>• SMT will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff and learners will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Covid-19 Policy for Employees</li> <li>- Covid-19 Policy for Learners, Parents &amp; Carers</li> <li>- Covid-19 Centre Briefing</li> <li>- Safeguarding Policy (Addendum)</li> <li>- Smoking Policy</li> <li>- Code of Conduct Agreement</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in colleges and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• Staff to receive any necessary training / updates on internal procedures that help minimise the spread of infection, e.g. infection control training. Additionally, all staff to complete online certificated course through Virtual College – Prevent COVID-19.</li> </ul>	Medium	Medium	SMT and Managers	Distribute to staff by 22 <sup>nd</sup> June 2020.  Display policy and RA on website by 22 <sup>nd</sup> June 2020.  Staff to complete online training by 26 <sup>th</sup> June 2020.  Review weekly.	MD HR Team Managers and Training Staff

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Staff are made aware of the Nova's procedures to control infection as detailed in the COVID-19 policies.</li> <li>• Parents/carers are made aware of Nova's infection control procedures in relation to coronavirus via a copy of Nova's Covid-19 Policy for Learners, Parents &amp; Carers issued by email and a copy at the entrance to the centre. Parents and learners will also be need to agree to a home working agreement – they are informed that they must contact Nova as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Learners are made aware of Nova's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in centre. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Regular electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and learners are aware of the policies and procedures in place to keep themselves safe in centre.</p>					
Poor hygiene practice in centre- general	Medium	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the centre, around centre and in every classroom/workshop reminding staff, learners, parent/carers/carers and visitors of the hygiene practice required in centre (e.g. washing hands before entering and leaving the centre)</li> <li>• Learners to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Teachers/tutors to reiterate key messages in class-time (when directed) to learners to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> </ul> </li> </ul>	Medium	Medium	Managers and Training Staff	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the centre reception area, classrooms and other key locations for staff, learners and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when learners are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Learners and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Staff rota and designated areas allocated for periodic and ad-hoc clean and wipe down to ensure risk reduced.</li> </ul> <p>As a result, all learners and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – centre entrance	Medium	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Where necessary barriers/screens to be used by reception staff when dealing with parent/carers/visitors/contractors</li> <li>• Areas touched to be wiped down after use</li> <li>• Staff allocated areas for hygiene control</li> <li>• Discourage parent/carers from entering the centre building and promote communication via telephone calls, emails and conference/video calls where possible</li> </ul>	Medium	Medium	Managers or Designated person assigned to the centre/office	26 <sup>th</sup> June then review weekly	SMT H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Rearrange furniture in reception area to facilitate social distancing.</li> </ul> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces	Medium	<ul style="list-style-type: none"> <li>Start and end times for staff are staggered to support social distancing</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at centre</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Medium	Medium	Managers or Designated person assigned to the centre/office	26 <sup>th</sup> June with weekly reviews	SMT and H&S Manager
Poor hygiene practice – specific - spread of potential infection at the start of the day	Medium	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents/carers, carers and visitors not to enter the centre if they display any symptoms of coronavirus</li> <li>Issue information to parents/carers about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each group and their parents/carers of their allocated times for the beginning and end of their day</li> <li>Inform each group and their parents/carers of the allocated entrance and exit points to centre and where they should go on arrival</li> <li>Learners to be supervised in accessing hand-washing/hand sanitiser facilities on arrival, ensuring that learners queue while maintaining social distancing as they wait for facilities</li> <li>All staff to wash hands or use hand sanitiser on arrival in centre</li> </ul>	Medium	Medium	Managers or Designated person assigned to the centre/office	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Make it clear to parents/carers and learners that they cannot congregate at the front of centre prior to the start of the day</li> <li>Make parent/carers and learners aware of government recommendations with regard to transport. Inform parent/carers and learners of restrictions and plans relating to public transport</li> <li>Issue information to learners in relation to restrictions on their movement around the site</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as learners and staff arrive at centre.</p>					
Poor hygiene practice – specific – toilet/changing facilities	Medium	<ul style="list-style-type: none"> <li>Staff to wear additional PPE if required to support learners with toileting routines – mask, gloves, apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Handwashing guidance to be displayed in all toilets and changing areas</li> <li>Used protective footwear and coveralls are to be taken home for cleaning and not left in centres</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and learners.</p>	Medium	Medium	Additional Learning Support Staff Training Staff Centre Managers	26 <sup>th</sup> June then review weekly	SMT and H&S Manager
Poor hygiene practice – specific - end of the day.	Medium	<ul style="list-style-type: none"> <li>Issue information to parents/carers about departure procedures, including safe pick-up</li> </ul>	Medium	Medium	Centre Managers or Designated	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Inform learners and parents/carers of their allocated times for the end of their day</li> <li>• Inform learners and their parents/carers of the allocated exit points and pick up points</li> <li>• Make it clear to parents/carers and learners that they cannot congregate at the front of the centre/in the grounds prior to the end of the day. If waiting to collect learners, parent/carers are to remain in cars and park safely</li> <li>• Make parents/carers and learners aware of government recommendations with regard to transport. Inform parents/carers and learners of restrictions and plans relating to public transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as learners and staff leave centre.</p>			person assigned to the centre/office		
Ill health in centre	Medium	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a learner or staff member becomes unwell</li> <li>• All staff are informed of the procedure relating a learner becoming unwell in centre</li> <li>• Any learner who displays signs of being unwell is immediately referred to the Centre Manager or Designated Person for the Centre</li> </ul>	Medium	Medium	Centre Managers or Designated person assigned to the centre/office	26 <sup>th</sup> June then review weekly	SMT and H&S Manager



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Any staff member who displays signs of being unwell immediately refers themselves to HR and is sent home</li> <li>• Where the named person is unavailable, staff ensure that any unwell learners are moved to an empty room whilst they wait for their parent to collect them. Centre admin team to contact parents/carers. Parents/carers advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• If a learner needs to use the bathroom, they should use a separate bathroom (where possible) which will be cleaned after use.</li> <li>• Learners displaying symptoms of coronavirus do not come in to contact with other people (where possible). A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the learner's symptoms worsen</li> <li>• Unwell learners who are waiting to go home are supervised in an empty room where they can be at least two metres away from others</li> <li>• Areas used by unwell learners who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		As a result, any member of the centre team who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of learner numbers reduces the ability of learners and staff to practice social distancing.	Low	<p>Centre managers or Designated Person to identify and communicate clearly to parents/carers and learners who is to attend and the times they are to attend.</p> <p>Centre managers or Designated Person to calculate capacities of centres/classrooms/workshops/communal areas. Classroom/workshops allocated for provision and arranged so that learners can remain 2 metres apart where practicable</p> <p>Timetable reviewed and refreshed and programme communicated to teachers/tutors and staff</p> <p>Where possible, learners' movement to be limited to make social distancing easier and specialist teachers/tutors to move between allocated classrooms</p> <p>SMT to consider how best to supplement remote education with face-to-face support for learners.</p> <p>As a result, staff and learners are clear about where they should be, the times that they should be there and what they are delivering.</p>	Low	Low	Managers or Designated person assigned to the centre/office  &  SMT	26 <sup>th</sup> June then reviewed weekly	SMT and H&S Manager
A learner is tested and has a confirmed case of coronavirus.	Medium	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days</li> </ul>	Medium	Medium	H&S Manager	26 <sup>th</sup> June then review as necessary	MD HR Manager H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>The H&amp;S Manager will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise Nova Training on appropriate action.</li> </ul> <p>As a result, Nova Training leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
Insufficient staff to run face-to-sessions for learners.	Low	<ul style="list-style-type: none"> <li>HR to ensure that they have a complete list of shielded and vulnerable employees.</li> <li>Staff must inform their manager if they need to self-isolate immediately and identify others who they have had contact with.</li> <li>SMT ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for learners.</p>	Low	Low	Managers HR	26 <sup>th</sup> June then review weekly	SMT
Learner movement between lesson, at breaktime and lunchtime increases the risk of infection.		<ul style="list-style-type: none"> <li>Staggered class start, breaks, lunch and end times to be implemented.</li> <li>One-way system to be implemented for learners arriving and leaving shared lunch space/lessons.</li> <li>Allocated outdoor areas for each group to be identified for breaktime and lunchtime where possible.</li> <li>Learners advised not to take part in contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>Staff to ensure learners wash hands before and after lunch</li> <li>In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when learners purchase food</li> </ul>	Medium	Medium	Managers Training Staff	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Tables to be cleaned between groups using lunchtime facilities with antibacterial cleaner</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Learners who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	Medium	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>• Unnecessary soft furnishings and items that are hard to clean to be removed</li> <li>• Class sizes reduced to ensure social distancing can be adhered to, with all desks spaced apart (in line with current social distancing guidance) and group sizes not exceeding 15</li> <li>• Learners to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Where appropriate doors to be kept open</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Learners to be issued equipment in centres (stationery, calculators etc) to reduce the risk of infection</li> </ul>	Medium	Medium	Managers Training Staff	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

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		<ul style="list-style-type: none"> <li>• Learners/staff to clean IT equipment (esp keyboards) with anti-bacterial cleaner before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial cleaner before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after each use</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Guidance issued to staff on the use of any communal areas and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and learners in classrooms is reduced.</p>					
Poor learner behaviour increases the risk of the spread of the infection	Low	<ul style="list-style-type: none"> <li>• Learners are reminded of the behaviour policy on their return to centre</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to learners and parent/carers. Learners and parents agree to the Code of Conduct for learners attending centre and managing Covid-19 risk</li> <li>• Where behaviour issues exist learners may be issued with an individual behaviour plans with specific control measures</li> </ul>	Medium	Medium	Managers and Training Staff	26 <sup>th</sup> June then review weekly	SMT and H&S Manager

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		<p>identified and shared with learners, parents/carers, support agencies and staff as necessary.</p> <p>As a result, learners and staff understand the behaviour policy/individual plans in context.</p>					
Learners with complex needs are not adequately prepared for a return to centre or safely supported	Low	<ul style="list-style-type: none"> <li>• Arrangements for learners commute have been reviewed and agreed with parents and support agencies.</li> <li>• Prepare additional social stories to support learners with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents/carers and learners prior to learners returning to centre.</li> </ul> <p>As a result, learners with complex needs are well supported.</p>	Low	Low	Managers and Training Staff	26 <sup>th</sup> June then review weekly	Senco SMT H&S Manager
Vulnerable learners and learners with SEND do not receive appropriate support	Low	<ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of learners returning to centre</li> <li>• Agree what returning support is available to learners with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, learners with SEND and those concerned about returning to centre are well supported.</p>	Low	Low	Managers and Training Staff	26 <sup>th</sup> June then review weekly	Senco SMT H&S Manager
Increased number of safeguarding concerns reported after lockdown	Low	<ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning learners detailed in the addendum to the Safeguarding Policy</li> <li>• Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>• Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul>	Low	Low	DSL & Safeguarding Representatives	26 <sup>th</sup> June then review monthly	DSL SMT

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		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc	Low	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>• Health &amp; Safety Manager and Centre Managers to record any changes in the Centre Risk Assessment.</li> <li>• Staff to communicate emergency evacuation procedures to returning and new learners.</li> <li>• Periodic fire drills run.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	Health & Safety Manager	26 <sup>th</sup> June then review weekly	H&S Manager Centre Managers
Cleaning is not sufficiently comprehensive.	Low	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff monitors the standard of cleaning in centre and identifies any additional cleaning measures</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Whilst learners are at breaktime/lunchtime, identified member of staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Sanitiser or antibacterial cleaner are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing rooms)</li> </ul>	Low	Low	Health & Safety Manager	26 <sup>th</sup> June then review weekly	H&S Manager Centre Managers

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Frequency or Planned completion Date	Line Manager Check
		As a result, high standards of cleanliness are maintained in centre.					
Contractors, deliveries and visitors increase the risk of infection	Medium	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the centre</li> <li>• Agree arrival and departure times with contractors to ensure that there is minimal contact with staff or learners</li> <li>• All contractors/visitors to be provided with a copy of the Covid-19 Centre Brief prior to or upon their visit to the centre</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the centre</li> <li>• Each centre/office to have a designated host who will greet the contractor/visitor and communicate the Covid-19 Centre Brief with them and any specific measure in place which they need to be aware of.</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned thoroughly.</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the centre to wash hands in line with government guidance after handling.</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the centre premises when making deliveries</li> <li>• If drivers have to enter the centre, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul>	Medium	Low	Centre Managers or Designated person assigned to the centre/office	26 <sup>th</sup> June then review weekly	H&S Manager Centre Managers



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		As a result, any external visitors/contactors are kept safe and the risk to other members of the centre is minimised.					

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-colleges-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-colleges-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-college-and-college-performance-measures/coronavirus-covid-19-college-and-college-accountability>
- Students' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parent/carers-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parent/carers: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parent/carers with students with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parent/carers: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-colleges-about-temporarily-closing#working-with-parent/carers>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/schools-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>

- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
  
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-college-premises-during-the-coronavirus-outbreak/managing-college-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-college-premises-during-the-coronavirus-outbreak/managing-college-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>