

Risk Assessment Form

Title of activity	Students attending courses/assessments during Covid-19 pandemic	Time/Date of activity	25 August to 30 September 2020
Number of students taking part	Various group sizes	Number of staff taking part	Various (1-2 per course)
Risk Assessment completed by	Liz Lee	Date completed	21.08.20
		Review Date	25.09.20

Evidence assessed is:

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation in returning to face-to-face training and assessments for students. It is not likely to cover all scenarios and individuals should consider their own unique circumstances.

This Risk Assessment will be shared with staff, the leisure centre venues and will be available on Amac's website for information to students.

Minimising the Coronavirus Risks

Hazard	Risks	Control Measures	Actions Required	Responsible Person	Target Date(s)
Infection of staff and pupils and transmission of virus	Students and staff become infected. Anyone else who physically comes in contact with staff/students in relation to Amac business.	<u>Symptoms of Covid-19</u> If anyone on your course becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home (avoiding public transport) and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection , which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	Completion and communication of procedures and guidance for dealing with a suspected case of Covid-19 to both staff and students.	Directors Tutors on site	Ongoing

		<p>Managing director will maintain regular contact with staff members during this time to reassure and support tutors in a fast-changing situation.</p> <p>If anyone should become unwell with Covid-19 whilst attending a course, they should be removed, if possible, to a room where they can be isolated behind a closed door whilst awaiting collection/suitable transportation home. Ideally a window should be opened for ventilation.</p> <p>If advised that a student or tutor or general public at the venue has developed Covid-19 and they were recently in attendance on course or at the venue, Amac will work with the venue management in contacting PHE to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>To help reduce the spread of the coronavirus Covid-19 reminding everyone of the public health advice.</p> <p>Report concerns both to Amac and the venue management where the training course is being held.</p> <p>Amac will offer support to tutors/students who are affected by coronavirus.</p> <p>Report concerns as required.</p>		
As above	As above	<p><u>Social Distancing</u></p> <p>Reducing the number of persons in any work area to comply with the required 2-metre with students completing as much of their studies remotely in a blended learning approach.</p> <p>Conference calls used instead of face to face meetings.</p> <p>Form a 'bubble' for the duration of the training course by keeping the group separate from others in the building/venue (as far a reasonably possible). This is in addition to maintaining social distance between individuals as both measures will help. Staggered or limited amounts of moving around the course venues to help maintain a 2-metre distance.</p> <p>Teaching areas have been re/arranged to allow as much space between individuals as practical.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Posters, leaflets and other materials are available for display</p> <p>Where possible arrange tables so students sit side-by-side facing forwards.</p> <p>Report concerns as required.</p>	Directors Tutors on site	Ongoing

		<p>Appropriate resources are available within the teaching areas e.g. gym equipment, furniture, portable fitness equipment. NB: sharing of equipment should be limited to the 'bubble'. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>Resources for students, such as training manuals will be posted in advance to avoid the need for paperwork/portfolios/manuals etc to be 'handed out' on course.</p>			
As above	As above	<p><u>Hand Washing & Hygiene</u></p> <p>Sufficient hand washing facilities with soap and hot water available at venues.</p> <p>Everyone is encouraged to ensure regular and stringent hand washing takes place. Paper towels provided for drying hands. Gel sanitisers provided in areas where washing facilities not readily available,</p>	<p>Everyone is reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be available.</p> <p>Report concerns as required</p>	Directors Tutors on site	Ongoing
As above	As above	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, gym area using appropriate cleaning products and methods</p> <p>Arrangements in place for deep cleaning by an external agency for high risk areas as required (if applicable).</p>	<p>In conjunction with the venue where the training course is being held, rigorous checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Students and tutors will follow the venue's cleaning protocols as required.</p> <p>Tutors will be provided with cleaning resources and guidance to clean classroom areas used by the 'bubble' as required.</p>	Directors Tutors on site	Ongoing

			Report concerns as required.		
As above	As above	<p><u>Wearing of PPE</u></p> <p>Masks – Whilst at the date of this assessment, masks were not compulsory in the FE setting or leisure centres. For some other public settings, it is a requirement, however.</p> <p>Tutors may, at times, wear masks and/or visors whilst teaching and we are encouraging students to bring and wear their own face masks as an added precaution.</p> <p>Gloves/masks/visors/aprons – to be used where there is an activity identified as requiring gloves e.g. first aid.</p>	<p>The latest guidance should be regularly checked around the requirement for face covering.</p> <p>Report concerns as required.</p>	<p>Directors</p> <p>Tutors on site</p>	Ongoing
As above	As above	<p><u>Mental Health</u></p> <p>Amac promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help.</p> <p>Support, advice and guidance available via Managing Director.</p>	<p>Internal communication channels and regular cascading of messages to reassure and support staff in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Report concerns as required.</p>	<p>Directors</p> <p>Tutors on site</p>	Ongoing

Amacsports Ltd Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.

Director signature



Date

21.08.20