

## 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 Updated 29.08.20      |
|                                |   | 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.<br><br>Anyone else who physically comes in contact with staff/students in relation to Amac business. | <b><u>Symptoms of Covid-19</u></b><br><br>If anyone on a 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 <a href="#">households with possible or confirmed coronavirus (COVID-19) infection</a> , which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> 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<br><br>Tutors on site | Ongoing        |

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|          |          | <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><b>29.08.20 Amac will have a small number of home-testing kits that we can give directly to students who develops symptoms whilst attending a face-to-face course. These tests are for exceptional circumstances that you believe you will have difficulty or barriers accessing a test elsewhere.</b></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><b>29.08.20 In event of confirmed case, Amac will contact PHE Kent Health Protection Team on 03442 253 861. In this situation, based on the advice from the health protection team, all those people attending the same course will be sent home. Everyone must self-isolate for 14 days. Household members of those student who are sent home do not need to self-isolate themselves unless the student/tutor who is self-isolating subsequently develops symptoms.</b></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><b><u>Social Distancing</u></b></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>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p>   | <p>Directors</p> <p>Tutors on site</p> | Ongoing |

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|          |          | <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 as 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>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> | <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>   |  |         |
| As above | As above | <p><b><u>Hand Washing &amp; Hygiene</u></b></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> | <p>Directors</p> <p>Tutors on site</p> | Ongoing |
| As above | As above | <b><u>Cleaning</u></b>   |   |  |         |

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|----------|----------|--|---|--|---------|
|          |          | <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> <p>Report concerns as required.</p> | <p>Directors</p> <p>Tutors on site</p> | Ongoing |
| As above | As above | <p><b><u>Wearing of PPE</u></b></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 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><b>29.08.20 In the event of new local restrictions where the course is being held, face coverings <i>should</i> be worn by everyone when moving around (corridors/communal areas) where social distancing is difficult to maintain.</b></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><b><u>Mental Health</u></b></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>Internal communication channels and regular cascading of messages to reassure and support staff in a fast-changing situation.</p>  | <p>Directors</p> <p>Tutors on site</p> | Ongoing |

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|  |  | Support, advice and guidance available via Managing Director. | Regular communication of mental health information and open-door policy for those who need additional support.<br><br>Report concerns as required. |  |  |
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| 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<br>21.08.20<br>29.08.20 Updated |