

Risk Assessment Form

Title of activity	Students attending courses/assessments during Covid-19 pandemic	Time/Date of activity	1 September - 1 October 2021
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 Reviewed 25.09.20 Reviewed 02.12.20 Updated 12.04.21 Updated 07.06.21 Updated 31.08.21 Reviewed 30.09.21
		Review Date	31.08.21

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.

02.12.20 Government guidance (updated 26.11.20) states education is exempt from many of the local and national restrictions, this is because they recognise how important it is that students continue to receive a good standard of education and training.

12.04.21 As an Independent Training Provider, we can resume face-to-face training following DfE guidance. This is alongside the lockdown restrictions for step 2 lifting on 12 April meaning that leisure centres are reopening. The meeting of the course group when the gym setting will be for educational purposes. Further updates below for both mask wearing and testing.

07.06.21 New guidance from DfE as part of the move to Step 3 of the roadmap, from 17 May, the use of face coverings by staff and students was updated. See PPE section below.

31.08.21 New Covid-19 operational guidance reflects the changes with the Step 4. The key change relates to the mixing and 'bubbles'. Face coverings are no longer advised for student and staff to use however, Amac will follow specific guidance provided by the venue where the in-person course is run. Also

control measures focus on 4 key areas. Asymptomatic testing - Students and staff should then continue to test twice weekly at home until the end of September, when this will be reviewed.

30.09.21 Further education COVID-19 operational guidance released on 27.09.21. Twice weekly testing is to continue and face covering to remain optional and encouraged in crowded areas. Should there be an outbreak locally, then measures may be stepped up and down.

Minimising the Coronavirus Risks					
Hazard	Risks	Control Measures	Actions Required	Responsible Person	Target Date(s)
Infection of staff and pupils and transmission of virus	<p>Students and staff become infected.</p> <p>Anyone else who physically comes in contact with staff/students in relation to Amac business.</p>	<p><u>Symptoms of Covid-19</u></p> <p>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 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.</p> <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>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</p>	<p>Completion and communication of procedures and guidance for dealing with a suspected case of Covid-19 to both staff and students.</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>	<p>Directors</p> <p>Tutors on site</p>	Ongoing

	<p>that you believe you will have difficulty or barriers accessing a test elsewhere.</p> <p>12.04.21 Amac has now received our first batch as Lateral Flow Device (LFD) test kits. These test kits are a new technology which enable rapid display of Covid-19 test results in 30 minutes and do not require a lab to process. Amac have been provided with LFD test kits for both staff and students that will be attending courses on a site face-to-face. Testing is not mandatory, although it is strongly encouraged, and students who are not tested are still able to attend courses. These tests are conducted by individuals at home. Amac will post out test kits in advance of the course starting so that students can test prior to attending. Then conduct a further two tests that week so they are 3-4 days apart.</p> <p>Step-by-step instructions on conducting LFD testing is available online at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>After the sample has been collected, you must register each LFD test at the following link: http://www.gov.uk/report-covid19-result (reason for testing is school/college and then institution, Amacsports, can be selected)</p> <p>Students must inform Amac immediately if your test is positive along with informing on the link above and ordering a confirmatory lab test.</p> <p>31.08.21 Asymptomatic testing - Students and staff should then continue to test twice weekly at home until the end of September, when this will be reviewed.</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,</p>	<p>Students to be provided LFD test kits</p>		
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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 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>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>	<p>Directors</p> <p>Tutors on site</p>	Ongoing


		<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>31.08.21 The bubble formed by a group of students attending an in-person course will no longer be necessary. NHS Test and Trace will follow up with individuals regarding close contacts.</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>31.08.21 Control measures You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	<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	<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>Directors</p> <p>Tutors on site</p>	Ongoing

		31.08.21 See control measure above that continue	Tutors will be provided with cleaning resources and guidance to clean classroom areas used by the 'bubble' as required. 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 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>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.</p> <p>02.12.20 Guidance 'FE operational guidance updated 26 November 2020' States that Face coverings should be worn in areas in tiers 2 and 3 by staff, visitors and students when moving around indoors in corridors and other communal areas where social distancing is difficult to maintain. Amac will have small contingency supply available.</p> <p>12.04.21 The Department of Education recommend to wear a face covering in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face coverings do not need to be worn by students when outdoors on the premises. Subject to the roadmap process, as part of step 3, the Government expect these precautionary measures to no longer be recommended. This would be no earlier than 17 May</p>	The latest guidance should be regularly checked around the requirement for face covering. Report concerns as required.	Directors Tutors on site	Ongoing

		<p>and will be confirmed with one week's notice. Some individuals are <u>exempt from wearing face coverings</u>.</p> <p>07.06.21 Face coverings will no longer be recommended for students in classrooms and communal areas. They must still be worn where social distancing cannot be maintained. Courses delivered at the leisure centres require them to be worn when moving around the centre and distancing not maintained (i.e. in the gym when not exercising). The reintroduction of face coverings for student and staff may be advised again for a temporary period in response to a particular localised outbreak, including variants of concern.</p> <p>31.08.21 Face coverings are no longer advised for student and staff to use however, Amac will follow specific guidance provided by the venue where the in-person course is run.</p> <p>Gloves/masks/visors/aprons – to be used where there is an activity identified as requiring gloves e.g. first aid.</p>			
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 29.08.20 Updated 25.09.20 Reviewed 02.12.20 Reviewed	12.04.21 Updated 07.06.21 Updated 31.08.21 Updated 30.09.21 Reviewed
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