**Risk assessment implementation template for COVID-19.**

This template has been developed to help businesses implement the government “COVID- secure guidelines”. It is aimed at smaller, lower risk businesses, enforced for health and safety by Local Authorities and who don’t have dedicated health and safety advice. Currently the guidance consists of 5 key points contained within <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work> these are printed below, and 8 workplace guides at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Nothing in this document should add or take away from the guidance, and you don’t have to use this template to complete your risk assessment. We have created this to help businesses go through the risk assessment process and document their findings. It can be freely copied and used but it is best completed on the computer as the boxes expand. We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely.

Next steps;

* Think about your procedure for dealing with actual cases of COVID-19 sickness.
* Complete the 5 boxes- the basic risk assessment.
* Additional steps from guidance- what specific measures apply to your workplace type.
* Implement all the measures and check they work.
* Save or upload risk assessment to website, print out notice, sign and display.

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| Business name and address: A Class Community Learning  Person carrying out risk assessment: Karen Deen  Signed and dated (when completed): 15/07/20, 10/08/20, 27/08/20 |

**First, be clear on your procedure on COVID-19 sickness**

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| What arrangements for sending people home if an employee or customer is displaying symptoms of COVID-19?  Any further cleaning or other actions that you would take to if this happens?  What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?  **COVID-19 Safety Information – A Class Community Learning**  If any tutors (self-employed staff) or learners (customers) have any COVID-19 symptoms they are asked not to attend the course they deliver or the course they attend. They are asked to stay at home and follow current Government Guidance. Tutors will be issued with a thermometer and if they wish, will take the temperatures of any learners that attend. If their temperature if over 37.8, learners will be asked to leave and again follow Government Guidelines.  If a tutor or learner develops COVID-19 symptoms within 7 days of delivering or attending one of our courses, we ask that they alert Test, Track and Trace and A Class Community Learning immediately.  In each course / class, tutors will take a register listing those that have attended on the specific date and time, their name and contact details will be held centrally via enrolment forms. This will be shared with the venues used and a copy kept with A Class Community Learning. This will be kept for 21 days. If a tutor or learner tests positive for COVID-19 contact can be made with all those who attended the course or venue on that date.  Each venue that is used for courses delivered by A Class Community Learning, has issued their own COVID secure measures to adhere to whilst using the individual buildings detailing:   * Social distancing. * Cleaning. * Hand Sanitising. * Transmission risk   These will be shared with each tutor and learner prior to courses starting and will be displayed in each room.  Each tutor delivering courses for A Class Community Learning will also adhere to and ensure the following COVID safety measures within the room hired from the venue to enable the course to be safely delivered:   1. **Social distancing measures will be in place for each learner.**   The rooms will be set out with the correct distances between learners (2m).  Learners will not be sat face to face. Tables and chairs will be positioned to ensure this.  Where tables and seats are not used – the distance will be measured out for each tutor and learner.  Where a 2m social distance cannot be adhered to, class numbers will be reduced, face coverings will be worn or screens will be used. Other safety measures will be in place.  There will be a one-way system around the rooms used.  Where possible one door will be used as an entrance and the other as an exit (this will depend on the venue being used).  Start times for courses will also be staggered, to minimise the number of learners arriving at the same time.  Learners will not be allowed to enter any other courses or activities that might be being held in the venue they attend.  There will be no waiting areas – once a course finishes tutors and learners must leave the room and venue.  The number of learners allowed in each room within the venues hired is detailed at the end of this risk assessment (appendix 1).   1. **Cleaning of rooms and equipment.**   Each room used for A Class Community Learning courses will be cleaned by the venue hired at the start of each day.  Venues will provide cleaning materials and products that tutors, and learners are to use to clean their working space down at the end of the course.  A Class Community Learning will also provide cleaning materials available for each tutor and learner.  Tutors and learners will be asked to clean tables, chairs, door handles and any equipment used once their course finishes.  The sharing of equipment will not be allowed. Learners must bring their own equipment and only use that.  Where equipment must be used by several learners – cleaning materials must be used to thoroughly clean the equipment after use.  If kitchen facilities are available on site to make refreshments, tutors and learners will be asked to bring their own cups and cutlery and only use the hot water provided.  Tutors and learners will be asked to dispose of litter in the bins provided by the venues. Where they are not available, tutors and learners will be asked to take their own litter home with them.  Cleaning materials will be disposed in the bins provided by the venues (this will then be disposed by the venues waste management systems). Where bins are not available, tutors and learners will bag their rubbish up, securely tie it and take it home to be disposed in their own bins.  There may be additional waiting times between classes to ensure that thorough cleaning is completed.   1. **Hand sanitising**   To stop the spread of germs tutors and learners will be asked to sanitise their hands on arrival and departure at the venue where their course is being delivered.  Hand sanitiser will also be provided by A Class Community Learning in each room. Tutors and Learners will be encouraged to use this.  In washrooms, signs will be displayed to encourage individuals to wash their hands thoroughly for 20 seconds. |

**Second, complete the 5 boxes**

**1. Work from home, if you can**

*“All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open”.*

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| Which employees can work from home? N/A  If your workplace has not been told to close, when do you plan to open?  Courses will resume in August (only limited courses and only at venues that have opened) and fully at the end of September. Fitness classes will not resume until the 25 July 2020.  How have you communicated with staff about this?  Tutors have been kept regularly updated and have made A Class Community Learning aware of when they would like their classes to re commence (August or September).  Learners have not been informed at this moment in time – they will be contacted in due course. |

**2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions**

*“This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so”.*

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| What consultation with workers or trade unions will you do?  A Class Community Learning does not directly employ staff. Tutors are self-employed. However, all tutors are regularly spoken with and the risk assessment will be shared with them for their input before courses resume. This includes those from the individual venues used to deliver courses.  Will you publish the results of your risk assessment on your website?  Yes |

**3. Maintain 2 metres social distancing, wherever possible**

*“Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms”.*

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| This business will maintain 2 metre distances between people by;  **Social distancing measures will be in place for each tutor and learner.**  Tutors and learners will use the entrances and exits identified the individual venue and follow the venues systems.  Once in the room used for the specific course:  The rooms will be set out with the correct distances between learners (2m).  Learners will not be sat face to face. Tables and seats will be positioned to ensure this.  There will be a one-way system around the rooms used.  Where possible one door will be used as an entrance and the other as an exit.  Tutors will be asked to daily / weekly explain this to learners to reinforce the measures.  The number of learners allowed in each room within the venues hired is detailed at the end of this risk assessment (appendix 1). |

**4. Where people cannot be 2 metres apart, manage transmission risk**

*“Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other”.*

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| This business will manage transmission risk where people cannot be 2 metres apart by;  Where tables and chairs are not used – the distance will be measured out for each tutor and learner.  Where a 2m social distance cannot be adhered to, class numbers will be reduced. Other safety measures will be in place – face coverings.  Perspex screens will be placed between glass grinders and available for tutors, or learning aids will be used to ensure learners stay within their learning area.  There will be a one-way system around the rooms used.  Where possible one door will be used as an entrance and the other as an exit. Where this cannot happen there will be a sign up informing individuals to give priority to those entering the room.  Start times for courses will also be staggered, to minimise the number of learners arriving at the same time.  Learners will not be allowed to enter any other courses or activities that might be being held in the venue they attend.  There will be no waiting areas – once a course finishes tutors and learners must leave the room and venue.  Tutors and learners will be asked to wear face shields and coverings. |

**5. Reinforcing cleaning processes**

*“Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points”.*

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| This business will reinforce cleaning processes by;  **Cleaning of rooms and equipment.**  Each room used for A Class Community Learning courses will be cleaned by the venue hired at the start of each day.  Venues will provide cleaning materials and products that tutors and learners are to use to clean their working space down at the end of the course and any high used areas.  A Class Community Learning will also provide cleaning materials available for each tutor and learner.  Tutors and learners will be asked to clean their areas - tables, chairs, door handles and any equipment used once their course finishes.  The sharing of equipment will not be allowed. Learners must bring their own equipment and only use that.  Where equipment must be used by several learners – cleaning materials must be used to thoroughly clean the equipment after use.  If kitchen facilities are available on site to make refreshments, tutors and learners will be asked to bring their own cups and cutlery and only use the hot water provided.  Tutors and learners will be asked to dispose of litter in the bins provided by the venues. Where they are not available, tutors and learners will be asked to take their own litter home with them.  Cleaning materials will be disposed in the bins provided by the venues (this will then be disposed by the venues waste management systems). Where bins are not available, tutors and learners will bag their rubbish up, securely tie it and take it home to be disposed in their own bins.  There may be additional waiting times between classes to ensure that thorough cleaning is completed.  **Hand sanitising**  To stop the spread of germs tutors and learners will be asked to sanitise their hands on arrival and departure at the venue where their course is being delivered.  Hand sanitiser will also be provided by A Class Community Learning in each room. Tutors and Learners will be encouraged to use this.  In washrooms signs will be displayed to encourage individuals to wash their hands thoroughly for 20 seconds.  **Tutors will be asked to daily / weekly explain this to learners to reinforce the measures.** |

**Third decide which guides are relevant, put the steps into the table below, and implement**

There are many guides that cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you consider what you need to do to keep people safe.

Decide which guides are relevant to your business, put the relevant measures in the table below. There is a lot of information in the guides and it is important to remember that their aim is to help implement the 5 points, and the “steps that are usually needed” are key to this. Some associations are also providing helpful additional guidance to businesses as to the most appropriate steps to take in their work area.

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| The relevant workplace guides for this business are;  Guidance for the safe use of multi-purpose community facilities.  Guidance for working safely during coronavirus – providers of grassroots, sports, gyms and leisure facilities.  Guidance for working safely during coronavirus – performing arts.  Guidance for working safely during coronavirus - close-contact-services.  The workplace guides have been examined and measures applied in the table below. |

**Further guides are available.**



**Risk Assessment - A Class Community Learning**

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| **Steps that are needed from workplace guidance.** | **How implemented, any consultation?** | **Documentation (e.g. written instructions, notices for customers)** | **Management walk-around are the measures working, being complied with by staff and customers?** | **Further measures following management check.** |
| **Social Distancing and capacity.** | Discuss with venue being used and ensure that capacity numbers are shared and are clear for each individual room.  Ensure that tutors are informed of capacity and limits.  Class sizes will be reduced where necessary to ensure social distancing measures.  Ensure that areas are marked out in venues / rooms used to ensure social distancing can be adhered to.  Tables and chairs to be set out prior to courses commencing and to remain in place throughout to ensure social distancing. Learners not sat face to face- they will be side by side or back to back.  Where tables and chairs are not used – the distance will be measured out for each tutor and learner.  If activities take place outdoors numbers will be limited and distances will be measured and marked out between learners.  Perspex screens will be used to place a barrier between the glass grinders and will be used for tutors to complete their activity behind if required.  A projector displaying demonstrations in the Fly-Tying class onto a screen will ensure learners remain in their seats and maintain social distancing.  Minimal movement around venues and rooms.  The use of one-way systems around venues (where possible) will be used and multiple exit and entry points will be used (where possible). If not possible a priority system will be shown.  Where venues have more than one course starting at the same time, staggered start and end timings of courses will be introduced to reduce pressure at entrances.  Tutors will meet and welcome learners into the venue / rooms and learners will be asked to maintain distance until they can be seated – this may be outside.  There will be no waiting areas in any venues or rooms.  There will be no physical contact between learners and tutors.  The use of kitchen areas in venues will be prohibited – individuals must bring their own refreshments.  Learners will be able to book onto courses via email.  Payments for courses are to be made online via bank transfer – where this cannot be done – cheques and cash must be placed in individual envelopes and placed in boxes provided.  Excessive paperwork will be avoided. Tutors will take daily registers and complete a list of names and contact details for all those attending each class.  Face coverings will need to be worn within the venues used on entrance and exit and also in communal areas.  Communication required at all times. | Risk Assessment  COVID-19 Safety instructions for A Class Community Learning displayed in each venue and room used.  COVID-19 Safety instructions for A Class Community Learning provided to each tutor and learner prior to the courses starting.  Check list provided for learners.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management – walking around the venues and rooms.  Daily checks to be made by centre managers. | Tutors, management and centre managers to remind learners to socially distance and to ask learners to leave rooms if capacity is reached.  COVID-19 Safety instructions and laminated signs available to remind all those within the venue / room to socially distance, use the correct entrances / exits and adhere to the correct arrival and departure times. |
| **Cleaning** | Venues will ensure that rooms are cleaned daily and ready for safe use.  Venues will provide cleaning materials / products to use following each class.  A Class Community Learning will also provide cleaning products for tutors and learners to use when a course / class has finished to wipe surfaces (tables and chairs), and regularly touched surfaces (door handles) and equipment, that they have used.  No sharing of equipment.  Where fitness equipment is used – this will be thoroughly cleaned between individuals using it. Equipment will be minimally used.  When glass grinders are used, each individual learner MUST clean the machine with the cleaning products provided and place rubbish in the bins provided.  Time will be built into the course timetable to allow sufficient time for cleaning to take place between activities.  Rubbish will be placed in the bins provided in the venues and disposed of using the venues waste disposal systems – or it will be bagged, sealed, and taken home by the individuals or tutor. Bags will be available.  Windows and doors will be opened in venues and rooms to improve ventilation in premises.  Hand sanitiser will be provided in each room for tutors and learners.  Venues instructions on the usage of toilets will be adhered to.  Communication required at all times. | Risk Assessment  COVID-19 Safety instructions for A Class Community Learning displayed in each venue and room used.  COVID-19 Safety instructions for A Class Community Learning provided to each tutor and learner prior to the courses starting.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management – walking around the venues and rooms.  Daily checks to be made by centre managers. | Centre management will reinforce expectations to tutors.  Tutors will reinforce to learners.  COVID-19 Safety instructions and laminated signs available to remind all those within the venue / room to use the correct cleaning methods.  Learners will be asked to leave if measures are not adhered to. |
| **Hygiene and face coverings** | On entering and leaving a venue / room all individuals (tutors and learners) will be asked to wash their hands or use hand sanitiser.  On entering and exiting a venue and whilst using communal areas face coverings will be required to be worn.  Face coverings will be recommended in classes where a 2 metre social distance cannot be adhered to.  Tutors will wear a face shield and or a face covering (where required).  Tutors will have face coverings available if a learner misplaces or forgets to bring one. If one is not available and learners have not brought one with them – they will not be allowed to enter the venue and course.  Learners will be reminded of good general hygiene (catch it, bin it and avoid touching their face).  Any learner who needs to wear specific clothing for a course – will be asked to arrive ready in the appropriate clothing.  No changing facilities will be available.  Learners will be asked to bring their own equipment to classes (e.g. water jugs, pencils, paper).  Learners will be asked to bring their own equipment to any sporting classes (e.g. Yoga, Pilates mats).  Communication required at all times. | Risk Assessment  COVID-19 Safety instructions for A Class Community Learning displayed in each venue and room used.  COVID-19 Safety instructions for A Class Community Learning provided to each tutor and learner prior to the courses starting.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management – walking around the venues and rooms.  Daily checks to be made by centre managers. | Tutors, management and centre managers to remind learners to sanitise their hands on entry and exit to venues.  Tutors, management and centre managers to remind learners to wear face coverings where recommended. Entry to be refused if not adhered to.  COVID-19 Safety instructions and laminated signs available to remind all those within the venue / room follow good hand hygiene and general hygiene (catch it, bin it and avoid touching face). |
| **Vulnerable People** | [Clinically extremely vulnerable individuals](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities" \l "appendix) are strongly advised not to attend courses.  [Clinically vulnerable individuals](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities" \l "appendix), who are at higher risk of severe illness (for example, people with some pre-existing conditions), are asked to take extra care in observing social distancing and following the guidelines.  One to one discussions will take place with those vulnerable adults attending the courses to discuss the risks of attending the courses but to also share the covid secure measures in place.  Communication required at all times. | Risk Assessment  COVID-19 Safety instructions for A Class Community Learning displayed in each venue and room used.  COVID-19 Safety instructions for A Class Community Learning provided to each tutor and learner prior to the courses starting.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Learner conversations documented.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management. | Close monitoring of vulnerable people. |
| **Toilets** | Individual venues will share their steps on the usage of toilets for users. Tutors and learners will be informed of this.  A Class Community Learning will ensure that the correct signage is in place within venues.  Communication required at all times. | Risk Assessment  Venues to share their rules and regulations and to ensure signage / instructions clearly in place.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management. | Tutors and management and to remind learners of toilet systems.  Management to speak with centre management if toilet facilities not as required. |
| **Noise** | Tutors will be asked to remind learners to refrain from unduly raising their voices to each other.  No music will be played within classes.  Those classes requiring music will play it at a level which will not make normal conversation difficult.  Communication required at all times. | Risk Assessment  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Signage visible.  Tutor training will be documented. | Checks to be made daily by individual tutors delivering courses.  Daily checks to be made by management – walking around the venues and rooms. | Tutors, management and centre managers to remind learners on volume levels.  COVID-19 Safety instructions and laminated signs available to remind all those within the venue / room. |
| **Track and Trace** | If any tutors (self-employed staff) or learners (customers) have any COVID-19 symptoms they are asked not to attend the course they deliver or the course they attend. They are asked to stay at home and follow current Government Guidance.  Tutors will be issued with a thermometer and if they wish, will take the temperatures of any learners that attend. If their temperature if over 37.8, learners will be asked to leave and again follow Government Guidelines.  If a tutor or learner develops COVID-19 symptoms within 7 days of delivering or attending one of the courses, we ask that they alert Test, Track and Trace and A Class Community Learning immediately.  In each course / class, tutors will take an additional register listing those that have attended on the specific date and time, with their name and contact details. This will be shared with the venues used and a copy kept with A Class Community Learning. These will be kept for 21 days. If a tutor or learner tests positive for COVID-19 contact can be made with all those who attended the course or venue on that date.  Communication required at all times. | Risk Assessment  COVID-19 Safety instructions for A Class Community Learning displayed in each venue and room used.  COVID-19 Safety instructions for A Class Community Learning provided to each tutor and learner prior to the courses starting.  Check list provided for learners.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors and management that posters are displayed with information. | Tutors and management to remind learners.  COVID-19 Safety instructions and laminated signs available to remind all those within the venue / room. |
| **Travel and Parking** | Venue parking regulations will be shared with tutors and learners.  Staggered start and finish times will be implemented for A Class Community Learning tutors and learners, so car parks can be accessible.  Communication required at all times. | Risk Assessment  Check list provided for learners.  Verbal instructions to tutors and at each class on a day to day / weekly basis for learners.  Tutor training will be documented. | Checks to be made daily by individual tutors and management.  Daily checks to be made by centre managers. | Tutors, management and centre management to remind users and implement changes if required. |

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| **Following the risk assessment, further regular monitoring will be carried out:**  Regular checks will be completed by the venue managers and A Class Community Learning manager on a daily/weekly basis.  Tutors will be asked to keep the manager updated with any concerns or issues.  Following any guidance changes the risk assessment will be reviewed and amended as necessary.  Tutors will keep learners informed daily / weekly of what measures they must adhere to.    **How will any further needed changes be put in place?**  These will be discussed with the venues, tutors and learners immediately and any changes implemented immediately and communicated with all those affected. |

**Appendix 1**

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| **Venue** | **Room** | **No. of learners** |
| **St Andrews Church** | **Hall** | **15** |
|  | **Room 2** | **10** |
|  | **Room 3** | **6** |
|  | **Room 5** | **10** |
|  |  |  |
| **Langdon Square Community Centre** | **Room 1** | **12** |
|  | **Hall** | **18** |
|  |  |  |
| **Captain Cook Primary School** | **Field / Playground** | **20** |
|  | **Hall** | **TBC** |
|  |  |  |
| **Marton Community Centre** | **Hamish Garrett Room** | **12** |
|  | **Ayton Room** | **24** |
|  |  |  |
| **Academy 17** | **Dance Studio** | **12 (+3 on stage)** |
|  | **Events Hall** | **15 (+3 on stage)** |
|  |  |  |
| **Holmwood School** | **Studio** | **TBC** |

Business name and address: A Class Community Learning

Person carrying out risk assessment: Karen Deen

Signed and dated (when completed): 15 July 2020, 10/08/20, 27/08/20