

ENJOY LEARNING

Assessment conducted by: Gillian Ramsden	Job title: Director Enjoy Learning	Covered by this assessment: staff students and other relevant individuals.	
Date of assessment 15.05.2020 Updated assessment 31.07.2020	Date: Review interval: in accordance with government updates	Date of next review: As appropriate. Subject to risk assessment of the centres we use.	
LIKELY IMPACT			
Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to the COVID-19 pandemic. Enjoy Learning brings together adults in a classroom setting and uses a variety of rooms at different centres. This risk assessment is specific to the rooms used, the students and tutors.

Area for concern	Risk rating prior to	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk Rating following action H/M/L
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Spread of Coronavirus	H	<p>Students and staff will be instructed not leave home if you or someone you live with has any of the following:</p> <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss of, or change to, your sense of smell or taste • They will be asked to inform Enjoy Learning as soon as possible if this is the case either by telephone or email <p><u>Check the NHS website if you have symptoms</u></p>	Yes	Gillian Ramsden	At enrolment	M
	H	<ul style="list-style-type: none"> • Tutors to instruct any student who displays symptoms of coronavirus in class to leave, return home immediately where they can follow the procedures above referring to the NHS website. The tutor will report this to the Director Enjoy Learning and Centre Head. 		Tutors		M

Infection control Procedure	M	<ul style="list-style-type: none"> Staff must take the class register at the start of the class. If students come in late then they must be added as they arrive to class. Registers must be kept accurately (particularly attendance and contact details) in order to facilitate test and trace procedures 	Yes	Tutors	At the beginning of every class	L
	M	<ul style="list-style-type: none"> The wearing of masks is mandatory on entering buildings and public areas inside Centres. Masks should always be kept in a separate bag, if in class it is appropriate to remove them e.g. Language or classes where discussion is a key element. Staff wear visor where appropriate. 		Tutors Students	At every class	L
	M	<ul style="list-style-type: none"> Students will be advised to wash their hands on a regular basis. 		Tutors	At every class	L
	M	<ul style="list-style-type: none"> An Alcohol-based sanitiser (that contains no less than 60 percent alcohol) will be provided for use in all our classes. 		Tutors Students	At every class	L
	M	<ul style="list-style-type: none"> A spray sanitiser and paper towels will be provided at every class for wiping surfaces where necessary 		Tutors Students	At every class	L

	M	<ul style="list-style-type: none"> • Staff and students will bring their own drinks and refreshments in sealed containers/bags and to take away litter afterwards. Breaks to be taken in teaching rooms. 		Tutors Students	At every class	L
	H	<ul style="list-style-type: none"> • Staff and students will not share cutlery, utensils, cups or food. 		Tutors Students	At every class	L
	H	<ul style="list-style-type: none"> • Students will bring their own resources to class. They will not share equipment. Anything brought to class should be cleaned before and after use. Lessons will be planned without the need to share equipment or physical materials. 		Tutors Students	At every class	L
	H	<ul style="list-style-type: none"> • Students and staff should keep physical resources to a minimum and bring a bag to put them in. They should avoid touching or sharing other people's equipment. 		Tutors Students	At every class	L
	H	<ul style="list-style-type: none"> • Tutors must clean laptop, mouse, tv remote tv screen, whiteboard and other resources they use before and after use. 		Tutors Students	At every class	L

Social distancing	H	<ul style="list-style-type: none"> Natural ventilation in rooms will be maintained where ever possible, open windows or doors. 	yes	Tutors	At every class	L
	H	<ul style="list-style-type: none"> In the case of an accident attenders must wear a mask and disposable gloves if in need and in serious cases phone 999. 		Tutors	At every class	M
	H	<ul style="list-style-type: none"> Social Distancing will be maintained. The government guidelines in place will limit the number of people in teaching rooms and public areas. 		Tutors	At every class	L
	H	<ul style="list-style-type: none"> The numbers we are able to accommodate in class will be determined by different activities and the sizes of rooms we use. This will be determined on a class by class basis. 		Gillian Ramsden	Enrolment	L
	H	<ul style="list-style-type: none"> Rooms will be arranged to accommodate social distancing and places be marked for sitting. 		Centre managers	At every class	L
	H	<ul style="list-style-type: none"> Coats will be placed on the backs of chairs and not on the coat hooks or on top of each other. A plastic bag will be provided to put coat, bags etc in to avoid spreading infection. 		Centre managers Tutors	At every class	L
					At every class	L

Public areas	H	<ul style="list-style-type: none"> Classes will be organised so there are staggered start and leaving times to avoid crowding in public areas and unnecessary contact. Social distancing will be maintained in distancing public areas. Students /tutors will not linger in public areas 		Centre managers Tutors Students	At every class	L
	H	<ul style="list-style-type: none"> Art/craft/ flower arranging students will wipe table surfaces at the beginning and end of class with cleaning materials provided and safely disposed of after. 		Tutors Centre managers	At all times	L
Toilets	H	<ul style="list-style-type: none"> Students wishing to use toilet facilities must follow Centre guidelines. We would expect one person at a time to leave the classroom to use toilet facilities and for them to take care that facilities are left in a reasonable state. 		Centre managers Students	At all times	L
Public information	M	<ul style="list-style-type: none"> Posters, signage highlighting safety measures will be in place. 		Centre managers	At all times	L
Cleaning	H	<ul style="list-style-type: none"> Cleaners will be employed by the centres to carry out appropriate, thorough cleaning that follows national guidance and is compliant with Health and Safety standards. 		Centre managers	Daily	L

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