

Assessor's Name:		Julie Phillips				
PPE for operation:	None at this time unless a staff member makes a specific request.	Reviews are only undertaken if one of the following occurs: - Process change - Regulatory change - Standard/Specification change - High criticality risk is apparent in the assessment.				
Task Description		Persons/Equipment at Risk – Affected Groups				
The COVID-19 virus has brought changes to the way we must operate to ensure the safety of all employees and visitors to Connect2Education in Centre. This assessment should consider entry to the Stokesley centre, inductions, meetings, offices, welfare, deliveries and students in centre.		A – Staff				
		B – Students				
		C –Visitors				
		D – Deliveries				
Site Entry / Exit / Transport / Wellbeing						
Hazard Area / Activity	Affected Groups	Measures and Controls to be implemented by Connect2Education	Severity (S)	Pr'bility (P)	Risk (SxP)	Other Comments
Travel to and from Stokesely Centre	A, B, C, D	Where possible use own transport to and from work and avoid public transport and car sharing Consider alternative means of transport such as cycling to avoid public transport and car sharing.	3	3	9	Where car sharing is inevitable no more than 2 people in a car, one in the front and one in the back and open windows to create ventilation. Parking is plentiful at the business Park at Roseberry Court. Taxis and delivery vehicles can stop outside the main reception
Staff and Students Coming into Centre	A, B, C	Wash hands Use Hand sanitiser Display COVID-19 Crib sheets and give to students	4	3	12	Remind staff and students to wash hands. Provide students with Crib Sheets as visual reminders
Visitors	A,B, C	On essential visitors permitted and by booking only Visitors should pre book their visit unless Safeguarding Visitors should follow hand washing protocol once they have been 'buzzed' into the building	3	4	12	visitors must pre-arranged any visit except for safeguarding visits which can happen at any time. Visitors will be advised of the protocol on entry to the building and asked to wash hands prior to sign in. Any staff member in Room 8 will be asked to go into Room 4 whilst a visit is in place. If there are three staff in the centre and a visit is made which is unexpected, the staff member will be asked to go either outside of the building or upstairs into the Conference room. The Conference room door handle should be disinfeted by the staff member as they enter and leave the room.
Students	A, B, C	Staggered timing to reduce numbers in centre Crib sheets and use of hand gel	4	3	12	Re induct everyone in the new working patterns
Staff and Student break times	A, B	Staff can use Room 4 one at a time. Students can remain at their desk or go outside to stand at the steps outside the reception area.	4	3	12	Students will be encouraged to bring in their own drink/water bottles and snacks to be kept next to them. We will reduce time for majority of students in centre . Staff can bring in their own flasks if required. There is a separate kettle for the office provided which can be wiped down. The Room 8 office has it's own fridge. Students will not be encouraged to use the fridge.
Parents and Carers dropping off students at the Centre	A, B	Parents to drop students outside of the reception area and wait until the student has gone into the centre	3	2	6	Parents and carers will be requested to drop off their child outside of the reception area and watch their child be admitted to the centre. At exit times, the child will be accompanied outside of the office (socially distancing) and staff will ensure that the child is picked up .

Routine Monitoring of employees	A	Temperature checks, 2m observational checks	2	3	6	Temperature checks for all staff, students and any visitors
Welfare and wellbeing of employees	A, B, C	Communicate fortnightly or earlier as required with employees	1	1	1	Consider how remote support can be offered and maintain group communication using agreed channels. Work with staff to ensure that a robust risk assessment is in place.
		Consult with staff about personal risk and personal risk assessment required				
		Provide telephone/contact support and advice for those at home or on furlough				
Room 8 and Room 4						
Room 8 and Room 4	A, B	Display COVID-19 information posters	3	3	9	Capacity of people to be displayed (in Room 8 maximum allowed = 2 members of staff and 1 student) and Room 4 maximum allowed = 1 person either staff or a student (with door open to ensure through ventilation and safeguarding) or two members of staff if both are from the same household and live in the same household
		Restrict the amount of staff/students in one room with signage				
Personal Hygiene	A, B, C	Maintain hand sanitiser at entry points	4	3	12	Ensure hand gel and antibacterial cleaning products provided. Ensure Tissues are provided and a designated bin provided in Room 8 for tissues and rubbish. A separate bin will be designated for purely paper products (which are not tissues or used for personal hygiene)
		Display COVID-19 Crib Sheets				
Maintain social distancing	A, B	Display COVID-19 Crib Sheets	4	3	12	Cross over areas such as entrance and exit, corridors, designated walkways will be the most challenging. All staff (who are not key holders), students and visitors must use the buzzer prior to entry. Once in the building, all staff, students and visitors will be requested to wash hands. Hand gel to be provided on entry to Room 4 and 8
		Review Zoom provision and who can work from home.				
		Monitor social distancing				
Common surfaces (door handles, light switches etc)	A, B, C	Enhanced cleaning	3	3	9	Common surfaces will be cleaned regularly and wiped clean during the day. Where possible doors will be propped open to allow for ventilation through office areas.
		Provide self-cleaning equipment				
General Office layout (with 2 m rule in place)	A, B	Desks to be segregated with or gaps between to ensure 2m distance between staff and student	3	3	9	Cross over areas such as entrance and exit, corridors, designated walkways will be the most challenging. Encourage students to remain seated where possible and one person at a time to go to toilet cubicles. Students not to use communal kitchen area. Room 4 to be used by one person at a time. Minimum of three staff members in the Centre at anyone time.
		Layout will allow for safe movement and fire regulations				
		Screen will remain separating main office desk				
		Change layout of room to ensure 2 m distance				
Meeting rooms	A, B, C	Cleaning prior to use but not deep clean guaranteed as this is a communal area.	3	3	9	Use of a physical meeting room will be a 'last' resort. It is anticipated that meetings will take place on line to ensure that social distancing is in place. In the case of visitors, we envisage the meeting room will only be used if there are three members of staff in the centre (1 in room 4 and 2 in Room 8 with one student) If an unexpected visitor arrives, one member of staff will be asked to leave Room 8 and move either outside or upstairs into the Conference room.
		Meetings via Teams where possible				
		Provide hand sanitiser				
		Capacity of people to be displayed (2 in meeting room 1 / 4 in boardroom)				
		Social distancing - limit seating				
Air conditioning / desk fans	A, B	Desk fans/standing fans to not to be used	3	4	12	If fans are used the possibility of transmission of infection is much higher. Open windows will help to provide fresh air 'through' the office rather than 'circulating' existing air.
		Windows to be open in all offices. Doors open in all offices to encourage air flow				

Hot Desks	A, B	Hot desks not permitted Staff will teach from a specific station in Room 8 at 2 m distance from student Students will be allocated a specific desk	3	3	9	Not allowed - staff will use only one desk to teach from in centre - this desk will be thoroughly disinfected after each use. Students will be asked to sit at a specific desk allocated to them for the duration of the term.
Kitchen	A, B	The landlord is responsible for cleaning the communal kitchen area Students not allowed in communal Kitchen - see Crib Sheet Staff encouraged to reduce visits to communal kitchen - a separate kettle will be provided in Room 8 People to use their own cutlery/bring own drinks	4	3	12	There will be a Kettle available in Room 8 to reduce the need to use communal kitchen kettle. Students will be told they are not to use the communal kitchen and to bring in snacks and drinks to last for the duration of their visit. If a student requests to store food or drink in the fridge, a staff member will wipe down the containers and place in the fridge; when the student requests the items from the fridge, the same staff member will remove the items wiping down the fridge door with anticabacterial products provided. Staff will be asked to bring in their own cup/fask/cutlery where possible.
Stairs	A, B, C, D	Display COVID-19 information posters Social distancing - no crossing on stairs and maintain distance	3	2	6	Priority signage to be displayed
Toilets	A, B, C, D	Landlord is responsible for cleaning communal toilets Maintain soap and sanitiser Hand gel will be provided in Room 8 and Room 4 in addition to soap and water for hand washing.	3	3	9	Advise staff and students to visit bathroom facilities when not crowded. Use handsoap and disposable towels provided.
Lunch breaks	A, B	Consider rota for lunch breaks - staggered times	3	3	9	Staff and students will bring their own food if required.
Stationary and Office Equipment						
Multi-user equipment & stationery	A, B	Students will be provided with an individual pack of pens, pencils and rulers which will not be shared Computer screen & keyboard for students to be cleaned between each user. Only Maxine and Julie to operate photocopier	3	3	9	Photocopier buttons to be cleaned before and after use. Students will have personal equipment in their own drawer in the office or separate box file.
Personal Hygiene	A, B, C, D	Signs will remind staff, students and visitors about the importance of personal hygiene.	3	3	9	Consider screened areas with appropriate hand sanitiser dispensers (no water needed)
PPE	A, B	Specific operations where 2m distancing cannot be achieved to identified with masks and gloves provided as required Display COVID-19 information posters	3	2	6	Operations where 2m distance cannot be achieved must be limited to no more than 15 minutes in any period (i.e. 15 minutes maximum without performing a separate operation greater than 2m distance)
Deliveries						
Common surfaces (door handles, light switches etc)	A, B, C, D	Wipe down any boxes and packages on arrival Maintain social distancing rules when product delivered Provide self-cleaning equipment (wipes etc)	3	3	9	Deliveries will be collected from reception, wiped down and hands sanitised once collected