

<b>Assessor's Name:</b>		<b>Julie Phillips</b>						
<b>PPE for operation:</b>		Masks or faceshields may be worn in centre and other settings if staff wish to do so.	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.					
<b>Task Description</b>		<b>Persons/Equipment at Risk – Affected Groups</b>						
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						
Hazard Area / Activity	Affected Groups	Measures and Controls to be implemented by Connect2Education	Severity (S)	Pr'bility (P)	Risk (SxP)	Other Comments		
<b>Site Entry / Exit / Transport / Wellbeing</b>								
Travel to and from Stokesely Centre - Advice	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	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 area.		
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	Only <b>essential visitors</b> 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 Temperature checks,	3	4	12	Visitors are not encouraged unless no practical alternative available . Visitors will be asked to wash hands prior to sign in and encouraged to wash hands on leaving the building. Visitors will be asked to give a temperature check.		
Students	A, B, C	Timetable may change to stagger students in centre. Crib sheets and use of hand gel provided.	4	3	12	Re induct everyone in the new working patterns		
Staff and Student break times	A, B	Reduce staff in centre at the same time. Social distancing to remain during lunch breaks . 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. . 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 to refrain from using 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 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	Tempeature checks, distanced observational checks	2	3	6	Temperature checks for all staff, students and any visitors		
Welfare and wellbeing of employees	A, B, C	Daily communication available Consult with staff about personal risk and personal risk <b>assessment required</b> Provide telephone/contact support and advice for those at home or on furlough	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.		

Teaching Rooms						
Room 7, 8 and Room 4	A, B	Display COVID-19 information posters Restrict the amount of staff/students in one room with direction from Office Manager Reduce staff in centre Additional cleaning protocol Room 7 & 8 Teach students in separate ventilated rooms.	3	3	9	Reduce desk sharing - staff and students to remain in one space where possible. Windows will be open and where possible doors will also be open to support good ventilation. One student and one teacher per room where possible. <b>Additional cleaning protocol in place.</b> Rooms cleaned Monday to Friday with additional deep clean by professional company each week.
Office Hygiene - all rooms	A, B, C	Maintain hand sanitiser at entry points Paper hand towels to dry hands Display COVID-19 Crib Sheets	4	3	12	Handgel & antibac cleaning products provided. Tissues provided & designated bin in Room 8. <b>Additional Cleaning Protocol with professional company each week .</b>
Maintain social distancing	A, B	Display COVID-19 Crib Sheets Working from home where possible on Zoom Monitor social distancing	4	3	12	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, 7 and 8
Common surfaces (door handles, light switches etc)	A, B, C	Enhanced cleaning Provide self-cleaning equipment	3	3	9	Doors kept open where possible. Regular cleaning of door handles and desks, light switches and bins. Staff to wipe down surfaces regularly.
General Office layout	A, B	Desks to be segregated with or gaps between to ensure 2m distance where possible between staff and student Layout will allow for safe movement and fire regulations Screen will remain separating main office desk One student & one teacher no group sessions.	3	3	9	"2m rule where possible. Well ventilated rooms. 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.
Meeting rooms	A, B, C	Cleaning prior to use but not deep clean guaranteed as this is a communal area. 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	3	3	9	Meetings will take place on line where practicable. In the case of visitors. If an unexpected visitor arrives, the office manager will need to assess the room situation to ensure that social distancing is maintained. In some cases, it may be necessary to move to the Conference Room if available, a spare room upstairs in Unit 2 or a room in Unit 6
Air conditioning / desk fans	A, B	Desk fans/standing fans to not to be used Windows to be open in all offices. Doors open in all offices to encourage air flow	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.
Desks	A, B	Movement reduced. Staff will teach from a specific station which will be allocated on arrival. Students will be allocated a specific desk	3	3	9	All desks thoroughly disinfected before and after each use. Students will be asked to sit at a specific desk allocated to them for the duration of the session.

Kitchen	A, B	The lanlord is responsible for cleaning the communal kitchen area	4	3	12	There will be a Kettle available in Room 8 Students are not to use the communal kitchen. 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 anticabterial products provided. Staff will be asked to bring in their own cup/fask/cutlery where possible.	
		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					
Stairs	A, B, C, D	Display COVID-19 information posters	3	2	6	Reduce the number of people moving around the building. Avoid crossing on stair well.	
		Social distancing - no crossing on stairs and maintain distance					
Toilets	A, B, C, D	Landlord is responsible for cleaning communal toilets	3	3	9	Restrict the number of personnel allowed in the area with signage. Consider automatic activation of doors, taps, soap and driers.	
		Maintain soap and sanitiser					
		Hand gel will be provided in Room 7, 8 and Room 4 in addition to soap and water for hand washing.					
Lunch breaks	A, B	Consider rota for lunch breaks - staggered times	3	3	9	Staff and students will bring their own food if required. Some students may	
<b>Stationary and Office Equipment</b>							
Multi-user equipment & stationery	A, B	Students will be provided with an individual pack of pens, pencils and rulers which will not be shared	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.	
		Computer screen & keyboard for students to be cleaned between each user.					
Personal Hygene	A, B, C, D	Signs will remind staff, students and visitors about the importance of personal hygene.	3	3	9	Consider screened areas with appropriate hand sanitiser dispensers (no water needed)	
PPE	A, B	Staff may wear a mask if they wish to do so.	3	2	6	Staff may wear a mask if they require.	
		Display COVID-19 information posters					
<b>Deliveries</b>							
Common surfaces (door handles, light switches etc)	A, B, C, D	Wipe down any boxes and packages on arrival	3	3	9	Deliveries will be collected from reception, wiped down and hands sanitised once collected	
		Maintain social distancing rules when product delivered					