


Assessor's Name:		Julie Phillips		 Connect2Education
PPE for operation:		Masks or faceshields may be worn in centre and other settings if students, staff or visitory 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.	
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		

Hazard Area / Activity	Affected Groups	Measures and Controls to be implemented by Connect2Education	Severity (S)	Pr'bility (P)	Risk (SxP)	Other Comments
<b>Entry / Exit / Wellbeing/Office</b>						
Staff and Students Coming into Centre	A, B, C	May choose to wash hands on entry	3	3	9	Hand Gel available. Staff support good hygiene practice. New students will be advised of hand washing and toilet facilities in centre
		May use handsanitiser				
		May wash hands on exit if required				
Students		Behaviour Policy updated regarding behaviour in centre to keep everyone safe as possible.				
Parents and Carers/Taxis dropping off/picking up students at/from 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 and staff will ensure that the child is picked up .
Staff Wellbeing	A	Consult with staff about personal risk and personal risk assessment if Government advice changes	3	2	6	Staff are responsible for monitoring their own health checks. On going support from office is available.
Personal Hygiene	A, B, C	Maintain hand sanitiser in the centre	3	3	9	Hand gel and antibacterial cleaning products are provided. Ensure Tissues are provided
		Paper hand towels to dry hands				
Common surfaces (door handles, light switches etc)	A, B, C	In office cleaning by Staff members	3	3	9	Doors kept open where possible. Regular cleaning of door handles and desks, light switches and bins. Staff to wipe down surfaces reguarly.
		Cleaning equipment /anti bac spray provided				
General Office/Classroom layout	A, B	Layout will allow for safe movement and fire regulations	3	3	9	Windows are opened to allow for fresh air circulation.
Meeting rooms	A, B, C	Leave room clean. Make sure windows are opened to allow for fresh air ventilation	3	3	9	Fresh air if more than two people are in the room. Make sure rubbish is cleared away after use.

Desks	A, B	Staff will teach from a specific station which will be directed at busy times by the Head of Teaching and Learning Students will be allocated a specific desk	3	2	6	All desks disinfected each day prior to use. Students will be asked to sit at a specific desk allocated to them for the duration of the session.
Kitchen Connect2Education Office 7	A, B	Staff are responsible for cleaning & maintenance of Kitchen in office 7 Students to be accompanied in this section Staff encouraged to avoid congregating in the kitchen area.	3	3	9	There will be a Kettle available for staff in the Communal Centre Kitchen . Staff are asked to store their own food items in a separate fridge in Room 8 to avoid cross contamination of food products in the Fridge in Room 7
Toilets	A, B, C, D	Landlord is responsible for cleaning communal toilets. 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.	3	3	9	Notices have been placed in toilet areas to remind staff, students and visitors about good personal hygiene and maintaining hygiene where possible in toilet areas.
Lunch breaks	A, B	Pre ordered lunches are provided in centre from 12 noon to 12.30 on eat in or take out basis. Staff and students are encouraged to go for fresh air	3	3	9	Staff and students may bring their own food if required. Some students may walk over to collect an order from the local café with a staff member. Students who eat in centre will be supervised and prompted to wash hands prior and following consumption of food.
<b>Stationery 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 Computer screen & keyboard for students to be cleaned between each user.	2	2	4	Students will have personal equipment in their own drawer in the office or separate box file.
<b>Deliveries</b>						
Deliveries to Centre	A,D	Request deliveries contact via buzzer. Staff to go to door to receive deliveries	2	2	4	Deliveries will be collected from reception, and may be wiped down and hands sanitised once collected if required..