

COVID-19 RISK ASSESSMENT PROCESS

(Revised January 2021)



White Horse Training has undertaken a continuous process of risk assessment for the delivery of teaching, learning and assessment in light of the changing situation with COVID-19 since the initial lockdown in March 2020. At this time steps were taken to close the office, enable staff to work from home and move all teaching to online delivery for the foreseeable future. Students at the point of gateway were supported to pass through gateway by recording their off the job training and completing portfolios. Professional discussions were scheduled and undertaken with the help of the AAT's new SEPA system. This meant that those students due to sit their synoptic exams during the April and May windows and complete their apprenticeships between May – June 2020 were in a position to be able to sit the final element of EPA as soon as the AAT reopened the exam windows. Although there was a slight delay in apprenticeship completion for some students all efforts were made to keep this to a minimum.

For students not at the point of gateway online teaching and learning continued the delivery of their planned timetable so that as soon as exam windows reopened they were in a position to sit unit exams, including any outstanding resits. Apprenticeship work was also delivered online for a number of areas such as preparation for practice discussion for Level 3's and team working, presentation skills and reflective writing for Level 4's. Records of attendance were maintained and students kept informed of changes as they occurred. For some students there was more contact than others during the lockdown period either due to their own personal situation or because of where they were in their programme.

When the details of exam windows were released preparations were made by White Horse staff to facilitate the sitting of all outstanding exams in line with the requirements at the time. This included the following measures:

- Cleaning – Full deep clean undertaken by the current cleaning company in the week prior to the office opening. This involved full cleaning of all rooms and surfaces, full carpet cleaning with moving of all furniture. Full cleaning was undertaken every morning prior to the exams and the invigilator cleaned each room thoroughly between exams when different students were in.
- Provision of appropriate PPE – gloves, hand sanitiser and anti-bacterial wipes at the entrance to the building and on each level. Hand sanitiser and wipes at the entrance to each room. Anti-bacterial soap provided in each toilet and in the kitchen area. Masks (although not technically PPE) are also available if required.
- Plan for sitting of exams and staffing in line with social distancing – given the size and layout of the building it was decided that, for staff and student safety, the minimum number of staff should be in the office at any time and only two students would be allowed in the building at any one time. The IT suite, normally used for exams, could not be used as it was difficult to meet the required social distancing measures so the 2 classrooms on the 1st floor were used to enable one student in each one and the invigilator to be able to oversee them from the desk in the corridor.
- Facilities – access to the kitchen was restricted and students were advised that they could only be in the building 15 minutes prior to their exam and must leave straight after.
- Safe transport to and from the building – staff were in the office for the time required and hours adjusted to enable ease of travel and minimum contact with others. Provision was made for students to drive and park at White Horse for the duration of their exam to reduce the risk associated with using public transport.
- Students from the same workplace or geographical area were scheduled to attend for their exam on the same day or over a couple of days.
- Clear guidance was communicated to all students and staff prior to the exams starting.

In September we were required to plan for all students to return from the beginning of the autumn term and implemented a 'system of controls' and completed an assessment of the risks to prepare for this. The aim of the risk assessment was to implement sensible and proportionate protective measures to prevent COVID-19 or reduce the spread of the infection if there was a positive case, both in White Horse and transmission to the wider community.

This risk assessment has been reviewed and updated in line with changes to the Government guidance and the national lockdown in place during January 2021. Although we do not have timetabled sessions planned until the end of January arrangements are being made to continue with online delivery for all students currently in learning, as well as those due to take their EPA in the coming months and new students starting their apprenticeships in February 2021. Staff continue to work from home unless it is essential that they attend the office and arrangements were made for all course books to be delivered to students in time for their course start date. This was primarily achieved by use of a courier to deliver to home addresses or employers, where offices were open.

COVID-19 Risk Assessment for reopening

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

Who may be at risk: Employees, students and young people, families (parents, carers and siblings), visitors, contractors, members of the public.

Vulnerable groups: It is envisaged that these measures will significantly mitigate the risks to all staff, but if there are any staff with particular characteristics that may put them at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.) an individual risk assessment may be appropriate.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, students and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
Buildings <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) – <i>Done including flushing water cooler and sanitising arranged.</i> Regular sanitisation is undertaking by BWT when the office is open. Reviewing emergency and evacuation procedures – <i>no change to route. Students currently not attending premises unless for exams is they can be scheduled in which case we will need to ensure students leave space</i> 	Employees <ul style="list-style-type: none"> Involve employees in any plans to staff the premises or return to office working and listen to any suggestions on preventative measures that can be taken – <i>Done.</i> Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments – <i>Ongoing.</i> Ensure employees are fully briefed about plans and 	Access <ul style="list-style-type: none"> Ensure entry points to White Horse are controlled – <i>Done.</i> Building access rules clearly communicated – <i>Only one point of entry via intercom or keycode.</i> Specific start times are communicated to each exam group and students made aware that they must not arrive more than 15 minutes prior to the exam. Hand sanitiser and PPE provided at 	Minimising contacts and mixing between people reduces transmission of COVID-19. 'Bubbles' <ul style="list-style-type: none"> Students will only be required to attend White Horse for sitting scheduled exams. Where this occurs exam groups will be limited to 3 students per group. Exams will be conducted in the first floor classrooms so that there is 1 student 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to latest PHE and Government guidance. Anyone with COVID-19 symptoms, or who has someone in their household who does, must not enter the building and should notify a member of White Horse staff so that alternative arrangements can be made. If anyone becomes unwell whilst at White Horse they 	<ul style="list-style-type: none"> Consultation with staff including named H&S person on risk assessments. <i>Done.</i> Updated risk assessment published on website, online learning platforms and within White Horse. <i>Done.</i> Nominated employees tasked to monitor protection measures. <i>Invigilator for exam rooms, office staff for other areas.</i> Any non-compliance should

<p><i>between themselves as they leave the building.</i></p> <ul style="list-style-type: none"> • Ventilation and AC systems working optimally - <i>Done.</i> • Make provision for students who display COVID-19 symptoms/ become ill during the day to be isolated - <i>Space identified in back classroom if required.</i> • Ensure sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements - <i>Done.</i> • Provide suitable and sufficient bins to support students and staff to follow the 'catch it, bin it, kill it' approach – <i>In place.</i> • Provide sufficient tissues in all rooms – <i>Done.</i> • <i>All classes to be delivered online and students will only attend premises for scheduled exams.</i> • <i>Kitchen facilities not to be used due to its size. Where students attend for exams they are to bring own refreshments but can access water cooler on first floor if necessary.</i> • <i>Students to bring own water bottles, if possible, although single use plastic cups will still be</i> 	<p>protective measures identified in the risk assessment – <i>Done.</i></p> <ul style="list-style-type: none"> • To keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security – <i>Regular contact will take place with either the Course Manager or MD as appropriate.</i> • Ensure regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend White Horse – <i>to do if needed.</i> • Ensure information is shared about testing available for those with symptoms – <i>to do if needed.</i> • <i>Continue to plan for lessons that need to take place</i> 	<p>entrance to building – <i>Done.</i></p> <ul style="list-style-type: none"> • Students, staff and visitors to remove face coverings and wash or sanitise hands immediately on arrival. • <i>Face masks or coverings are required when moving around the building in White Horse or if there is more than 1 member of staff in attendance or if social distancing is not possible or if they are in contact with people they do not usually meet. Students may remove their face covering or mask once they are in the exam room and can remain without it for the duration of the exam.</i> • <i>Bins provided on entrance to dispose of PPE, masks, etc. - Done.</i> • Gathering outside or at entrance to the building is prohibited - <i>In</i> 	<p><i>per classroom at any one time.</i></p> <ul style="list-style-type: none"> • <i>Students must leave their belongings at the entrance to the exam room being mindful that there should still be clear access to the room and they should not obstruct the doorway or form a trip hazard.</i> • <i>The invigilator will be situated in the corridor between the classrooms in a position so that they can view all students at all times.</i> • <i>Students will not be permitted to arrive early or remain after their exam.</i> • <i>Students will not be permitted to go up to the staff office unless by prior arrangement with the Course Manager or Training Manager.</i> • <i>Other than the invigilator there will only be one other member of staff on site for scheduled</i> 	<p><i>will be isolated, sent home and provided with information on what to do next.</i></p> <ul style="list-style-type: none"> • <i>The student's employer will be informed of any student sent home or attending whilst unwell.</i> • <i>If a member of staff needs to be with the student in isolation they must keep a distance of 2 metres.</i> • <i>PPE to be worn by staff if they are with a student and if 2 metres distance cannot be maintained.</i> • <i>Staff to ensure rigorous hand hygiene is maintained at all times.</i> • <i>All areas where a person with symptoms has been to be fully cleaned after they have left.</i> • <i>Should staff have close contact with a student who is or becomes unwell with symptoms of COVID-19 they</i> 	<p><i>be reported, logged and dealt with.</i></p> <ul style="list-style-type: none"> • <i>The overall effectiveness of prevention measures will be monitored by the MD at White Horse.</i> • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
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<p>available in the holder next to the cooler.</p> <ul style="list-style-type: none"> • Water coolers will continue to be sanitised in line with BWT guidance but the water outlets will be cleaned daily. • Where students attend the premises only one student to use water cooler at any one time. • Evaluate the capacity of rooms and shared areas – Done. As there is no planned classroom teaching these rooms will be used for scheduled exams. There are 3 classrooms on the first floor and only 1 student will sit in a classroom at any one time for their exam. The invigilator will sit in the corridor in a position to be able to view all students at all times. • Staggered breaks not needed as students are only to attend for the duration of their exam. Students are to leave the room one at a time to avoid passing in the corridors or on the stairs. • Consider door signs mounted to identify max number in room at one time – Not needed for toilets as these are individual. Number in 	<p>online or remotely, if necessary.</p> <p>Students</p> <ul style="list-style-type: none"> • Communicate with students regarding any changes to their timetabled sessions as well as changes to mode of delivery, scheduling of exams and any support arrangements. Include information about preventative measures being taken such as social distancing – Ongoing. • Post the risk assessment and student information on website – To do for update. • Limit the equipment and baggage that students bring into building to essential items – In student information. • Advise all students not to share equipment– In student information. 	<p>student information.</p> <ul style="list-style-type: none"> • Staff to monitor protection measures. Ongoing. <p>Visitors</p> <ul style="list-style-type: none"> • All meetings to be conducted on a virtual platform • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. To do when required. • Keep a record of all visitors on the office calendar to assist NHS Test and Trace, including: <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ arrival and departure time; ○ the name of the assigned staff member. 	<p>exams. This is for student and staff safety and in case of an emergency to support the invigilator, if required.</p> <ul style="list-style-type: none"> • Each exam room will be cleaned after use and between exam groups. <p>Minimise mixing</p> <ul style="list-style-type: none"> • The mixing of students in must be avoided if at all possible. • Each student must stay in their exam room and not enter another exam room. • Students must be reminded to maintain their distance during arrival and departure. • Movement around the building should be controlled to limit contact and mixing. • Students can access toilets at all times during attendance but should be 	<p>should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing must be encouraged for staff and students (following guidance on hand cleaning). In student information and signage. • Sufficient handwashing facilities are available. Done. • Antibacterial soap is provided and normal soap is available in the event of skin problems developing. • Hand sanitiser provided in each classroom, the kitchen and the office spaces. • Skin friendly skin cleaning wipes are available and can be used as an alternative to hand washing or sanitiser. 	
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<p><i>attendance is limited to 3 students at any one time, one student per room.</i></p> <ul style="list-style-type: none"> • COVID-19 posters/ signage displayed – <i>Done.</i> • Identify ‘crunch points’ (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered – <i>Students to be reminded about social distancing as move around the building including leaving rooms one at a time.</i> • Consider one-way system if possible for circulation around the building – <i>not possible due to building layout and only one entrance/exit.</i> • Stairways to be up or down only – <i>Only one staircase in building so students not to cross on stairs and to wait at bottom or on landings where there is space to keep distance.</i> • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding – <i>Done.</i> • Organise classrooms for maintaining space between seats and desks. 	<p>Others</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to be aware of whether the building is open or not (e.g. cleaning, hygiene suppliers, etc) – <i>Ongoing.</i> • Ensure limit any visitors to the building by exception (e.g. for priority contractors, deliveries for course resources emergencies etc.) - <i>Done.</i> 		<p><i>discouraged from queueing.</i></p> <p>Distancing</p> <ul style="list-style-type: none"> • <i>Staff and students to maintain social distancing in line with the current guidance and keep 2 metres as much as possible.</i> • <i>Staff to avoid close face to face contact and avoid being within 1 metre of anyone.</i> • <i>Shared offices should be laid out to ensure staff meet social distancing guidance and avoid working facing each other, where possible. Done.</i> • <i>Staff are responsible for ensuring students following the requirements set.</i> <p>Minimising contact</p> <ul style="list-style-type: none"> • <i>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when</i> 	<ul style="list-style-type: none"> • <i>Students to clean their hands when they arrive at White Horse, when they change rooms and before and after eating.</i> • <i>Hand washing signage is in place in the toilets.</i> <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • <i>Staff and students are encouraged as much as possible not to touch their mouth, eyes and nose especially if they are wearing a face covering or mask.</i> • <i>Staff and students are encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</i> • <i>Tissues are provided in each room.</i> • <i>Bins for tissues provided and are emptied regularly. Ongoing.</i> • <i>Where possible keep doors and windows open to aid ventilation</i> 	
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<p><i>All desks have been staggered so students face forwards however this is not necessary for exams as each student will sit at the main desk in their room.</i></p> <ul style="list-style-type: none"> • Inspect classrooms and remove unnecessary items and furniture to make more space – <i>Done.</i> • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces – <i>Enhanced cleaning undertaken weekly during the lockdown as staff are working from home. Where staff do need to enter the building that member of staff will clean surfaces on arrival and on exiting the premises. When students are in attendance enhanced cleaning regimes will recommence on a daily before start. When more than one exam group comprising 3 students attends, the invigilator will</i> 			<p><i>premises are unoccupied. Done</i></p> <ul style="list-style-type: none"> • <i>Staff and students should have their own individual and very frequently used equipment, such as pencils and pens. In student information.</i> • <i>When exams are finished the invigilator will clean down computer, keyboard, mouse, etc. using wipes provided.</i> 	<p><i>throughout the day. If this is not feasible then the air conditioning can be used. It should be set to cooling for spring/summer, warming autumn/winter 21' with a window open 2-3" to facilitate air exchange.</i></p> <p>Cleaning</p> <ul style="list-style-type: none"> • <i>Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Done.</i> • <i>Thorough cleaning of rooms prior to the start of the day.</i> • <i>Shared materials and surfaces to be cleaned frequently. Plan in place.</i> • <i>Toilets to be cleaned regularly. Plan in place.</i> • <i>Hand sanitiser provided in each classroom and office space for use throughout the day. Done.</i> • <i>Staff should avoid any close contact</i> 	
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<p><i>clean the exam rooms between groups.</i></p> <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • <i>All teaching sessions to remain online at this time. This will be reviewed in line with changes to Government guidance.</i> • Arrangements will be made to allow students to sit exams where possible and as long as the AAT allow scheduling. • Students due to undertake their EPA will have professional discussions conducted through the Online platform SEPA. • Where delays to exams, Gateway or EPA occur these will be recorded and arrangements made to facility progression as soon as possible. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Student Handbook <i>Done.</i> • Ensure website is compliant with regards to the publishing of policies – <i>In progress.</i> 				<p><i>with students but in the event this is unavoidable staff need to increase their level of self-protection, such as more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</i></p> <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • <i>where an individual becomes ill with coronavirus (COVID-19) symptoms while at White Horse, and only then if a distance of 2 metres cannot be maintained</i> • <i>PPE will be available throughout White Horse. Although not PPE, face masks and a small number of face</i> 	
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<ul style="list-style-type: none"> • <i>Ensure instructions and signage to identify procedures are in place at entrance to building – Done.</i> • <i>Give consideration to staff re: work-life balance and wellbeing. This may include flexibility for remote working, changes to working hours and hours of office cover. Ongoing in line with guidance and requirements for course delivery and student support.</i> • <i>Give consideration to overall numbers of staff and students in the building at any one time in order to enable social distancing and minimise risk. Done – Only one member of staff should be in the building at any one time unless it is essential for the delivery of the programme or for student support. In this instance staff numbers will be kept to the lowest possible to reduce the risk to all concerned.</i> • <i>Ensure information is shared about any mental health support for students and staff that is available.</i> 				<p><i>shields will also be available for staff to use, if they wish.</i></p> <ul style="list-style-type: none"> • <i>Students will be reminded to follow latest guidance on the use of PPE in public areas and when travelling to and from White Horse.</i> • <i>Face masks, if used, should be changed when entering White Horse and hands should be washed before and after putting on.</i> <p>First Aid</p> <ul style="list-style-type: none"> • <i>Check if qualifications run out. Done both staff in date no more needed.</i> • <i>Staff providing first aid to students will not be expected to maintain 2 metres distance but the following measures will be adopted:</i> • <i>washing hands or using hand sanitiser, before and after treating injured person;</i> • <i>wear gloves or cover hands when</i> 	
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<p>Response to any infection</p> <ul style="list-style-type: none"> • <i>White Horse understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</i> • <i>Plan how to inform staff and students that they will need to be ready and willing to:</i> <ul style="list-style-type: none"> ○ <i>book a test, if they are displaying symptoms;</i> ○ <i>inform White Horse immediately of the results of a test;</i> ○ <i>provide details of anyone they have been in close contact with;</i> ○ <i>self-isolate if necessary.</i> 				<p>dealing with open wounds;</p> <ul style="list-style-type: none"> • <i>if CPR is required on a student attempt compression only CPR and early defibrillation until the ambulance arrives;</i> • <i>Dispose of all waste safely.</i> 	
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<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					