

COVID-19 RISK ASSESSMENT PROCESS

(Revised August 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 was reviewed and updated in line with changes to the Government guidance and the subsequent national lockdowns. In January the decision was 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 continued to work from home unless it was essential that they attended 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. Students starting after later had resources emailed and books sent to them by courier.

During March plans were made for staff to start to return to office working and for students to return to classroom learning in April, in line with the Government guidelines. However, following consultations with students and employers the overall feeling was that the risks to everyone could not be sufficiently controlled to enable students to return safely to face to face learning. In addition a number of staff are themselves vulnerable or have caring commitments to someone who is vulnerable. As such the decision was made to remain online until June 2021. During this time all students due to sit exams or their EPA have been supported to do so and precautions have been taken to reduce the risk when students have been required to attend White Horse to sit exams. In discussion with the EPAO the functional skills flexibility has been used to support two students to progress through gateway and start their EPA whilst undertaking their Level 2 FSQ. Both of these students have achieved their FSQ's with one achieving his Apprenticeship whilst the other is retaking a part of his EPA.

With the changes to Government guidance during May and June further discussions took place with staff, employers and students to canvas views on the timing of any return to formal classroom teaching. The structure of student timetables allows for teaching to normally step down during July and August to accommodate exams and any additional support teaching that is required. It also meets the employers' business needs as this is a prime time for staff holidays. Further to discussions it was agreed to return to classroom teaching in September 2021 with the start of a new term.

During August preparations have been made to return to normal teaching including:

- Cleaning – Full deep clean undertaken by the current cleaning company in the week prior to opening. This involved full cleaning of all rooms and surfaces, full carpet cleaning with moving of all furniture. Daily cleaning will take place each morning prior to students arriving and communal or high traffic areas e.g. toilets, stair rails, door handles will be cleaned throughout the day.
- Ventilation – all classrooms have windows which can be opened and an air conditioning system which can be used to provide good ventilation whilst also maintaining a comfortable temperature.
- Provision of appropriate PPE – primarily 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 e.g. for travelling purposes.
- Although social distancing is no longer required we are reminding students and staff to be respectful and mindful of other peoples' wishes. As such signs remain to remind people to avoid crossing on the stairs. Classrooms are returning to normal layout although desks and chairs will be arranged to allow students to adopt an acceptable space between them. The IT suite will now be available for use with guidance in place for adequate ventilation.
- Facilities – access to the kitchen remains restricted as students will be asked to limit the number of people in there at any one time. However, students will now be able to use the facilities to make a hot drink using the single-use biodegradable paper cups provided. Bottled water filters continue to be available on each level with disposable cups although students are advised to bring their own water bottles with them.
- Clear guidance will be communicated to all students and staff about expectations and measures in place for their safe return to learning. This includes but is not exclusively:
 - travelling safely to White Horse i.e. wearing a face covering on public transport
 - Lateral-flow testing within 2 days of attending and once more during the block
 - Not attending if they have any symptoms of COVID-19
 - Having a PCR test if their lateral-flow test is positive

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
<p>Buildings</p> <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 regular sanitisation has been undertaken by BWT since returning to the office.</i> Reviewing emergency and evacuation procedures – <i>no change to route.</i> Ventilation and AC systems working optimally - <i>Done.</i> Make provision for students who display COVID-19 symptoms/ 	<p>Employees</p> <ul style="list-style-type: none"> Involve employees in any plans to 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 protective 	<p>Access</p> <ul style="list-style-type: none"> Students and staff should not enter the building if they are experiencing symptoms of COVID-19 and should inform White Horse Training immediately. 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> Joining instructions have been 	<p>There is no longer a requirement for social distancing or 'Bubbles' to be in place. However it is acknowledge that some students and staff may find this difficult to adjust to and as such people will be encouraged to respect and be mindful of people's wishes.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> <i>Students are no longer required to remain in a 'bubble' however students are advised not to enter into other classrooms during</i> 	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> <i>Refer to latest PHE and Government guidance.</i> <i>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.</i> <i>If anyone becomes unwell whilst at White Horse they</i> 	<ul style="list-style-type: none"> <i>Consultation with staff including named H&S person on risk assessments. Done.</i> <i>Updated risk assessment published on website, online learning platforms and within White Horse. Done.</i> <i>Nominated employees tasked to monitor protection measures. Invigilator for exam rooms, Tutors for their classroom, office staff for other areas.</i>

<p>become ill during the day to be isolated - <i>Space identified in back classroom if required.</i></p> <ul style="list-style-type: none"> • 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> • Access to kitchen facilities – <i>students can now use the facilities but only 3 people should be in there at any one time. Single use biodegradable cups can be used for hot drinks. White Horse Training will supply Tea/Coffee, etc.</i> • <i>Students to bring own water bottles, if possible, although single use plastic cups will still be available in the holder next to the water coolers.</i> • <i>Water coolers will continue to be sanitised in line with BWT guidance but the water outlets will be cleaned daily.</i> • <i>Where students attend the premises only one</i> 	<p>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>All staff will be returning to their normal working routines but where there is any home working regular contact will take place with either the MD Training Manager 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 	<p>updated for new students to include information about precautions for COVID-19.</p> <ul style="list-style-type: none"> • Hand sanitiser and PPE provided at entrance to building – <i>Done.</i> • Students, staff and visitors to remove face coverings and wash or sanitise hands immediately on arrival. • <i>Face masks or coverings are required to be used on public transport but are no longer required in the classroom or when moving around the building in White Horse. However it is acknowledged that students and/or staff may wish to continue to wear a face covering initially. If so it is preferable for this to be transparent to aid communication.</i> • <i>Bins provided on entrance to dispose of PPE,</i> 	<p><i>timetabled sessions unless they have been instructed to do for an educational purpose.</i></p> <ul style="list-style-type: none"> • <i>Student groups will be determined and maintained in line with normal practices and requirements of the programme.</i> • <i>The movement of students between groups will be at the discretion of the MD and following discussion with appropriate staff.</i> • <i>The desks in each classroom will be whipped down at the end of the day.</i> • <i>Students can access toilets at all times during attendance but should be discouraged from queueing outside the toilet or on the stairs where possible.</i> <p>Distancing</p> <ul style="list-style-type: none"> • <i>Although social distancing is no longer a</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 who has symptoms 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</i> 	<ul style="list-style-type: none"> • <i>Any non-compliance should be reported, logged and dealt with.</i> • <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>student to use water cooler at any one time.</p> <ul style="list-style-type: none"> Evaluate the capacity of rooms and shared areas – <i>Done</i>. Class sizes will be agree with Tutors taking into account overall numbers of students and individual student needs. Staggered breaks – Tutors will discuss and agree themselves at the start of the day times for their groups to have their break so that movement through the building is kept to an acceptable level. Consider door signs mounted to identify max number in room at one time – <i>Not needed for toilets as these are individual. Signage to be put on kitchen door.</i> COVID-19 posters/ signage displayed – <i>Reminders for hand washing and not crossing on the stairs will remain.</i> Identify ‘crunch points’ (e.g. entrances/ exits/ corridors/ shared space) and consider how movement can be managed – <i>Students to be reminded about respecting each other’s wishes as they move around the building.</i> 	<p>symptoms – <i>All staff to undertake twice weekly LFT during return to classroom testing.</i></p> <ul style="list-style-type: none"> Staff are to inform the Training Manager of the results of any tests. <i>Continue to have a contingency plan in the event that lessons need to take place online or remotely.</i> <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 twice weekly LFT – <i>Ongoing.</i> <i>Post the risk assessment and student information on website – To do for update.</i> 	<p><i>masks, etc. - Done.</i></p> <ul style="list-style-type: none"> It is advised that students do not gather in groups outside or at entrance to the building - <i>In student information.</i> Staff to monitor protection measures. <i>Ongoing.</i> <p>Visitors</p> <ul style="list-style-type: none"> Visitors are now able to attend White Horse however meetings can be conducted on a virtual platform where this suits everyone. Site guidance on precautions is explained to visitors on or before arrival. <i>To do when required.</i> 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; 	<p><i>requirement some staff and students may find the transition difficult so everyone will be asked to respect and be mindful of other people’s wishes.</i></p> <ul style="list-style-type: none"> <i>Shared offices are laid out to maintain a comfortable distance between staff.</i> <i>Staff are responsible for reminding students about the guidance.</i> <p>Minimising contact</p> <ul style="list-style-type: none"> Doors can continue to be propped open, where safe to do so to limit use of door handles and aid ventilation throughout the building. Staff must ensure they are closed when premises are unoccupied. <i>Done</i> <i>Staff and students should continue to have their own individual and very frequently used equipment, such</i> 	<p><i>COVID-19 they should monitor themselves for symptoms of possible COVID-19 and continue with LFT. If symptoms develop they must undertake a PCR.</i></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). <i>In student information and signage.</i> Sufficient handwashing facilities are available. <i>Done.</i> <i>Antibacterial soap is provided and normal soap is available in the event of skin problems developing.</i> <i>Hand sanitiser is provided in each classroom, the kitchen and the office spaces.</i> Students are to clean their hands when they arrive at White Horse, when 	
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<ul style="list-style-type: none"> • Consider one-way system if possible for circulation around the building – <i>not required.</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.</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> <i>Tutors will decide whether they wish to keep doors open during teaching due to noise distraction.</i> <i>Where classroom doors are closed windows and/or air conditioning should be used to aid ventilation.</i> • Organise classrooms for maintaining space between seats and desks. <i>Layout of classrooms can return to normal but will aim for a comfortable space to be allowed between desks/chairs.</i> • Inspect classrooms and remove unnecessary items and furniture to make more space – <i>Done.</i> • Make arrangements with cleaners to put in place 	<ul style="list-style-type: none"> • Continue to limit the equipment and baggage that students bring into building to essential items – <i>In student information.</i> • Advise all students not to share equipment– <i>In student information.</i> <p>Others</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to be aware of the return to normal working practices (e.g. cleaning, hygiene suppliers, etc) – <i>Done.</i> • Advise any visitors to the building about the precautions being taken (e.g. hand sanitiser, etc.) - <i>Done.</i> 	<ul style="list-style-type: none"> ○ arrival and departure time; ○ the name of the assigned staff member. 	<p><i>as pencils and pens. In student information.</i></p> <ul style="list-style-type: none"> • <i>Where equipment is being shared e.g. calculator, computer the equipment must be cleaned down after use using the wipes provided.</i> 	<p>they change rooms and before and after eating.</p> <ul style="list-style-type: none"> • <i>Hand washing signage is in place in the toilets and throughout the building.</i> <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • <i>Staff and students are encouraged as much as possible to maintain good respiratory hygiene and 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.</i> <i>Ongoing.</i> • <i>Where possible doors and windows will be kept open to aid ventilation</i> 	
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<p>an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces – <i>Thorough cleaning undertaken each morning with regular cleaning during the day of high traffic areas.</i></p> <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • All teaching sessions to return classroom from September 2021 in line with timetables. This will be reviewed in line with changes to Government guidance. • Where students require additional support this may be conducted through online sessions or during their timetabled attendance. • Students who have experienced specific difficulties during the COVID pandemic e.g. failure of exams will attend additional sessions as agreed with them and their employer to support them to resit their exams. <p>Policies and procedures</p>				<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"> • Disinfectant wipes/sanitising spray and paper towels to be provided in classrooms for use by members of staff. <i>Done.</i> • <i>Thorough cleaning of rooms prior to the start of the day - ongoing.</i> • Shared materials and surfaces to be cleaned frequently. <i>Plan in place.</i> • Toilets to be cleaned regularly. <i>Plan in place.</i> • Hand sanitiser provided in each classroom and office space for 	
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<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 <i>Done</i> ○ Student Handbook <i>In progress.</i> • Ensure website is compliant with regards to the publishing of policies – <i>In progress.</i> • <i>Ensure instructions and signage to identify procedures are in place at entrance to building – In progress.</i> • <i>Give consideration to staff re: work-life balance and wellbeing. Done but is under constant review 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. Done – Staff numbers can return to normal although the option for home working for specific pieces of work is available for all staff.</i> • <i>Ensure information is shared about any mental health support for</i> 				<p>use throughout the day. <i>Done.</i></p> <ul style="list-style-type: none"> • <i>Staff should avoid any close contact with students but in the event this is unavoidable staff need to assess the risk and increase their level of self-protection as appropriate, such as more frequent hand-washing and other hygiene measures.</i> <p>PPE 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, if required. Although</i> 	
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<p><i>students and staff that is available.</i></p> <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>White Horse Training is aware that there is no longer a requirement for education settings to undertake contact tracing however we will encourage staff and students to continue to participate in the NHS Track and Trace process.</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><i>Done – information circulated through Onefile, Moodle, email and student handbook.</i></p>				<p><i>not PPE, face masks and a small number of face 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 one member of staff remains in date so 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</i> 	
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				and after treating injured person; <ul style="list-style-type: none"> • wear gloves or cover hands when dealing with open wounds; • <i>if CPR is required on a student attempt compression only CPR and early defibrillation until the ambulance arrives;</i> • Dispose of all waste safely. 	
<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/coronavirus-covid-19-maintaining-further-education-provision/further-education-covid-19-operational-guidance • https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/providing-apprenticeships-during-the-covid-19-pandemic • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					