

## Risk Assessment Form

Title of activity	Students attending courses/assessments during Covid-19 pandemic	Time/Date of activity	5 March – 31 July 2022
Number of students taking part	Various group sizes	Number of staff taking part	Various (1-2 per course)
Risk Assessment completed by	Liz Lee	Date completed	07.01.22 Updated 16.02.22 Updated 05.03.22
		Review Date	05.03.22

### Evidence assessed is:

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation in returning to face-to-face training and assessments for students. It is not likely to cover all scenarios and individuals should consider their own unique circumstances.

This Risk Assessment will be shared with staff, the training venues and will be available on Amac's website for information to students.

**07.01.22** Further education COVID-19 operational guidance released on 06.01.22 '[Further education COVID-19 operational guidance](#)'

**16.02.22** No longer recommended to wear masks in the classroom or educational setting. Self0testing is still encouraged.

**05.03.22** On 21 February, the Prime Minister's announcement on the Living with COVID-19 plan means that the guidance on asymptomatic testing, self-isolation and use of masks has changed. The next phase of the government's COVID-19 response '[Living with COVID-19](#)'. There are still steps you can take to reduce the risk of catching and spreading COVID-19:

- [Get vaccinated](#)
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces
- [Get tested](#) if you have COVID-19 symptoms, and stay at home if positive

Minimising the Coronavirus Risks

Hazard	Risks	Control Measures	Actions Required	Responsible Person	Target Date(s)
<p>Infection of staff and pupils and transmission of virus</p>	<p>Students and staff become infected.</p> <p>Anyone else who physically comes in contact with staff/students in relation to Amac business.</p>	<p><b><u>When an individual develops COVID-19 symptoms or has a positive test</u></b>                      Students, staff and other adults should follow public health advice on <a href="#">when to self isolate</a>. They should not come into the setting if they have <a href="#">symptoms</a> or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Alternatively, if safe, they should walk, ride, cycle or drive wherever possible. If driving they should try to be the only person in the vehicle, but can share a car with their household if necessary. They should open windows, wear a face covering and sit far away from others if sharing a car. They should not use public transport or a taxi or private hire vehicle to return home.</p> <p><b><u>Tracing close contacts and isolation</u></b>                      Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with</p>	<p>Completion and communication of procedures and guidance for dealing with a suspected case of Covid-19 to both staff and students.</p> <p>To help reduce the spread of the coronavirus Covid-19 reminding everyone of the public health advice.</p> <p>Report concerns both to Amac and the venue management where the training course is being held.</p> <p>Amac will offer support to tutors/students who are affected by coronavirus.</p> <p>Report concerns as required.</p>	<p>Directors</p> <p>Tutors on site</p>	<p>Ongoing</p>

		<p>identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who can prove they are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Managing director will maintain regular contact with staff members during this time to reassure and support tutors in a fast-changing situation.</p> <p>If anyone should become unwell with Covid-19 whilst attending a course, they should be removed, if possible, to a room where they can be isolated behind a closed door whilst awaiting collection/suitable transportation home. Ideally a window should be opened for ventilation.</p> <p><b>05.03.22 Update</b>  From Thursday 24 February, the Government removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with</p>	<p>Students to be provided LFD test kits, if required.</p>		
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		<p>other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:</p> <ul style="list-style-type: none"> <li>• No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.</li> <li>• End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available.</li> <li>• End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.</li> <li>• End the legal obligation for individuals to tell their employers when they are required to self-isolate.</li> </ul> <p>Amac have been provided with LFD test kits for both staff and students that will be attending courses on a site face-to-face. Testing is not mandatory, although it is strongly encouraged, and students who are not tested are still able to attend courses. These tests are conducted by individuals at home. If required, Amac will post out test kits in advance of the course starting so that students can test prior to attending. Then conduct a further two tests that week so they are 3-4 days apart.</p> <p>Step-by-step instructions on conducting LFD testing is available online at:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	<p>Amac to keep up-to-date on changes with guidance.</p>		
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As above	As above	<p><b><u>Control measures</u></b>  You should:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone</li> <li>2. Maintain appropriate cleaning regimes</li> <li>3. Keep occupied spaces well ventilated</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>		Directors  Tutors on site	Ongoing

		<p><b>05.03.22 Update</b> Let fresh air in if meeting indoors, or meet outside</p> <p><b><u>Hand Washing &amp; Hygiene</u></b> Sufficient hand washing facilities with soap and hot water available at venues.</p> <p>Everyone is encouraged to ensure regular and stringent hand washing takes place. Paper towels provided for drying hands. Gel sanitisers provided in areas where washing facilities not readily available.</p>	<p>Everyone is reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Report concerns as required</p>		
As above	As above	<p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, gym area using appropriate cleaning products and methods</p> <p>Arrangements in place for deep cleaning by an external agency for high risk areas as required (if applicable).</p>	<p>In conjunction with the venue where the training course is being held, rigorous checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Students and tutors will follow the venue's cleaning protocols as required.</p> <p>Tutors will be provided with cleaning resources and guidance to clean classroom areas</p> <p>Report concerns as required.</p>	Directors Tutors on site	Ongoing
As above	As above	<p><b><u>Keep occupied spaces well ventilated</u></b> It is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Amac will work with venues that we use for training to ensure that any poorly ventilated spaces have steps taken to improve fresh air flow in these areas. This can be through mechanical ventilation that draws on fresh air or opening external windows.</p> <p><b>05.03.22 Update</b> Let fresh air in if meeting indoors, or meet outside</p>	<p>In conjunction with the venue where the training course is being held.</p>	Directors Tutors on site	Ongoing

As above	As above	<p><b><u>Wearing of PPE</u></b>  Masks – Within FE setting, from 4 January 2022 we recommend that face coverings should be worn by staff and students when moving around the premises, in corridors and communal areas and in classrooms or workshops. Face coverings do not need to be worn by staff or students when outdoors on the premises. For some other indoor public settings, it is a requirement. Students should bring and wear their own face masks.</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during gym sessions, chair-based exercise sessions and physical activity.</p> <p><b>Update:</b> Guidance updated and no longer recommended to wear masks. Amac will leave this to personal preference and students can wear covering if they wish.</p> <p><b>05.03.22 Update</b>  Consider wearing a face covering in crowded, enclosed spaces.</p> <p>Gloves/masks/visors/aprons – to be used where there is an activity identified as requiring gloves e.g. first aid.</p>	<p>The latest guidance should be regularly checked around the requirement for face covering.</p> <p>Report concerns as required.</p>	<p>Directors</p> <p>Tutors on site</p>	Ongoing
As above	As above	<p><b><u>Mental Health</u></b>  Amac promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help.</p> <p>Support, advice and guidance available via Managing Director.</p>	<p>Internal communication channels and regular cascading of messages to reassure and support staff in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Report concerns as required.</p>	<p>Directors</p> <p>Tutors on site</p>	Ongoing

Amacsports Ltd Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.

Director signature



Date

07.01.22

Updated: 16.02.22

Updated 05.03.22