

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 GENERAL RISK ASSESSMENT



This risk assessment has been reviewed and adapted in light of the COVID-19 Pandemic. Additional Risk Assessments have been included to ensure the safety of both staff and students at all times.

DEPARTMENT/ACADEMY/UNIT	Generic College Risk Assessment
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ASSESSMENT	Curriculum lessons in a general classroom
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PURPOSE/METHOD OF WORK
<p>For:</p> <p>All Teaching Areas</p> <p>Purpose:</p> <p>To provide lessons to students covering those parts of the curriculum requiring little or no practical elements (e.g. English, Maths, History, Geography, Religious Education etc). Lessons take place within a standard classroom environment.</p> <p>Method:</p> <ol style="list-style-type: none"> 1. Ensure that the classroom and layout are appropriate for the type of lesson to be taught. 2. Ensure that adequate materials and work equipment are available to hand in accordance with the lesson plan. 3. Ensure that appropriate fire precautions/extinguishers are in place. 4. Ensure adequate supervision and/or assistance available for the projected work. 5. Ensure that in the case of a practical session, only sufficient material is available to each student to enable the objective to be achieved. 6. Instruct the students in the methods to be adopted. 7. <i>To ensure necessary measures have been implemented in-line with current Government guidance so to monitor and manage risks associated with the COVID-19 pandemic including but not exhaustive of:</i> <ul style="list-style-type: none"> • <i>Social distance working and reduced and co-ordinated classroom movement</i> • <i>Appropriate class sizing</i> • <i>Increased personal hygiene measures</i> • <i>Assessment of equipment for planned lessons and managing the risk of cross contamination</i> • <i>Response to any person displaying symptoms</i> <p>Cleaning of classrooms will form part of the contractor cleaning schedule - a completed cleaning log stating date and time will be available in each room.</p>

SPECIFIC LEGISLATIVE REQUIREMENTS
<i>The Health Protection (Coronavirus) Regulations 2020</i> Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Control of Substances Hazardous to Health Regulations Electricity at Work Regulations Personal Protective Equipment at Work Regulations Provision and Use of Work Equipment Regulations Workplace (Health, Safety & Welfare) Regulations

LEVEL OF SKILL/TRAINING REQUIRED
Qualified Teacher/lecturer/Learning Coach

CHEMICALS/MATERIALS	DATE
Sanitiser Disinfectant	Ongoing Ongoing

SPECIFIC WORK EQUIPMENT PROVIDED
Writing materials and implements Visual teaching aids (blackboards, whiteboards, OHP's, TV and Video) Art materials Computer and Peripherals

RISK ASSESSMENT

MAIN HAZARDS IDENTIFIED	AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Social distance working	Students and Teachers	<ul style="list-style-type: none"> Adherence to government guidelines of social distancing and keeping 2 metres apart. Furniture is arranged and teacher zone appropriately marked so staff and students are seated at the required distance. Students should remain at their desks to manage reduced movement around the classroom and return to the same desk for all lessons. Keep doors and windows open to aid ventilation and entrance/exit to classrooms.
Appropriate class sizing	Students	<ul style="list-style-type: none"> Class sizes are reduced to a maximum of 6 at any one time - to reduce should the space be smaller applying the 2 meter rule. For classrooms in use, numbers have been confirmed by H&S representatives.
Increased personal hygiene measures	Students and Teachers	<ul style="list-style-type: none"> Sanitiser provided in each classroom Antibacterial wipes provide in each classroom Tissues provided in each classroom] Providing regular reminders to maintain personal hygiene standards. Ensure signage is displayed promoting good personal hygiene rules Clean down chairs, desks and doors handles after each use in between any scheduled cleaning
Assessment of equipment and the risk of cross contamination	Students	<ul style="list-style-type: none"> Advice students to not share any personal belongings during lesson Ensure equipment has been cleaned prior and after each use Offer the use of PPE should it be appropriate to reduce the risk of cross contamination.
Response to any person displaying symptoms	Students and Teachers	<ul style="list-style-type: none"> Notify Health & Safety lead immediately. Teacher to use PPE to reduce spread of infection. Person to be removed from the classroom and escorted safety to the designed medical room. Classroom to be closed with no further use until it has been cleaned and decontaminated following government cleaning guidelines
Substances	Students	<ul style="list-style-type: none"> Sanitiser accessible in each classroom Only non-toxic paints and glues etc. to be used.
General	Students and Teachers	<ul style="list-style-type: none"> Ensure adequate lighting. Ensure classroom temperature appropriate. Appropriate clothing to be worn. Sensible footwear to be worn (not sandals, high heels etc.) Each student to have adequate workspace.
Sharp implements	Students with learning difficulties or younger learners (YA's) or where younger children are brought into college.	<ul style="list-style-type: none"> Instruction given to students regarding hazards present within the classroom. Compasses and other sharp implements kept out of reach of students when not in use and all to be accounted for at the end of the lesson. Scissors to be kept out of reach of students when not in use, and all to be accounted for at the end of the lesson. Creative materials and implements to be kept out of reach of students when not in use. Awareness of first aid procedures is required.
Electricity	Students and Teachers	<ul style="list-style-type: none"> All mains powered portable electrical appliances to be in good working order and tested for electrical safety. Leads should be visually examined for damage before using. Damaged electrical leads must not be used. Equipment must be removed from service and repaired before re-use. Avoid trailing leads around edges of furniture or equipment that may cause damage. When transporting equipment, take care not to damage the lead. Mains leads etc. not to be permitted to trail across walkways, near heated surfaces etc. Each item of electrical equipment to have its own 240 volt socket. Single Four gangs are permissible not "daisy Chains"
Manual handling	Students	<ul style="list-style-type: none"> Where moving equipment may involve risk to students (e.g. moving music equipment), an assessment must be undertaken to establish a safe working procedure for lifting and carrying.
Slip/Trip hazards	Students and Staff	<ul style="list-style-type: none"> Keep all gangways clear of obstructions. Coats, bags etc. to be secure under desks or at the rear of the room. Floors to be maintained in good, clean condition, without missing tiles, rips in carpet etc. Trailing leads not permitted to cross travel areas etc. Materials to be stacked safely out of travel areas. Keep floors and gangways dry and free from slip hazards.

MAIN HAZARDS IDENTIFIED	AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
		<ul style="list-style-type: none"> • Clear up any spillage's immediately.
Fire	Students and Staff	<ul style="list-style-type: none"> • Fire escape routes and exits to be kept clear of obstructions at all times and clearly marked with approved signs. • Fire extinguishers and alarm points to be kept clear of obstruction at all times. • Students to be instructed in emergency evacuation procedure.

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	YES
Is the risk considered to be	LOW
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Is training and instruction required	NO
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	NO

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed:

Job Title:

Date: