

**Risk assessment for meetings and training sessions from September 2020.**

**Assessors:** Hope Kirkham

**Date of completion:** September 2020

Useful contact information:

DFE COVID-19 - Educational advice line - 0800 046 8687

Staffordshire County Council Health and Safety Service - [01785 355777](tel:01785355777)

Public Health England - 0344 225 3560

NHS - 111

*Settings are advised to report outbreaks e.g. where they have 2 or more confirmed/suspected cases within 14 days (linked to staff or pupils) to Public Health England and the Local Authority Outbreak Management Team. If they have a single case, they are also encouraged to report this to the Local Authority Outbreak Management Team for early advice and support.*

*Please report by emailing the council [C19LocalOutbreakControl@staffordshire.gov.uk](mailto:C19LocalOutbreakControl@staffordshire.gov.uk) The Education and Early Years LA Outbreak control team can be contacted on [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)*

What are the hazards?	What are you already doing? List the control measures already in place	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<b>SUAT Offices</b>			
<b>Use of the conference room, capacity and ability to social distance</b>	<p>The conference room as a maximum capacity of eight people due to social distancing.</p> <p>Where capacity is exceeded, training / meetings will be held elsewhere or via teams.</p> <p>One person to enter the conference room at a time. No one to sit near the entrances to the conference room.</p> <p>Meeting participants to socially distance and sit 1+ metres apart.</p> <p>Resources are not shared within the conference room.</p> <p>Register of participants kept for track and trace. The register details whether they attended by Teams or in person.</p> <p>If participants need to leave during the session, take care to walk around the edges of the room and avoid close contact with others.</p> <p>Participants to follow the system from the entrance directly to the conference room and not through the office.</p>	L	
<b>Maintaining cleaning and hygiene regimes</b>	<p>Conference room cleaned before and after use, including touch points.</p> <p>Offices are cleaned to regular intervals and this includes the conference room.</p> <p>Two cleaning kits are based in the conference room. COSHH is available for cleaning materials.</p> <p>Tissues are available in the conference room.</p> <p>No one to enter the premises if they have C19 symptoms or have been in contact with someone who has tested positive.</p> <p>Hand washing facilities located in the kitchen and each of the two toilets.</p> <p>Soaps, hand towels are stocked.</p>	L	

	<p>Individuals may wear masks if they wish.</p> <p>Hand sanitiser kept in the conference room, kitchen and entrance. Participants encouraged to sanitise hands on entry.</p> <p>C19 safety signage in place.</p> <p>Bins in the conference room, toilets and kitchen are emptied regularly.</p> <p>Participants to use bin in conference room with pedal where possible.</p> <p>Sanitise hands before and after using the bin in the kitchen.</p> <p>Individuals bring their own lunch – wash hands before and after eating.</p>		
<p><b>Use of kitchen facilities</b></p>	<p>One person to use the kitchen at one time.</p> <p>Meeting participants to make their own drinks where possible and put cups in the dishwasher after use.</p> <p>One person in the kitchen at a time.</p> <p>Kitchen touch points and worktop cleaned regularly.</p> <p>When using the water dispenser, there are disposable cups for participants to use.</p> <p>If making lunch in the kitchen, participants should clean the area used after use.</p> <p>Bring own cutlery where possible.</p>	<p><b>M</b></p>	
<p><b>Use of toilet facilities</b></p>	<p>No queueing in the corridor for the toilets.</p> <p>Both toilets in use currently as social distancing can be permitted when they are in use.</p> <p>Toilets cleaned regularly.</p> <p>Touch points cleaned regularly.</p> <p>Hand washing encouraged for 20 seconds with soap and water – signage displayed.</p> <p>Soap monitored and topped up when required, as are hand towels.</p>	<p><b>L</b></p>	

	<b>Bins emptied regularly.</b>		
<b>Use of the laptop and conferencing equipment</b>	<p>Equipment used by one person only.</p> <p>Equipment cleaned before and after use.</p> <p>Microphone not put too close to individuals due to the potential of 'droplets' whilst speaking.</p>	L	
<b>Arrival and departure</b>	<p>Parking on AMG car park. Individuals required to social distance when accessing the building and departing from the building.</p> <p>Sanitise on arrival and departure – materials in reception.</p> <p>One individual to access the entrance at a time.</p> <p>Member of SUAT staff to open the door and distance to permit access.</p>	M	
<b>Meeting information</b>	<p>Meeting / training information circulated in advance, by email, or uploaded to Governor Hub.</p> <p>Individuals bring their own electronic device or hard copies.</p> <p>Documents are displayed on the screen in the conference room, where needed. The equipment is operated by one person who sanitises their hands before and after use. The equipment is sanitised before and after use.</p>	L	
<b>Entrust Riverway</b>			
<b>Use of the conference facilities capacity and ability to social distance</b>	<p>The conference room as a maximum capacity of 25 people due to social distancing.</p> <p>Where capacity is exceeded, training / meetings will be held elsewhere or via teams.</p> <p>One person to enter the conference room at a time. No one to sit near the entrances to the conference room.</p> <p>Follow the one way system into the conference room and out of the conference room.</p> <p>Meeting participants to socially distance and sit 1+ metres apart in accordance with the set layout in the Riverway centre.</p> <p>Resources are not shared within the conference room.</p> <p>Register of participants kept for track and trace. The register details whether they attended by Teams or in person.</p>	L	

	<p><b>If participants need to leave during the session, take care to walk around the edges of the room and avoid close contact with others – follow the one way system.</b></p> <p><b>Windows may be opened for ventilation.</b></p> <p><b>Staff to maintain distancing when making drinks and dispose of items in the bin provided.</b></p> <p><b>Maintain distancing with Entrust facilities or IT staff supporting in setting up the conference facility.</b></p> <p><b>Participants do not congregate in the entrance.</b></p>		
<p><b>Cleanliness of facilities</b></p>	<p><b>Conference room cleaned before and after use, including touch points. This is signed on the entrance door as to when the room is safe for use.</b></p> <p><b>Staff bring their own tissues and sanitiser. Sanitiser is available on entry to the conference facility.</b></p> <p><b>No one to enter the premises if they have C19 symptoms or have been in contact with someone who has tested positive.</b></p> <p><b>Hand washing facilities located in the toilets, next to reception. Follow one way system to access the toilets.</b></p> <p><b>Soaps, hand towels are stocked.</b></p> <p><b>C19 safety signage in place.</b></p> <p><b>Bins in the conference room, toilets are emptied regularly.</b></p> <p><b>Individuals bring their own food – wash hands before and after eating.</b></p> <p><b>Individuals may wear masks if they wish.</b></p>	<p><b>L</b></p>	
<p><b>Use of drink making facilities</b></p>	<p><b>Drinks can be ordered from the café or made with the urns in the conference room.</b></p> <p><b>Meeting participants to make their own drinks and put disposable cups in the bin after use.</b></p> <p><b>One person to access the facilities at a time.</b></p> <p><b>Sanitise hands before making drinks.</b></p>	<p><b>M</b></p>	

	Participants bring their own bottled water.		
Use of toilet facilities	<p>No queueing in the corridor for the toilets.</p> <p>Toilets cleaned regularly.</p> <p>Touch points cleaned regularly.</p> <p>Hand washing encouraged for 20 seconds with soap and water – signage displayed.</p> <p>Some toilets may be marked out of use for distancing purposes.</p> <p>Follow one way system to toilets.</p> <p>Socially distance at sinks and queue at a suitable distance if required, for hand drier and hand towels.</p>	L	
Use of the laptop and conferencing equipment	<p>Equipment used by one person only.</p> <p>Equipment cleaned before and after use.</p> <p>Microphone not put too close to individuals due to the potential of ‘droplets’ whilst speaking.</p> <p>Sanitise hands before use.</p>	L	
Arrival and departure	<p>Parking on Entrust car park. Individuals required to social distance when accessing the building and departing from the building.</p> <p>Sanitise on arrival and departure – materials in the entrance to the conference room.</p> <p>Follow one way system on entry – one person through the entrance at a time, whenever possible.</p>	L	
Meeting information	<p>Meeting / training information circulated in advance, by email.</p> <p>Individuals bring their own electronic device or hard copies.</p> <p>Documents are displayed on the screen in the conference room, where needed. The equipment is operated by one person who sanitises their hands before and after use. The equipment is sanitised before and after use.</p>	L	
<b>Spot Acre</b>			
Use of the conference facilities	The conference room as a maximum capacity of 25 people due to social distancing.	L	

<p><b>capacity and ability to social distance</b></p>	<p>Where capacity is exceeded, training / meetings will be held elsewhere or via teams.</p> <p>One person to enter the conference room at a time. No one to sit near the entrances to the conference room.</p> <p>Meeting participants to socially distance and sit 1+ metres apart in accordance with the set layout at Spot Acre.</p> <p>Resources are not shared within the conference room.</p> <p>Register of participants kept for track and trace. The register details whether they attended by Teams or in person.</p> <p>If participants need to leave during the session, take care to walk around the edges of the room and avoid close contact with others.</p> <p>Windows and doors may be opened for ventilation.</p> <p>Staff to maintain distancing when making drinks and dispose of items in the bin provided.</p> <p>Maintain distancing with Spot Acre facilities or IT staff supporting in setting up the conference facility.</p> <p>Participants do not congregate in the entrance.</p>		
<p><b>Maintaining cleaning and hygiene regimes</b></p>	<p>Conference room cleaned before and after use, including touch points.</p> <p>Staff bring their own tissues and sanitiser. Sanitiser is available on entry to the conference facility.</p> <p>No one to enter the premises if they have C19 symptoms or have been in contact with someone who has tested positive.</p> <p>Hand washing facilities located in the toilets, next to reception.</p> <p>Soaps, hand towels are stocked.</p> <p>Bins in the conference room, toilets are emptied regularly.</p> <p>Individuals bring their own food – wash hands before and after eating. Bring own cutlery.</p> <p>Individuals may wear masks if they wish.</p>	<p>L</p>	

<p><b>Use of drink making facilities</b></p>	<p><b>Drinks can be made with the urns in the conference room.</b></p> <p><b>Meeting participants to make their own drinks and put disposable cups and cutlery in the bin after use.</b></p> <p><b>One person to access the facilities at a time.</b></p> <p><b>Sanitise hands before making drinks.</b></p> <p><b>Participants bring their own bottled water.</b></p> <p><b>Biscuits are wrapped for hygiene purposes – put wrapper in the bin.</b></p>	<p><b>M</b></p>	
<p><b>Use of toilet facilities</b></p>	<p><b>No queueing in the corridor for the toilets. Maximum of two people in the toilets – ensure distancing is maintained.</b></p> <p><b>Toilets cleaned regularly.</b></p> <p><b>Touch points cleaned regularly.</b></p> <p><b>Hand washing encouraged for 20 seconds with soap and water – signage displayed.</b></p> <p><b>Socially distance at sink and queue at a suitable distance if required, for hand drier and hand towels.</b></p>	<p><b>M</b></p>	
<p><b>Use of the laptop and conferencing equipment</b></p>	<p><b>Equipment used by one person only.</b></p> <p><b>Equipment cleaned before and after use.</b></p> <p><b>Microphone not put too close to individuals due to the potential of ‘droplets’ whilst speaking.</b></p> <p><b>Sanitise hands before use.</b></p> <p><b>Projector sanitised before use.</b></p>	<p><b>L</b></p>	
<p><b>Arrival and departure</b></p>	<p><b>Parking on Spot Acre car park. Individuals required to social distance when accessing the building and departing from the building.</b></p> <p><b>Sanitise on arrival and departure – materials in the entrance to the conference room.</b></p> <p><b>One person through the entrance at a time, whenever possible.</b></p>	<p><b>L</b></p>	
<p><b>Meeting information</b></p>	<p><b>Meeting / training information circulated in advance, by email or Teams.</b></p> <p><b>Individuals bring their own electronic device or hard copies.</b></p>	<p><b>L</b></p>	



	<b>Documents are displayed on the screen in the conference room, where needed. The equipment is operated by one person who sanitises their hands before and after use. The equipment is sanitised before and after use.</b>		
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**This risk assessment will be reviewed to reflect any changes in guidance.**

**Signature of assessor: Hope Kirkham**

**Print name: Hope Kirkham**

**Signature of approver: Rachel Bailye**

**Print name: Rachel Bailye**

**Date approved: September 2020**