

## EqualiTeach Coronavirus Risk Assessment

- To assess and remove as far as possible the risk of spreading coronavirus when delivering workshops with young people and/or staff training face to face within education settings
- Assessment carried out by: Kate Hollinshead, Head of Operations, EqualiTeach
- Date assessment carried out: 17<sup>th</sup> August 2020

Area of Concern	Who might be harmed?	What is EqualiTeach already doing to control the risk?	Who is responsible?
Safe delivery of workshop/training	EqualiTeach facilitators, young people and school staff	<ul style="list-style-type: none"> <li>- All EqualiTeach facilitators will take their temperature prior to travelling to the school. If their temperature is deemed safe, they will make their way to the school for delivery. If it is unsafe, they will contact their manager immediately, who will make every effort to source another facilitator to deliver face to face or virtually, and if this is not possible, rearrange the workshop/training</li> <li>- All facilitators will be working from home on non-delivery days, delivery days will be spaced out across the week where possible and facilitators will limit contact with other facilitators before and after workshops to avoid contamination across schools.</li> <li>- Facilitators will only visit the EqualiTeach office when necessary and on days where very few other members of</li> </ul>	All EqualiTeach facilitators Head of Operations, Kate Hollinshead Operations Manager, Claire Currington.

		<p>staff are attending. Health and safety precautions and social distancing have been put in place in the office.</p> <ul style="list-style-type: none"> <li>- All facilitators have been equipped with a visor to wear during delivery.</li> <li>- While use of the schools' own resources will be limited, hand sanitiser and anti-bacterial wipes have been provided to facilitators to clean where necessary.</li> <li>- All facilitators have been instructed to maintain 2m social distancing where possible and to follow one-way systems and heed rules on cordoned off areas for visitors etc.</li> <li>- All facilitators will be wearing clean clothes to prevent contamination across schools and any other equipment, such as back packs and lanyards, will have been cleaned prior to their visit. Coats, scarves and gloves will be removed and placed in facilitators' bags for the duration of the visit.</li> </ul>	
Resources used during workshop/training	EqualiTeach facilitators, young people and school staff	<ul style="list-style-type: none"> <li>- While maintaining as much interactivity as possible, workshops and training have been adapted to limit the amount of resources given out to participants. For example, paper copies of handouts in staff training will not be given out but instead emailed to all participants.</li> <li>- Any resources that are used by participants will be paper, rather than laminated, and recycled after use, with new resources being used for any other sessions scheduled with different participants in that setting.</li> <li>- Paper feedback forms will be collected, stored away from other materials and left for 72 hours before they are processed by EqualiTeach's office staff. Online feedback</li> </ul>	All EqualiTeach facilitators EqualiTeach's Head of Operations, Kate Hollinshead Operations Manager, Claire Currington.

		<p>forms will be created and disseminated to schools who wish to complete feedback virtually.</p> <ul style="list-style-type: none"> <li>- All EqualiTeach facilitators will be provided with whiteboard markers, blu tac, post notes and any other stationery required, to avoid sharing this with the class teacher. Any resources that pupils may need to use, such as felt tip pens or paper, will be provided by the school rather than EqualiTeach to limit the potential for contamination between different school settings.</li> </ul>	
Refreshments while on site	EqualiTeach facilitators and school staff	<ul style="list-style-type: none"> <li>- All facilitators will bring their own food and drink to sustain them during their visit, negating the need to use any of the schools' kitchen equipment.</li> </ul>	EqualiTeach facilitators
Use of facilities while on site	EqualiTeach facilitators, young people and school staff	<ul style="list-style-type: none"> <li>- Facilitators understand that some areas of the school premises may not be accessible to them and will abide by any such rules put in place. As each school will have different procedures in place, it is the responsibility of the school to ensure that facilitators are familiar with these rules at the beginning of the day.</li> <li>- Facilitators will need access to a toilet while on site.</li> </ul>	EqualiTeach facilitators Operations Manager, Claire Currington School staff
Travel to and from site	EqualiTeach facilitators, young people and school staff	<ul style="list-style-type: none"> <li>- Facilitators travelling to sites using public transport will wear a mask at all times and carry hand sanitiser and anti-bacterial wipes. Facilitators travelling via car can only car share with other facilitators if all of the conditions for car sharing stipulated on the government's website can be met.</li> <li>- All facilitators will do their utmost to ensure that they arrive at the site at least 20 minutes before the start of their delivery, by planning their journey carefully before travel and by including extra time allowance into their plans.</li> </ul>	EqualiTeach facilitators, Head of Operations, Kate Hollinshead

Where education settings would prefer training or workshops to be delivered remotely, please email EqualiTeach's Operations Manager: Claire Currington, [claire@equaliteach.co.uk](mailto:claire@equaliteach.co.uk) to discuss alternative distance learning options.

This risk assessment, alongside EqualiTeach's Coronavirus Contingency Procedure, has been disseminated to all staff, who have signed in acknowledgement of and agreement with the content. These procedures are discussed regularly with staff members and EqualiTeach's Advisory Board and updated accordingly, in line with government and Public Health England advice. Should you have any queries or concerns about the content of this risk assessment, please contact EqualiTeach's Head of Operations, Kate Hollinshead: [kate@equaliteach.co.uk](mailto:kate@equaliteach.co.uk)