

Coronavirus (COVID-19) risk assessment for staff, learners and visitors

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Review date: Ongoing due to the progression of government guidelines.

Version: 3

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Help control the virus

To protect yourself and others, when you leave home you must:

- wash hands - keep washing your hands regularly
- cover face - wear a face covering over your nose and mouth in enclosed spaces or as defined in this risk assessment
- make space - stay at least a metre away from people not in your household

If you are feeling unwell, get a test and do not leave home for at least 10 days

Duty	Element	Risk	Control measures
COVID-19 Work/place of training: Temperature checks	Employers must interpret the guidance available to them and deploy best efforts to protect employees. There is a range of new measures that employers may consider to protect the health and safety of employees in the workplace. One such measure is checking the temperature of employees, guests and site visitors, as recommended by the WHO.	Risk of infection and cross contamination	<p>On arrival at reception all learners, visitors and residential trainers will be asked to have their temperature taken.</p> <ul style="list-style-type: none"> • All residential training staff will have a temperature check at reception every morning for the duration of their stay. • All venue staff will have a temperature check at reception at the beginning of their shift each day. • All training staff including non-residential trainers are responsible for taking and recording their own temperatures will have a temperature check (report to the print services entrance).

			<p>The individual is required to record their details the date and their temperature in the book on the print desk - if a recording is >37.5 then the individual is required to contact their manager. The individual may be asked to return home and get a COVID-19 test. It is at the discretion of the individual doing the check to establish if the person needs to wait a few minutes and have a temperature retest.</p> <p>If the person has travelled after a long journey it is at the discretion of the duty staff to allocate a room to isolate prior to their return journey.</p> <p>If a member of staff has a high temperature, they must remain isolated and it must be reported to the line manager before any immediate action is taken.</p> <p>Any records that are retained will be kept in line with GDPR.</p> <p>All learners and visitors have the right to refuse a temperature check; however, it is hoped that all will understand the necessity to do so.</p> <p>It is an expectation for staff to agree to be tested however it is not a contractual requirement and staff may refuse to participate. If this is the case the line manager needs to be informed immediately.</p>
<p>Use of PPE around the site for staff, learners and visitors</p>	<p>PPE</p>	<p>Risk of infection</p>	<p>All staff, learners and visitors are required to wear a face covering in all communal areas such as corridors and shared spaces.</p> <ul style="list-style-type: none"> • Learners have the discretion to wear them in the classroom as do staff in their immediate office area. • Learners must wear a face covering if moving around the classroom and for practical training exercises

			<ul style="list-style-type: none"> • All trainers are required to wear a face shield whilst teaching. • All visitors attending for show rounds/site visits will be requested to wear a face covering • A face covering is not required where there is a medical exemption in place. <p>Employers should support their workers in using face coverings safely. This means telling workers:</p> <ul style="list-style-type: none"> • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly and change and wash your face covering daily if the material is washable, washing it in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • continue to social distance where possible
<p>Travel to and from Eastwood Park staff and learners</p> <p>Travel to and from on-site locations staff</p>	<p>Private vehicle/personal company car</p>	<p>Lowest level of risk, maintaining one person in their own personal space.</p> <p>A vehicle could be a means of transferring the virus between home and workplace.</p>	<p>Plenty of parking available at Eastwood Park.</p> <p>It is recommended that all drivers maintain the cleanliness of their own vehicles taking particular care to sanitise the hard interior and exterior contact surfaces. This will reduce the risk of cross contamination.</p> <p>Avoid car sharing as this will increase the risk of transmitting the disease and doesn't practice social distancing guidelines</p>

	Pool cars/Golf buggies	The use of the pool cars and golf buggies carries a high risk of the infection being passed on to colleagues and visitors.	<p>If you car share it is suggested that travelling daily between home and work with the same person, with the passenger sitting in the back diagonally across from the driver and the windows open, helps to reduce the risk of spreading coronavirus.</p> <p>Most effective control is to stop the use of pool cars and golf buggies.</p> <p>If the pool cars or golf buggies have to be used, the car/buggy must be sanitised before and after use by the driver. The log books must be maintained and adapted to record the cleaning date and time. This will allow a clear record that the vehicle is as safe as practicably possible for others to use. Wipes to be left in all vehicles</p>
	Public Transport	Any public transport is high risk and increases the risk of infection from passengers.	<p>Where public transport travel is unavoidable;</p> <ul style="list-style-type: none"> • Try and maintain a two metre gap between yourself and other passengers at all times. • Wear a face mask and other appropriate PPE to reduce risk of contamination. • Wash hands in line with WHO guidance immediately on arrival at destination.
	Cycle/walk	Cycling or walking to work presents a lower risk of infection as long as social distancing guidance is followed.	<p>Maintain social distance from other pedestrians.</p> <p>Cycle/walk alone.</p>
Work/place of training	When you arrive and throughout your day/stay	Queues at entrances and reception areas could impact and compromise social distancing guidance.	<p>Manage any queues at entrances to ensure correct social distancing is maintained and use PPE provided and follow correct signage and flow of traffic. All routes will be clearly marked with floor and wall signage which will enforce the 2m rule where practically possible.</p> <p>Complete the customer declaration form when you arrive at reception.</p>

			<p>Line managers to ascertain the maximum number of staff in at any one time whilst maintaining the social distance.</p> <p>Flexible start finish times may need to be amended to ensure we can maintain the social distancing requirements.</p>
	<p>Classrooms and practical training labs</p>	<p>Learners and trainers must maintain two metres distance where possible.</p> <p>All classroom and lab furniture will require sanitisation in between courses (where practicable) and throughout the day as required.</p> <p>Course notes and handouts pose a risk for potential cross contamination of issuing documentation, marking of assessments.</p> <p>Course stationery poses a risk of cross contamination.</p>	<p>Classroom desks to be arranged to ensure 2m social distancing throughout.</p> <p>Maximum learner numbers reduced or multiple trainers.</p> <p>Clear desk policy at the end of working day to allow for cleaning.</p> <p>Learners to remain with their allocated desk throughout the duration of the course.</p> <p>Each learner will be issued their own individual tray and all material and stationery will be contained in the tray for the duration of the course.</p> <p>All trays will be taken away at the end of the course day.</p> <p>Any IT equipment used must be cleaned before and after each use and suitable wipes will be available in each classroom and practical area.</p> <p>Course documentation to be produced in advance of course, minimum of 72 hours, to allow for the degradation of any contaminants and a complete set of documents including handouts and workbooks issued.</p> <p>All assessments are to be placed in individual sealed envelopes with assessments marked on the premises and gloves and face masks to be worn whilst marking and disposed of after use.</p>

		<p>Practical equipment, test equipment, training aids will be subject to cross contamination by each user on each respective course, as well as between courses</p>	<p>Assessments to be left sealed in the classrooms. Gloves to be worn during setting up of classrooms and the exchange of any paperwork or stationery. Course groups to be split into all available areas and where possible each area will have a separate entrance and exit. Where this is not possible one-way systems must be in place.</p> <p>Where practicable, relocate practical equipment into larger areas.</p> <p>All test/ practical equipment used to be sanitised before and after use.</p>
	<p>Shared areas</p>	<p>Staff/ learners will require access to toilets, refreshment areas and the kitchen area during the day. These areas are high risk.</p>	<p>Staff should only work in their allocated work space area, communicating through phone/radio & computer; only essential movement around the site/building allowed and 2-metre distancing required at all times.</p> <p>Where possible each area has its own toilets allocated. In either case, the toilets will be deep cleaned at least daily as well as maintained cleanliness throughout the day.</p> <p>Everybody using the toilets must observe meticulous standards of personal hygiene and follow the guidelines on handwashing.</p> <p>Toilet use to be restricted to one user only.</p> <p>Use of the refreshment areas and kitchens should be managed and with social distancing requirements maintained adhering to floor and wall signage. Staff must bring their own drinking vessels in and provide their own food, utensils and cleaning products.</p> <p>There will be no sharing of food, utensils or product.</p>

			<p>Disposable cloths/paper towels must be used and disposed of immediately. All shared product and cloths will be removed from any shared space. All refreshment areas must be wiped down after every use.</p> <p>Learner lunches may where required, be provided as a lunch box, and delivered to the classroom areas.</p> <p>Paper cups must be used by learners and disposed of by the learner after each use.</p> <p>Drinking water dispensers should be sanitised daily and wiped down frequently during the day.</p>
Maintenance / contractors around site	Maintenance jobs-contractors visiting site	High risk of infection	<p>Maintenance team made aware of risk assessments in place and must adhere to our measures in place.</p> <p>Contractors to site made aware of risk assessments and the measures we have in place.</p>
	Cleaning - classrooms, shared spaces and office areas	The risk of infection is high. Where possible allocate domestic staff per area to restrict the cross contamination and movement between areas.	<p>All staff, learners and visitors are required to wear a face covering in all communal areas such as corridors and shared spaces.</p> <p>Disposable face coverings must be disposed of after each use as reusing carries more risk than not using one at all.</p> <p>The offices, shared areas and classrooms shall be deep cleaned every night paying particular attention to:</p> <ul style="list-style-type: none"> • Desk tops • IT equipment paying particular attention to keyboards • Arms and mechanics of chairs • Telephones • All toilets and kitchens should be wiped down throughout the day

			<ul style="list-style-type: none"> • All kitchen appliances should be wiped down throughout the day • Supplies of soap/ hand sanitisers should be topped up • Tea towels and material cloths to be disposed off and replaced with paper towels in all areas. • All bins to be emptied throughout the day and where possible should not have a lid that needs touching to open. • All door handles interior and exterior to be cleaned throughout the day.
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Training

All staff and learners will be formally briefed before they arrive at site.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- No visitors under 16 are allowed on site without prior arrangement
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 weeks or where significant change has occurred

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs