

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: 5

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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: Track and Trace	A QR code is on display at entrance points for scanning with the official NHS COVID-19 app.	Risk of infection and cross contamination	On arrival at reception all learners, visitors and trainers should scan the NHS COVID-19 app QR code. This should be scanned daily for the duration of the stay. Paper forms will be available for those who do not have access to a smart device.
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	On arrival at reception all learners, visitors and residential trainers will be asked to have their temperature taken. <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</p>

			<p>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.</p> <p>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 and cross contamination</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 • 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</p>

			<p>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
Travel to and from Eastwood Park staff and learners	Do not travel if displaying symptoms	Risk of infection and cross contamination	<p>Learners, staff and trainers must not travel to Eastwood Park if displaying COVID-19 symptoms which include</p> <ul style="list-style-type: none"> • Fever (high temperature) • a new, continuous cough • loss of taste/ and or smell • difficulty in breathing <p>They must also not travel to Eastwood Park if they/a close contact has tested positive for COVID-19 and they have been told to self-isolate.</p>
Travel to and from on-site locations staff	Private vehicle/personal company car	<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> <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</p>

	<p>Pool cars/Golf buggies</p> <p>Public Transport</p> <p>Cycle/walk</p>	<p>The use of the pool cars and golf buggies carries a high risk of the infection being passed on to colleagues and visitors.</p> <p>Any public transport is high risk and increases the risk of infection from passengers.</p> <p>Cycling or walking to work presents a lower risk of infection as long as social distancing guidance is followed.</p>	<p>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> <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. <p>Maintain social distance from other pedestrians. Cycle/walk alone.</p>
Work/place of training	When you arrive and throughout your day/stay	<p>Queues at entrances and reception areas could impact and compromise social distancing guidance.</p> <p>Many hard surfaces could become contaminated.</p>	<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>Hand sanitising stations are located throughout the building.</p> <p>Enhanced cleaning schedules to be maintained throughout the day; paying particular attention to the hard surfaces.</p> <p>Doors to be kept open to minimise the risk of contamination. Doors will be placed on door guards where possible under the FRA.</p>

	<p>Breakfast/lunch/dinner service</p> <p>Office spaces</p> <p>Classrooms and practical training labs</p>	<p>Bar and food served to minimize contact</p> <p>Any person in the office is required to maintain the government guidance on social distancing – currently two metres.</p> <p>Learners and trainers must maintain two metres distance where possible.</p>	<p>Learner lunches may, where required, be provided as a lunch box, and delivered to the classroom areas.</p> <p>Breakfast and dinner will be served in line with government guidance, with social distancing in place throughout.</p> <p>All hospitality and catering arrangements will comply with the latest government guidelines.</p> <p>Outside areas may be used but social distancing must be followed.</p> <p>Staff who can work from home are required to do so under current government guidelines.</p> <p>Visual markings in place on walls and office floors</p> <p>Each employee to take personal responsibility and wipe down their equipment copiers, franking machine etc. at the end of the day and frequently through the day.</p> <p>Those who are able to work from home are required to do so under current government guidelines</p> <p>Staff that are required in the office should get clearance from their line manager.</p> <p>Office layout must ensure that a two metre gap is maintained.</p> <p>A strict clear desk policy will be in place to allow a full clean at the end of each day.</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>Classroom desks to be arranged to ensure 2m social distancing throughout.</p> <p>Maximum learner numbers reduced or multiple trainers.</p>
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<p>Maintenance / contractors around site</p>	<p>Maintenance jobs-contractors visiting site</p> <p>Cleaning - classrooms, shared spaces, accommodation and office areas</p>	<p>Risk of infection and cross contamination</p> <p>The risk of infection is high. Where possible allocate domestic staff per area to restrict the cross</p>	<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> <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. The offices, shared areas and classrooms shall be deep</p>

		<p>contamination and movement between areas.</p>	<p>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 • 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 of 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. <p>All door handles interior and exterior to be cleaned throughout the day.</p> <p>There will be one mid-week room service during a week's stay and we request that guests ensure all personal possessions are packed away so that housekeeping have clear access for cleaning. Guests can opt out of this mid-week clean by informing Reception.</p> <p>For those not staying a full week, the room is fully serviced prior to their visit and no further cleaning will take place until the guest leaves.</p>
<p>On site training</p>	<p>Trainers must travel around the country, including into high risk or very high risk areas.</p>	<p>Risk of infection and cross contamination</p>	<p>On site training (at the customer's premises) only continues to be available subject to the receipt of a suitable COVID-19 policy and risk assessment and available accommodation.</p>

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