

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: 6

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Help control the virus

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

- wash hands
- cover face
- make space - stay at least 2 metres away from people not in your household

If you have any of the main symptoms of coronavirus:

- **Get a test to check as soon as possible.**
- **You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.**

Duty	Element	Risk	Control measures
Lateral flow testing/ COVID-19 test result Temperature checks	All visitors - learners, trainers, others and staff require a negative COVID-19 test result before entering Eastwood Park's premises. Or need to take a lateral flow test on arrival.	Risk of infection and cross contamination	<p>On arrival visitors will be asked for evidence of a negative COVID-19 test (within 48 hours) or be asked to undertake a lateral flow test as well as a temperature check.</p> <p>All non-residential visitors attending the site for a full week will be asked to complete two tests during their visit, on arrival and part-way through the week.</p> <p>Eastwood Park staff will be routinely tested once or twice a week subject to their shift pattern.</p> <ul style="list-style-type: none"> • Prior to hotel check-in/ work shifts starting, a lateral flow test will be required and will be facilitated in a separate testing area. • Staff involved in testing will wear appropriate PPE

			<ul style="list-style-type: none"> Those undertaking a test must sanitise their hands beforehand Tests will be carried out in isolated stations in the testing area following the set procedure. <p>All visitors are subject to daily temperature checks.</p> <p>Anyone failing to comply with the above will be asked to leave the premises straight away.</p> <p>If the individual displays symptoms from either a positive lateral flow test or a temperature > 37.5 on arrival or during their visit suitable arrangements will be made for them to leave and designated rooms will be allocated for these purposes.</p>
COVID-19 Work/ place of training: Track and Trace	All visitors will require a negative COVID-19 test result before entering Eastwood Park's premises.	Risk of infection and cross contamination	<p>On arrival all visitors should scan the NHS COVID-19 app QR code. This should be scanned daily for the duration of the stay.</p> <p>Paper forms will be available for those who do not have access to a smart device.</p>
Use of PPE around the site for staff and visitors	PPE	Risk of infection and cross contamination	<p>Visitors are legally required to wear a face covering in all communal areas such as corridors and shared spaces.</p> <ul style="list-style-type: none"> Learners are strongly encouraged to wear them in the classroom. 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 training. 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. It is a legal requirement for staff to comply with the latest government guidance on face coverings. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-

	Cycle/ walk	<p>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>	<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	<p>When you arrive and throughout your day/stay</p> <p>Breakfast/lunch/dinner service</p> <p>Office spaces</p>	<p>Queues at entrances and reception areas could impact and compromise social distancing guidance.</p> <p>Many hard surfaces could become contaminated.</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>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>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>Visitor lunches may, where required, be provided as a lunch box, and delivered to the training areas.</p> <p>Breakfast and dinner will be served in line with government guidance, with social distancing in place throughout and learners sat in course bubbles.</p> <p>All outside areas and hospitality arrangements will comply with the latest government guidelines.</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>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>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 2m 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> <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. And must not be left in the training rooms at the end of the 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</p>
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	<p>Shared areas</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>Staff/ learners will require access to toilets, refreshment areas and the kitchen area during the day. These areas are high risk.</p>	<p>any contaminants and a complete set of documents including handouts and workbooks issued.</p> <p>All assessments are to be placed in 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>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 may 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>Staff should only work in their allocated work space area, communicating through phone/radio & computer; only essential movement around the site/building allowed and 2m 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. Everybody using the toilets must observe meticulous standards of personal hygiene and follow the guidelines on handwashing.</p> <p>Use of the refreshment areas and kitchens should be managed and with social distancing requirements maintained adhering to floor and wall signage.</p> <p>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.</p>
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<p>Maintenance / contractors around site</p> <p>Cleaning regime/ fogging</p>	<p>Maintenance jobs-contractors visiting site</p> <p>Cleaning - all 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 contamination and movement between areas.</p>	<p>Contractors to site made aware of risk assessments and the measures we have in place.</p> <p>All areas will 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 • 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</p>

			prior to their visit and no further cleaning will take place until the guest leaves.
On site training	Trainers must travel around the country, including into high risk or very high risk areas.	Risk of infection and cross contamination	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.

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-and-treatment/>

<https://www.gov.uk/coronavirus>

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 occur.

