

Risk Assessment Document

Title: CV-19 Generic Precautions – Open Courses at Poling Version No 6	Name of assessor(s) Assessment date: Review Date:	Shaun Jackaman 10th September 2020 10th January 2021
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Risk Scoring = multiply severity by probability S X P = R		
Severity	Probability	Risk category
5 Fatality or disaster Single or multiple deaths.	5 Highly likely the event will occur in most circumstances.	
4 Major injury, damage or loss Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.	4 Very likely the event could occur in most circumstances.	High = 16-25
3 Reportable injury or occurrence Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.	3 Likely the event will occur at some time.	Medium = 9-15
2 Minor injury, Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage. Minor impact on equality & diversity.	2 Unlikely The event could occur at some time.	Low = 1-8
1 Minor injury, Minor local first aid treatment (e.g. minor cuts/abrasion) causing minimal work interruption. Negligible impact on equality & diversity.	1 Very unlikely the event may occur only in exceptional circumstances.	

Hazard Description	Risk			People at Risk	Control Measures	Risk			Further Action required	By Who	Timescale	Signed Off Y/N
	S	P	R			S	P	R				
PRE COURSE												
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contamination of persons during Open training course at Poling</p>	5	3	15	<ul style="list-style-type: none"> Trainer Delegates Assessor IQA Office Staff 	<ul style="list-style-type: none"> Reduce number of maximum number of delegates to 6 per course and around mobile confined space training units to ensure social distancing rules and further reduce risk of contamination Only use one classroom on-site at a time during this period to ensure that there is adequate space for delegates on a course allowing use of additional space Cleaning schedule created and signed off by person doing cleaning with date and time stamp and signing sheet laminated and placed in suitable locations All training areas, break out areas and classrooms cleaned down using Milton fluid, Anigene fluid and antibacterial wipes All related training equipment for course cleaned using Milton fluid, Anigene fluid and antibacterial wipes All high contact areas in classroom cleaned down using Milton fluid, Anigene fluid and/or antibacterial wipes All related training equipment for course cleaned using Milton fluid, Anigene fluid and antibacterial wipes pre course before arrival at venue Medical questionnaire for all delegates given out to be completed and returned pre course and again on the day to ensure that they are not suffering any COVID-19 symptoms i.e. <ul style="list-style-type: none"> Have you had corona virus? Ask if they are displaying symptoms 	5	2	10	Monitor and Review			

				<ul style="list-style-type: none"> ○ Are you fit and well to attend this course? • Pre course paperwork and joining instructions to customer to include expectation of delegates to wear clean clothes and shoes and not dirty work gear, complete medical form and come with suitable PPE such as gloves, face mask etc. • No pre course medical form completed means no course for the delegate • Pre course temperature testing of trainer and delegates and recorded on medical form (secure information under GDPR regulations and stored in locked cabinet/secure server) Wipe down notice on training room door indicating what date and time room has been deep cleaned • Floor and wall markings and posters to enforce social distancing rules • Floor and wall markings and posters to enforce social distancing rules on and around mobile units • Social distancing to be policed at all times • If delegate turns up in dirty work clothing, Tyvec coveralls issued • Regularly wash hands in accordance with Government guidelines for a minimum of 20 seconds using soap and water • Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments 					
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DURING COURSE

Coronavirus (COVID-19) (CV19) Contamination of persons during Open training course at Poling - continued	5	3	15	<ul style="list-style-type: none"> Trainer Delegates Assessor IQA Office Staff 	<ul style="list-style-type: none"> Reduce number of maximum delegates per course to 6 per course to ensure social distancing rules and further reduce risk of contamination Only use one classroom on-site at a time during this period to ensure that there is adequate space for delegates on a course allowing use of additional space If anyone displays symptoms on a course they will be sent home and the customer notified at the earliest opportunity. The person displaying symptoms will be offered guidance as per section 9 of the Alpha group COVID-19 policy – “Symptoms and what to do” Keep interaction with office staff to a minimum by trainer and delegates, maximum 15 minutes exposure and enforce social distancing Work in accordance with Alpha COVID-19 risk assessment and customer COVID-19 risk assessment at all times Social distancing at all times during the course between delegates and trainer, assessor or IQA Decontaminate training equipment during course with washing and wipes concentrating on high contact areas Decontamination station available including wash hands, wipes, gel and surgical face masks in classrooms Decontamination station available including wash hands, wipes, gel and surgical face masks in training yard area Signage and floor tape to indicate social distancing measures in hanger, training rooms and breakout room Washing facilities available to wash hands in accordance with Government guidelines for a minimum of 20 seconds using soap and water 	5	2	10	Monitor and Review			
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				<ul style="list-style-type: none"> • Tyvek coveralls available if dirty clothing on delegates to reduce risk of contamination • Make medical gloves, face masks and tyvek coveralls available to delegates during the course if they want to wear them but not compulsory as per Government guidance for COVID-19 protection in the workplace issued 11th May 2020 • All tyvek coveralls, med gloves and masks to be placed in waste bags for disposal • Office staff to wear face mask, medical gloves and disposable apron when entering training rooms or breakout rooms during the course and comply with social distancing measures • Shoe covers if in and out of office area • Issue personal equipment and PPE/RPE to delegates where possible to reduce cross contamination risk • Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments 							
POST COURSE											
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contamination of persons during Open training course at Poling - continued</p>	5	3	15	<ul style="list-style-type: none"> • Trainer • Delegates • Assessor • IQA • Office Staff 	<ul style="list-style-type: none"> • Ensure that social distancing is carried out at all times • All training areas, break out areas and classrooms cleaned down using Milton fluid, Anigene fluid and antibacterial wipes • All related training equipment for course cleaned using Milton fluid, Anigene fluid and antibacterial wipes • Decontaminate all training equipment using Milton fluid, anigene and antibacterial wipes and place back in "clean zone" ready for next course • Cleaning schedule signed off by person doing cleaning with date and time stamp 	5	2	10			

				<p>and signing sheet laminated and placed in suitable locations</p> <ul style="list-style-type: none"> • Signage to be placed on classroom and break out room doors to indicate clean area and doors secured in preparation for next course • Yellow delegate PPE boxes will be cleaned including hard hat, goggles and overalls washed at 60 degrees. • All PPE including surgical face masks, medical gloves and tyvec coveralls replenished in classrooms ready for next course • Used masks, gloves and coveralls in waste bag to be removed and disposed of • Replenish decontamination stations with soap, hand gel, wipes and blue roll towel – empty decontamination station waste bin • Minimum number of persons cleaning in any area at the same time • Anyone cleaning areas to wear full PPE including face mask, gloves, disposable apron • Ensure that all trainers, assessors and IQA's and office staff are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments 					
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RA Document Review Guidance

