

Risk Assessment Document

Title: CV-19 Generic Precautions – Courses at customers site Version No 5	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 training course at client's site</p>	5	3	15	<ul style="list-style-type: none"> Trainer Delegates Assessor IQA Office Staff 	<ul style="list-style-type: none"> Reduce maximum number of delegates to 6 per course and a maximum of 4 delegates for training on confined space mobile units to ensure social distancing rules and further reduce risk of contamination All high contact areas in classroom cleaned down using Milton fluid, Anigene fluid and/or antibacterial wipes Regularly wash hands in accordance with Government guidelines for a minimum of 20 seconds using soap and water 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 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. 	5	2	10	Monitor and Review			

					<ul style="list-style-type: none"> 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) Floor and wall markings and posters to enforce social distancing rules on and around mobile units Social distancing to be policed at all times Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments If delegate turns up in dirty work clothing, Tyvec coveralls issued 						
DURING COURSE											
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contamination of persons during training course at client's site - continued</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 4 per course and around mobile confined space training units to ensure social distancing rules and further reduce risk of contamination Keep activity time as short as possible to reduce chance of infection Where face to face activity is used try and use back to back or side to side instead Decontaminate training equipment during course with washing and wipes concentrating on high contact areas Social distancing at all times during the course between delegates and trainer, assessor or IQA 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 	5	2	10	Monitor and Review		

				<p>guidance as per section 9 of the Alpha group COVID-19 policy – “Symptoms and what to do”</p> <ul style="list-style-type: none"> • Regularly and increased frequency of washing hands in accordance with Government guidelines for a minimum of 20 seconds using soap and water • Work in accordance with Alpha COVID-19 risk assessment and customer COVID-19 risk assessment at all times • Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments • Issue personal training equipment to delegates on the course and for the duration of the course to reduce sharing and risk of cross contamination • Tyvec coveralls available if dirty clothing on delegates to reduce risk of contamination • Make medical gloves, face masks and tyvec 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 used on courses to be placed in waste bags for disposal • Decontamination station available during course including wash hands, wipes, gel, gloves and surgical face masks – if delegates want to wear them 							
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POST COURSE

Coronavirus (COVID-19) (CV19) Contamination of persons during training course at client's site - continued	5	3	15	<ul style="list-style-type: none"> Trainer Delegates Assessor IQA Office Staff 	<ul style="list-style-type: none"> Classroom cleaned down using Milton fluid, Anigene fluid and/or antibacterial wipes concentrating on surfaces and high contact areas Minimum number of persons cleaning in any area at the same time Cleaning form signed off by person doing cleaning with date and time stamp and returned to head office with course paperwork Decontaminate all training equipment – wash down etc. and put in “clean zone” with sign indicating what date and time equipment has been decontaminated – this is if training equipment will be left on-site at customers venue Decontaminate all training equipment using Milton fluid, Anigene and/or antibacterial wipes at the end of the course before removing from site and decontaminate training equipment when removed from site and taken home Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments Signage to be placed on classroom door to indicate clean area and doors secured in preparation for next course All PPE including surgical face masks, medical gloves and tyvec coveralls replenished 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 Ensure that social distancing is carried out at all times 	5	2	10				
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				<ul style="list-style-type: none">• Anyone cleaning areas to wear full PPE including face mask, gloves, disposable apron• Social distancing to be policed at all times•						
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RA Document Review Guidance

