

Risk Assessment Document

<p>Title: COVID-19 Generic course procedure for Mobile Confined Space Training Units (CSU's)</p> <p>Version No 10</p>	<p>Name of assessor(s)</p> <p>Assessment date:</p> <p>Review Date:</p>	<p>Shaun Jackaman</p> <p>21st April 2021</p> <p>21st October 2021</p>
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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				
COVID-19 infectious person attends course or gets symptoms of infection whilst on the course	5	3	15	<ul style="list-style-type: none"> Trainers Assessors Delegates IQA 	<ul style="list-style-type: none"> Maximum number of delegates reduced to 8 for training on confined space mobile units to reduce risk of infection. 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. No pre course medical form completed means no course for the delegate. All delegates will be temperature checked using non-invasive infra-red thermal measuring device ensuring core temperature is less than 37.8c. If above this temperature the delegate will be instructed to go home immediately and follow Government advice. Employer will be informed. All delegates will have their oxygen levels checked with a SpO2 finger monitor. SpO2 readings of 97% - 100% are normal. 95% - 97% is rechecked and if persistent, person is sent home and asked to follow Government advice. A reading of less than 95% and the person is sent home immediately and asked to follow Government advice 	5	2	10	Monitor and Review			

				<ul style="list-style-type: none"> • Trainers and assessors will also temperature check and SpO2 check at the beginning of the course. • All persons attending a course will be screened to ensure that anyone with a continuous cough, high temperature or loss of taste or smell will be sent home immediately and asked to follow Government advice. Employer will be informed. • All temperature and SpO2 checks are recorded on a form which is then sent into the Alpha offices with other course paperwork at the end of the course by the trainer. This information is kept in accordance with GDPR guidelines. • Anyone who gets symptoms of infection such as persistent cough, high temperature or loss of taste and smell will be isolated from the course and sent home and advised to follow current Government guidelines including calling 111 and test and trace guidelines. • Mobile confined space training units deep cleaned pre course using Milton fluid, Anigene and antibacterial wipes. • Where mobile units are away from head office for longer periods, pre course cleaning of high contact areas on mobile units carried out by trainer and/or trainer assistant. • Cleaning schedule created for mobile units and signed off by person doing cleaning with date and time stamp and signing sheet laminated and placed in suitable locations. • All high contact areas on mobile units cleaned down using Milton fluid, Anigene fluid and antibacterial wipes. • Replenish decontamination stations with soap, hand gel, wipes and blue roll towel – empty decontamination station waste bin. • Signage to be placed on mobile unit externally to indicate clean area and doors secured in preparation for next course. 							
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				<ul style="list-style-type: none"> • Drivers will decontaminate the cab area including high contact areas using antibacterial wipes before and after each journey. • Social distancing will be practiced throughout the course to further reduce risk of contamination. • Regular hand washing as per government guidelines for minimum 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. • Delegates are not required to wear a face covering when outside on the Alpha site when NOT training but must maintain social distancing rules. Face coverings are required when in buildings but can be removed when sat at a desk during training presentations. This policy may be different on customer sites and customer specific COVID rules must be followed. • Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines). If outside on Alpha site and NOT training, a face covering is not required but social distancing rules must be adhered to. • Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working when indoors but are NOT required to wear a face mask when practical training outside. • Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on 					
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					ventilation to reduce the risk of contamination from the COVID-19 virus.							
Risk of COVID-19 Contamination from use of training equipment	5	3	15	<ul style="list-style-type: none"> Trainers Assessors Delegates IQA 	<ul style="list-style-type: none"> All training equipment including tripods, winches, harnesses, gas monitors and other ancillary equipment is washed down and decontaminated prior to issue for a course and immediately after a course has run using Anigene, Milton fluid or similar and antibacterial wipes. This will be done by either RMT at Poling site or by trainers if courses run at customer sites All training equipment including tripods, winches, harnesses, gas monitors and other ancillary equipment is wiped down regularly during the training course focusing on high contact areas such as winch handles and gas monitoring equipment etc, using antibacterial wipes. All ancillary training equipment will be suitably cleaned and wiped down post course. Antibacterial wipes will be used throughout the course to wipe down training equipment Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water. Delegates will be asked to use hand sanitiser gel before and after each and every practical session. Social distancing will be practiced throughout the course to further reduce risk of contamination. All training equipment will be washed or wiped down using Milton fluid, anti-bacterial wipes or Anigene fluid and decontaminated prior to issue for a course and immediately after a course has run. This will be carried out by the trainer if remote or RMT if at Poling site. All training equipment and ancillary equipment used during the course will be regularly wiped 	5	2	10	Monitor and Review			

				<p>down with anti-bacterial wipes by both the trainer and delegates focusing on high contact areas.</p> <ul style="list-style-type: none"> • Additional decontamination fluid, wipes and gloves will be issued to all trainers during this period to ensure an adequate decontamination supply. • Each delegate (including the trainer for demonstration purposes) will be issued with a safety harness, escape breathing apparatus set and gas monitor that will be dedicated to that individual for the duration of the course to further limit the risk of cross contamination. • Medical gloves are issued to trainers, assessors, delegates and IQA'S and are available for the duration of all courses. • Medical gloves or other suitable gloves will be worn by trainers, assessors and delegates when handling training equipment. • Medical gloves and masks will be disposed of in waste bags at the end of each course. They will be either disposed of in bins at customer sites or at Alpha offices. • Delegates are not required to wear a face covering when outside on the Alpha site when NOT training but must maintain social distancing rules. Face coverings are required when in buildings but can be removed when sat at a desk during training presentations. This policy may be different on customer sites and customer specific COVID rules must be followed. • Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines). If outside on Alpha site and NOT training, a face covering is not required but social distancing rules must be adhered to. 							
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					<ul style="list-style-type: none"> Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working when indoors but are NOT required to wear a face mask when practical training outside. Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on ventilation to reduce the risk of contamination from the COVID-19 virus. 							
Risk of COVID-19 Contamination from respiratory training equipment	5	3	15	<ul style="list-style-type: none"> Trainers Assessors Delegates IQA 	<ul style="list-style-type: none"> Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments Regular hand washing as per government guidelines for minimum 20 seconds using soap and water. Hand sanitiser gels will be available throughout the course and delegates will be asked to hand sanitise before and after using respiratory protective training equipment. PP10/15 bags are washed down and decontaminated before and after each course. Face masks are also dunk washed in face wash fluid before and after each course/day of training and Lung Demand Valve (LDV) and hose is washed. During the course, PP10/15 bags and face masks including Lung Demand Valve (LDV) and hose are wiped down with antibacterial wipes regularly, before and after face mask is worn. CF10/15 bags and hoods and hose are washed down and decontaminated before and after each course/day. During the course, CF10/15 bags and hoods including hose are wiped down with antibacterial wipes regularly, before and after face mask is worn. 	5	2	10	Monitor and Review			

					<ul style="list-style-type: none"> Where SAVOX training units are used, mouthpieces will not be used during training to further reduce risk of contamination. Units will be washed and decontaminated before and after each course/day and wiped down with antibacterial wipes during the course. Breathing apparatus equipment and masks will be washed in approved Drager wash fluid (Mediclean Forte). Each delegate (including the trainer for demonstration purposes) will be issued with an emergency escape breathing apparatus set that will be dedicated to that individual for the duration of the course to further limit the risk of cross contamination 							
Risk of COVID-19 Contamination from practical training sessions	5	3	15	<ul style="list-style-type: none"> Trainers Assessors Delegates IQA 	<ul style="list-style-type: none"> Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water. Delegates will be asked to use hand sanitiser gel before and after each and every practical session. Ensure that all trainers, assessors and IQA's are given suitable training, information and, suitably instructed in COVID-19 precautions during courses and assessments. Social distancing will be implemented at all times. Delegates will wear face coverings when either at Alpha site or customer site during the course – this can be removed when sat at a desk during training Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines). Delegates, trainers, assessors and IQA's (and any other person associated with practical 	5	2	10	Monitor and Review			

				<p>training) will wear a face mask at all times during practical training sessions.</p> <ul style="list-style-type: none"> • Delegates and trainers/assessors will wear suitable medical gloves or other suitable gloves when handling all training equipment during practical sessions. • Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working when indoors but are NOT required to wear a face mask when practical training outside. • Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on ventilation to reduce the risk of contamination from the COVID-19 virus. 						
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RA Document Review Guidance

