




## RISK ASSESSMENT - COVID19 (COVID SAFE WORKPLACE)

Risk assessment - topic/area covered	
Location(s):	Training 365 Limited - Lancashire Digital Technology Centre, Bancroft Road, Burnley BB10 2TP
Department/staff:	Office and Large Training Room - Training, 365 Directors and Trainers
Tasks/activities:	Working during the COVID19 coronavirus pandemic
Other information:	This risk assessment is based on Guidance issued by the UK Government 11 <sup>th</sup> May 2020 <b>Working safely during COVID-19 in factories, plants and warehouses - Guidance for employers, employees and the self-employed 11 May 2020</b>

Risk assessment sign off			
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Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. <b>Government advice is continually being updated during the Covid19 Pandemic and this risk assessment should be reviewed in accordance with any new advice that is issued.</b>		

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Amendment number	Issue date	Date amended	Person amending	Remarks
1	01.06.2020			Issue 1 for comment.

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Hazard

The risk assessment must recognise the Covid19 virus as a hazard. It should also reflect that the virus is spread in minute water droplets that are

expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard.

### Likelihood

### Exposure

Consideration must be given to how exposed people are. There are a host of questions to consider:

- While at work how might employees meet people with the disease, how frequently and for how long?
- How do employees travel to work and does this expose them to public crowds?
- Do you know which employees have vulnerable medical conditions that make them more susceptible to the disease? How do you capture this information?
- Do you know which employees have people in their household who may have increased exposure to the disease?
- If someone in an employee's household must isolate, what will you require your employee to do?
- Where are employees meeting people who may have the disease and does this increase exposure?

(E.g. in a confined space, in a well-ventilated environment or outside).

Once the answers to these questions are understood, controls to mitigate them can be better considered and implemented.

### Control

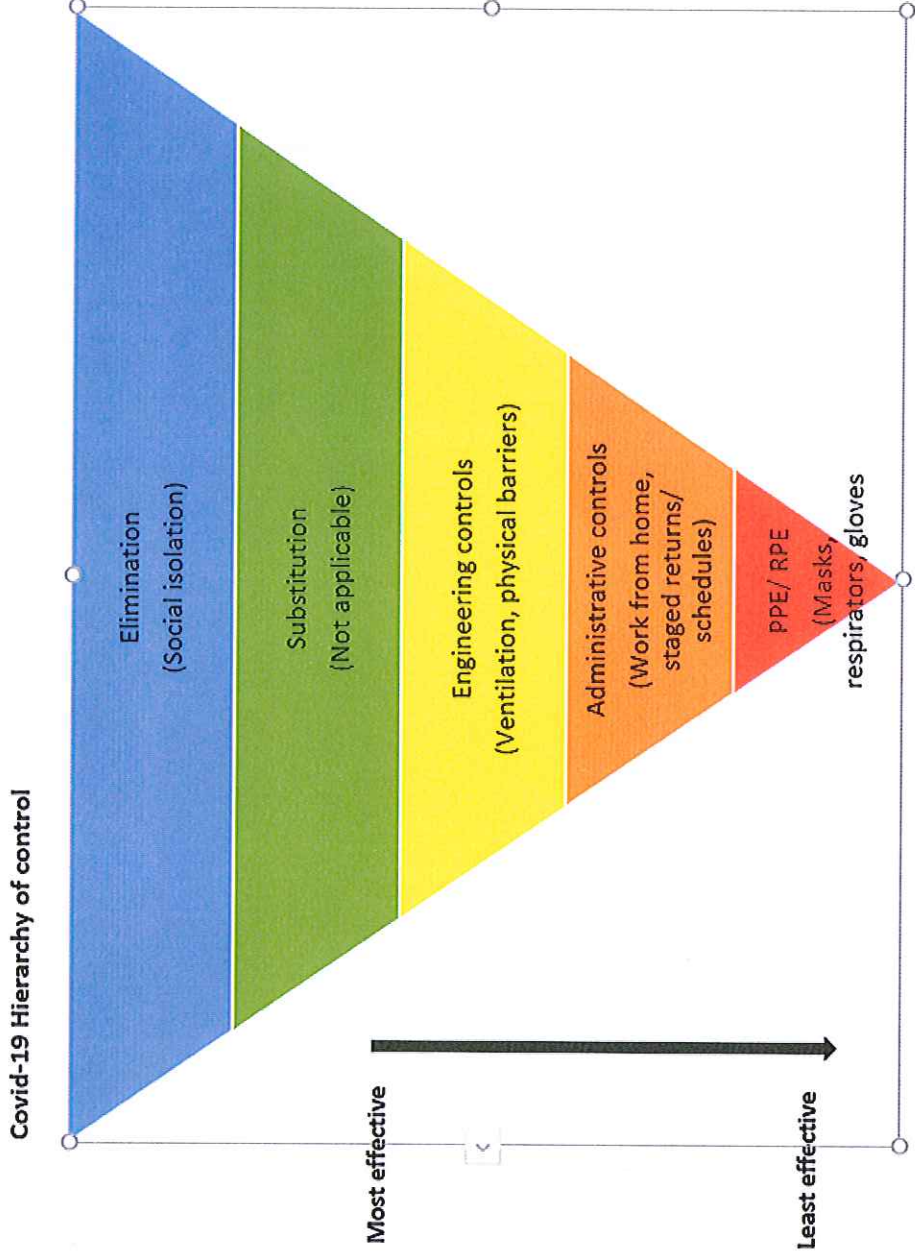
The safety hierarchy of control can serve you well in considering what can be done.

Any mitigation controls devised and implemented must reduce exposure of employees and anyone else who could be infected by your employees.

Control considerations must include identification of those who may have the disease, preventative measures and what to do if you find if an employee has contracted the disease.

In other words, there may be elements of management systems design to think about. Decisions about what may be done must be realistic and reasonably practicable: achievable given the resources you have.

Health and Safety professionals will be familiar with the hierarchy of risk control. Elimination is the best form of control. Can we eliminate the virus? Only through vaccination so there is little that can be done by organisations. They are reliant on government response. Organisations should monitor vaccine availability and the priority of their workforce in any future vaccination programme so that arrangements can be made



promptly. (Social distancing and staying at home are not forms of elimination, but an administrative control).

Next in descending order is substitution: replacing the virus for something less harmful is not possible.

Engineering controls are things which place a physical barrier between the person and the hazard, or provide mechanical reduction of the hazard exposure.

Placing screens between people (e.g. office workers) will interrupt the flow of air from one person to another and therefore provide protection.

Administrative controls provide the best options for most organisations. The risk assessment must consider how you will keep the workplace and equipment clean, adjust your working practices and ensure people are safe.

**Questions and considerations about designing a safe workplace should include:**

- Can we redesign the workplace to maintain social distancing?
- Can you repurpose meeting rooms to spread employees out?
- Can you reduce space pressure by reducing the number of employees required to work in an area (e.g. a proportion remains working from home)?
- Where are the places where people find it difficult to avoid one another (e.g. security points, lifts, stairs, lobbies, canteens, toilets, resource rooms, hot desks)?
- What can you do to smooth out their use and reduce this pressure (e.g. phased shift and break times, closure)?
- Can you provide more hand washing or sterilisation facilities around the workplace?
- Have you noted the places where most people commonly touch (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces)?

- Cleaning is a vital control and deserves some careful thought:
- Have you considered how you keep commonly touched surfaces sterile and how much more frequently they need to be cleaned?
- Are you using an effective strength of cleaner to kill the virus?
- Have you amended cleaning checklists to ensure all areas that need it are being frequently cleaned?
- Have you considered the impact on your cleaners or cleaning contract?
- Cleaners are being sent to places where we believe the virus may have been left on the surface, they have a different exposure compared to other employees: how will you protect them?
- As they clean the viral loading on cloths will increase, so do they have enough to be able to change frequently?
- Where and how do they dispose of contaminated cloths? Questions and considerations about work equipment include:
- Can equipment be allocated to an individual rather than shared?
- If equipment must be shared, then how will it be cleaned between uses (e.g. phones, desks, vehicle cabs, control panels)?
- If someone falls ill with Covid-19, what deep cleaning processes will be necessary on the equipment they have been using?
- What washing/hand sterilising facilities are available to workers and how frequently should they wash their hands to reduce potential viral load and spread on equipment and in the environment?

**Questions and considerations about safe systems of work include:**

- Can work sequencing be reorganised to avoid employees being in close contact with others?
- When this cannot be avoided, can the time they are in contact be minimised or can they work facing away from one another?
- Can you transfer some risk by using suppliers to take over some aspects of your production or work?
- When employees and contractor must work together, how will you agree Covid-19 control standards? What adjustments to contractor control may be necessary?

**Questions and considerations for safe people**

- Is it necessary to know if employees are harbouring the disease and are perhaps asymptomatic?
- If so, do you test temperature regularly during the day, or do you rely on routine antibody testing?
- What do your employees need to know about the disease and how they may contract it if going to and from work, at work, or from their household? How will you deliver this knowledge?
- How do you ensure workers know what Covid-19 controls are required in their work?
- Do employees know how they can reduce exposure to the virus travelling to and from work? What advice can be provided?

- What process have you got for employees to report possible infection or exposure, and what do you then require them to do?
- Advice on Covid-19 is constantly changing, how will you keep current with advice and how will you update your employees?
- What do your managers need to know to enable them to supervise effectively? How will this be communicated and how will they be held to account for delivering this requirement?
- Where temporary workers are used, how will you ensure their competency in applying Covid-19 controls? What changes are necessary to your induction programme?
- Are employees following the rules and if not, why not?
- How will you effectively screen for health considerations in new employees to avoid inadvertently employing vulnerable people in work that exposes them to the virus?
- How do you manage people with special needs?
- What provision is in place for supporting employees with increased levels of anxiety in this pandemic or have suffered personal loss as a result of it?

**The last resort in the hierarchy of risk control is personal protective equipment.**

- It is considered the weakest control because it relies on people using it correctly.
- It introduces many possibilities for error: being the right specification, its cleanliness, its storage, its replacement and availability.
- There has been much discussion about the provision of PPE in the media, but this is focused on the medical care environment, not in normal

workplaces.

**PPE Considerations include:**

If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they could contract the disease.

**Frequent hand washing, or sterilisation is a better option.**

The wearing of a paper face mask may reduce the virus being spread from the wearer to others, but its effectiveness of protecting the wearer is debatable. In any case the longer it is worn, the greater the potential viral loading on its surface. Touching the mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, potentially this increases exposure to others who may come into contact with it e.g. cleaners.

Plastic aprons will provide some protection for clothing, but rarely cover the sleeves which may come into contact the face too. There is much debate about the non-medical usefulness of PPE in this pandemic. Many scientific studies are being undertaken to improve our knowledge. Far better for organisations to seek to control exposure rather than rely on PPE. Prevention is a more effective principle. While provision may reduce employee anxiety, its effectiveness in general working situations has yet to be fully proven.

All of these questions and considerations relating to workplace, equipment, safe systems of work and people will lead to the design of good procedures and management systems that will help to reduce exposure to the virus. Risk Management Finding answers to the questions posed in this guide will provide a list of possible controls that can be implemented. A risk assessment does not control risk.

It is the actions of individuals who apply controls that mitigate risk. The risk assessment must result in a risk control action plan making it clear who will do what and by when. The successful delivery of this plan must then be monitored.

Spending effort on developing and applying controls bespoke to the organisation's circumstances is a waste of time unless performance is monitored over time. Plans need to be in place for routinely reviewing the effectiveness of the controls you devise. It is vital to ensure that these controls are maintained and even improved as our knowledge about the virus, its transmission and its control develops.

Boards of companies will also need to be kept informed of progress and performance. They are concerned about the integrity of their workforce if the organisation is to remain productive. As part of risk management, consideration must be given to what must be reported to the Board and how frequently so performance can be measured.

**A final note of caution. Do not lose sight of the normal activity safety and health risks posed by your operations. It remains important to maintain effective control of exposure to these risks too.**

		Key					
L: Likelihood	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced. Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced. Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further
	4	8	12	16	20		
	3	6	9	12	15	Medium risk: 6-12	
	2	4	6	8	10		
	1	2	3	4	5	Low risk: 1-5	
	1	2	3	4	5		
		S: Severity			DR: Degree of risk		RR: Residual risk
Guidance.	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>						

**PPE assessment** **Note.** In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
Additional requirements:	Gloves should be worn where necessary i.e. handling Refreshments that will be given to delegates / marking examinations etc. <b>Face masks / Disposable Face Visors are available for delegates if they want to wear them whilst attending training, or where close contact required for training i.e. First Aid Training.</b> Staff who deal with deliveries have been provided gloves and face mask to use if they feel the need to protect themselves. Hand Sanitiser 70% Alcohol Base content is issued to Training 365 Staff and all delegates.							
<b>Note.</b>	PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.							

Risk assessment		Risk control measures						Residual		Actions Required
Activity	Persons at risk	Significant hazards	Initial		Risk control measures		Residual			
			L	S	L	S	L	RR		
Working during the coronavirus pandemic	Staff, Trainers and Delegates	Serious ill-health conditions	3	5	<ul style="list-style-type: none"> <li>You must follow the government's guidance on working during the pandemic. (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>You must only travel to your workplace if your work absolutely cannot be done from home.</li> <li>If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Keep up to date with the latest Government Advice on Covid 19 Controls for working safely.</li> <li>COVID 19 Signage displayed at site entrances.</li> <li>COVID SAFE certificate needs displaying at entrance to office and Large Training Room see government guidance.</li> <li>Allow people to work at home for the duration of the pandemic, if feasibly possible.</li> </ul>	

Risk assessment											
Activity	Persons at risk	Significant hazards	Initial				Residual				Actions Required
			L	S	DR	L	S	RR			
											<ul style="list-style-type: none"> <li>Visual Management Guides to show 2M distance separation i.e. floor markings / signage to show safe working distances.</li> <li>Non-Contact Temperature Checks for Staff Trainers and Delegates before entry to the site is permitted. Completed DAILY. <b>Must pass &lt;37.9°C</b></li> <li>Encourage alternatives to public transport.</li> </ul>
Work on premises controlled by others during the pandemic	Staff, Trainers and Delegates	Serious ill-health conditions	3	5	15	1	5	5			<ul style="list-style-type: none"> <li>Delegates must answer pre-admission questions upon arrival and must pass a Visitor Temperature Check undertaken with non-contact thermometer.</li> <li>Hand Sanitising Gel is provided and must be used upon entry to the room.</li> <li>Trainers and Delegates must disinfect IT equipment / use PPE where appropriate and maintain 2M physical distancing.</li> <li>Delegates are escorted to the Large Training Room (<b>Limited to 8 Delegates MAX and Trainer with 2M separation markings</b>)</li> <li>Escort is via a quiet corridor that is not bus</li> <li>Small Training Room is not in use due to Social Distancing Requirements.</li> <li>Seating is Allocated so that delegates can maintain 2M distance at all times.</li> </ul>

Risk assessment											
Activity	Persons at risk	Significant hazards	Initial				Residual				Actions Required
			L	S	DR	L	S	RR			
											<ul style="list-style-type: none"> <li>PPE is available if a delegate wishes to use - Surgical Mask and Plastic Face Shield (Disposable)</li> <li>Rules for training during COVID19 are briefed by the tutor and the beginning of the course</li> <li>Room is deep cleaned before and after each training day including all door handles / IT equipment etc.</li> </ul>
If you may be exposed to the Covid-19 virus	Staff, Trainers and Delegates	Serious ill-health conditions	3	5	15	1	5	5			<ul style="list-style-type: none"> <li>Staff must be honest and report any COVID19 Symptoms.</li> <li>Track and Trace persons who have had contact with that person, get them to self-isolate and attend an NHS COVID19 Test Centre.</li> <li>Staff must self-isolate if a member of their household is infected with COVID19, even if they are well.</li> <li>Training 365 must inform all delegates / tutors who attend a course if a delegate / tutor on the same course contracts COVID19 for up to 14 days after attending the centre.</li> <li>Staff must pass a Covid19 Test before they can return to work.</li> </ul>
											<ul style="list-style-type: none"> <li>If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms.</li> <li>You must follow the government guidance on coronavirus. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>).</li> </ul>

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Actions Required
			L	S	DR		L	S	RR	
Preventing infection spreading	Staff, Trainers and Delegates	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Wash your hands regularly throughout the day.</li> <li>Use hand sanitiser regularly throughout the day.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of tissues in appropriate waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule at all times.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Walkways in Large Training Room have 2M separation lines.</li> <li>Group work activities are not currently permitted - delegates sit at an individual desk / chair. Tutor will facilitate alternative activities to group activities.</li> <li>Equipment cannot be passed between learners; it needs to be sterilised between users.</li> <li>First Aid Training ideally should be 1 CPR Manikin per delegate, and each manikin fully sterilised and serviced before each training day.</li> <li>Office - John and Ian's desks are 2M Apart</li> <li>A separation Line has been placed for visit to stay 2M back. Meeting Desk has been reduced to 1 Person.</li> <li>Common Use Equipment - i.e. Office Printer Kettle should be provided with Disinfectant Wipes to clean the equipment between use</li> </ul>

Risk assessment											
Activity	Persons at risk	Significant hazards	Initial				Risk control measures	Residual			Actions Required
			L	S	DR	L		S	RR		
Using welfare facilities	Staff, Trainers and Delegates	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water before and after entering a welfare facility.</li> <li>Do not use the facility if you are unable to maintain the two-metre distance rule at all times.</li> <li>If you are unable to take breaks in the welfare facilities due to overcrowding, you should report this to management, and alternative arrangements may need to be made.</li> <li>Toilets should be regularly cleaned - larger toilet facilities on site should have a restriction on numbers who can use them to maintain social distancing rules.</li> <li>Drinks will be provided - with single use packaging.</li> <li>No Food will be provided - delegates must provide their own food.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Toilets are supplied with handwashing facilities and signage.</li> <li>Hand sanitising gel and signage is available in the Training Room.</li> <li>Smoking Area - apply 2M distance marking in this area.</li> <li>Toilets have been restricted to 2 occupants any one time.</li> <li>Drinks - Water is issued in sealed 500ml bottles.</li> <li>Tea and Coffee / Milk in individual sachets</li> <li>Hot water Boiler will be provided with wipe; so it can be cleaned between users.</li> <li>No food is provided on the course to reduce transmission risk.</li> </ul>	

Risk assessment								
Activity	Persons at risk	Significant hazards	Initial		Residual		Actions Required	
			L	S	L	RR		
First Aid (CPR)	First Aiders / Trainers / First Aid Delegates	CPR has been recognised as Aerosol Generating - if the person who requires CPR is COVID19 + there is a significant risk of infection for first aiders undertaking CPR.	4	5	20	1	5	<ul style="list-style-type: none"> <li>Retrain First Aiders on current Protocol for Covid19 Pandemic.</li> <li>Resuscitation Council UK COVID19 protocol poster displayed.</li> <li>For Training full 30:2 Protocols (with breaths will need to be trained and assessed) All equipment needs to be sterilised and Disposable Face Shield should be used.</li> <li>Face Masks are required by all delegates whilst undertaking practical training except when administering rescue breaths.</li> <li>Make sure that First Aiders have access to the required PPE.</li> <li>Defibrillator will need decontamination after the medical emergency.</li> <li>Staff may need counselling after CPR as it is less likely to be effective with the current protocol and ambulance response times are longer. The ambulance staff may not undertake full resuscitation procedures during the pandemic, and may transport to A&amp;E where staff with appropriate Air Fed Respirators will undertake resuscitation.</li> <li>Practical 1st Aid Training will not resume until UK Government Threat Level 3 is reached</li> </ul>





Risk assessment											
Activity	Persons at risk	Significant hazards	Initial			Risk control measures			Residual		Actions Required
			L	S	DR	L	S	RR	L	S	
Fire / Emergency Evacuation	Staff, Trainers and Delegates	Applying social distancing rules in Emergency Situation delays evacuation and causes increased risk of injury or death.	3	5	15	<ul style="list-style-type: none"> <li>UK Government Guidance states that in the event of a fire evacuation the 2M social distancing requirement can be temporarily relaxed for the duration of the Fire Evacuation &amp; Roll Call.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Once the Fire Roll Call has been conducted and permission has been given to re-enter building, 2M social distancing should resume and all persons should wash and disinfect hands with sanitising gel ASAP.</li> </ul>	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial		Risk control measures		Residual		Actions Required	
			L	S	L	S	L	S		DR
Mental Health of Employees / Delegates	Staff, Trainers and Delegates	The COVID19 Pandemic poses risks for people who have or develop mental health issues. Persons with Anxiety may fear catching Covid19, Persons with OCD may have issues with handwashing and sanitisation. Family / Social Separation and Job Security and Financial Worries are also more likely during this pandemic.	3	5	15	<ul style="list-style-type: none"> <li>Training 365 have additional PPE for persons who wish to wear it.</li> <li>Monitor delegates for possible mental health issues and refer any concerns to their employer.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Have stock of Face Masks and Face Shield available for persons who wish to wear it whilst attending a Training 365 Course.</li> <li>Some courses i.e. Practical First Aid will require PPE for the practical elements of training.</li> <li>If any delegate appears to be distressed the employer will be notified.</li> </ul>