

COVID 19 Risk Assessment v6



Created by: David King	Date created: 15/07/2020	Approved by: Executive Board	Date approved: 16 th July 20	Review date: 31 st Dec 20
Amended by: Darren Paine	Date amended: 01/04/2021	Approved by: Executive Board	Date approved: 29 th April 2021	Review date: 30 th June 21

Topic: Covid19 Return to work	Initial Risk Level:	LOW	MEDIUM	HIGH	Residual Risk Level:	LOW	MEDIUM	HIGH
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Identified Hazards	Who might be harmed and how?	Control Measures in place	Additional measures to control the risk?	Action by who?	Action by when?	Date action completed
Social Distancing < 2m	Staff and visitors may come into contact with someone who could transmit Covid19	<ol style="list-style-type: none"> 1. Re-planning courses and assessments. 2. Reducing class size numbers to a maximum. (see Appendix A) 3. Reduce staff numbers in the office environment to a maximum. Staff working back-to-back must maintain position and minimise discussions amongst each other. In this situation, fresh air must be circulating via windows and or doors. (see Appendix B) 4. Reducing staff/candidate ratios for assessment areas. 5. Designated markings to highlight 2m separation. 6. Keep routes of travel clear to maintain designated areas. 	<ol style="list-style-type: none"> 1. NA 2. NA 3. Designate desks that cannot be used, and chairs to be removed. 3. Create one-way route for main office in Burgess Hill. 4. NA 5. NA 6. NA 7. NA 8. NA 9. NA 		<p>8th May</p> <p>15th May</p> <p>31st May</p>	<p>8th May</p> <p>1st June</p> <p>28th May</p>

		<ul style="list-style-type: none"> 7. Re-organise furniture in classrooms for maximum class sizes. 8. Remove excess furniture. 9. Produce and display signage on entry points to buildings. 10. Barrier off areas not to be worked in 11. Define the approach for movement on staircases and in corridors 12. Keep indoor place well ventilated. 13. Monday morning Covid19 email circulated to all staff reinforcing control measures 14. Install screens across all assessment bays in the ACS Assessment Area in Burgess Hill. 	<ul style="list-style-type: none"> 10. NA 11. NA 12. Guidance shared for autumn/winter conditions advising the importance of maintaining ventilation and using heating appropriately. 13. NA 14. NA 15. Introduce the use of face coverings in all communal spaces. Company face mask policy must be followed. 		<ul style="list-style-type: none"> 22nd May 18th June 27th Oct 8th June 16th July 9th Nov 	<ul style="list-style-type: none"> 28th May 18th June 27th Oct 8th June 16th July 9th Nov
Spreading the virus through contact	Staff and visitors may come into contact with material that may transmit Covid19	<ul style="list-style-type: none"> 1. Closure of the canteen area, leaving provision of the vending machine and photo machine. 2. Remove drink making facilities. 3. Complete deep clean of sites before business re-opens. 4. Cleaning contractor conducts routine cleaning on site. 5. Implement in day cleaning responsibilities for staff. 6. Position hand sanitisers throughout the site, office, and assessment areas. 	<ul style="list-style-type: none"> 1. Define and display cleaning procedure for machines pre and post use. 2. NA 3. Detailed inventory for what must be cleaned and standard. 4. Detailed inventory for what must be cleaned and standard. 5. Determine frequency and inspection chart. 5. Training delivery staff issued with a cleaning pack to maintain in day cleaning. 6. Signs to display where sanitisers are located. 		<ul style="list-style-type: none"> 15th May 22nd May 24th July 22nd May 	<ul style="list-style-type: none"> 10th June 29th May 14th December 29th May

		<p>7. Provide appropriate PPE where required.</p> <p>8. Increased frequency of hand washing breaks.</p> <p>9. Communicate advice to wash clothes regularly in Monday morning email</p> <p>10. Display signage on water dispensers defining safe use.</p> <p>11. Temperature sensor process introduced for apprentices at start of day.</p>	<p>7. Confirm PPE arrangements before works starts and document.</p> <p>8. NA</p> <p>9. NA</p> <p>10. NA</p> <p>11. NA</p> <p>NEW ITEM</p> <p>12. Lateral flow testing: Staff & apprentices who wish to participate in the optional testing procedure.</p> <ul style="list-style-type: none"> • Full risk assessment protocol followed when distributing test kits 		<p>22nd May</p> <p>5th May</p> <p>22nd June</p> <p>31st Oct</p> <p>31st Oct</p> <p>30th April</p>	<p>29th May</p> <p>18th May</p> <p>30th June</p> <p>3rd Nov</p> <p>26th Oct</p>
Staff Competence	Colleagues and visitors may be at risk of infection if procedures are not followed.	<p>1. Safety induction completed when reintroduced back into work.</p> <p>2. Phased return to work for members of the team.</p>	<p>1. Produce Safety Induction pack</p> <ul style="list-style-type: none"> - Induction Agreement - Risk Assessment - Keeping safe at work guidance <p>1. Records tracking completion of Safety Induction.</p> <p>2. NA</p>		<p>22nd May</p>	<p>27th May</p>
	Staff undertaking different work activity i.e. Apprentice trainers completing short courses.	<p>1. Manager meeting to ensure individual responsibilities have been agreed.</p>	<p>1. NA</p>		<p>5th May</p>	<p>11th May</p>

	First Aiders and their exposure when providing first aid.	<ol style="list-style-type: none"> 1. All First Aiders provided with guidance document outlining PHE and St Johns Ambulance advice during Covid pandemic. 2. Additional PPE for performing role as First Aider. 	<ol style="list-style-type: none"> 1. NA 2. NA 		15 th May	31 st December
	Staff understanding about the requirements for Covid 19	<ol style="list-style-type: none"> 1. All staff to access BrightSafe and complete COVID E-learning modules relevant to their role as directed by H & S Coordinator 	<ol style="list-style-type: none"> 1. NA 		31 st Jan	
Mass customer gatherings	Customers not applying social distancing and therefore a risk to transmit Covid19.	<ol style="list-style-type: none"> 1. Implement remote contact with office staff. 2. Staff to apply staggered breaks throughout the day. 3. Customers to be advised to bring their own food and drink. 4. Implement a detailed arrival procedure, sent out with invites. 	<ol style="list-style-type: none"> 1. Detailed process to be developed and communicated to all staff. 2. NA 3. Create in day plan for staggered breaks. 4. NA 		15 th May	1 st June
					8 th May	18 th May
Other visitors to site	Staff and customers possible exposure to someone who could transmit Covid 19.	<ol style="list-style-type: none"> 1. Signage on outside doors. 	<ol style="list-style-type: none"> 1. NA 		15 th May	18 th May
	Infrequent visitors who attend site for a one-off occasion i.e., Employer Interviews, ECS Assessments etc.	<ol style="list-style-type: none"> 1. Organiser produces Covid19 Visitor in day process, using template on M drive 2. SWT contact allocated to support visitor in day. 3. Visitor Induction document to be completed and stored for 1 month following visit. 4. Visitor issued with Staying Safe in the Training Centre document 	<ol style="list-style-type: none"> 1. NA 2. NA 3. NA 4. NA 		17 th July	8 th August
Staff mental wellbeing	Staff working from home or furloughed experiencing	<ol style="list-style-type: none"> 1. Regular contact with line manager. 2. All staff able to access EAP through Peninsula. 	<ol style="list-style-type: none"> 1. NA 2. NA 			

	increased levels of isolation and anxiety.	3. Covid19 Return to work Newsletter communicated with all staff.	3.NA		8 th May	18 th May
Off-site venues	Staff & customers may come into contact with people or material that could transmit Covid 19.	1. Review Risk Assessments for Kings Centre Burgess Hill and Porchester Community Centre	1. NA		31 st May	Kings Centre obtained 8 th October
Out of Hours Working	Staff experiences Covid 19 issues whilst lone working.	1. Follow lone working policy included in the employee handbook.	1. NA 2. Create an Out of Hours work plan.		31 st May	31 st December
Notification of Covid19 infection	Staff could well be exposed to further infection from Covid 19.	1. Follow infection response document for any notification of Covid19 2. Document and monitor incidents on the CV19 Register.	1. NA 2. NA 3. When Covid19 infection reported incident report to be completed before contacting the Health Protection Team. 4. RIDDOR to be raised, where applicable, when infection notified.		30 th September Monthly 13 th Nov 10 th Nov	16 th October Monthly When incidents raised
Supply of PPE runs out.	Staff exposed due to lack of necessary PPE.	1. Monitor stock levels. 2. Forecast procurement of PPE to restock levels.	1. NA 2. NA		22 nd May	16 th October
Inconsistent use of signage across sites	Staff and visitors may understand or perceive different given.	1. Create a document outlining the signs in use and where they should be displayed.	1. NA		31 st May	1 st June
Changes to Government Guidance impacting SWT COVID 19 plans	Staff and customers at risk if measures require to be changed	1. Review guidance from agreed sources on a weekly basis - GOV.uk - Public Health England - Health & Safety Executive	1. NA		22 nd May	22 nd May

		<ul style="list-style-type: none"> - St Johns Ambulance 2. Amend Risk Assessments where they are subject to change and communicate with the teams. 3. Prepare guidance for use of face coverings. 4. Prepare guidance for reducing the social distancing measures. 	<ul style="list-style-type: none"> 2. NA 3. NA 4. NA 		<ul style="list-style-type: none"> 11th June 23rd June 	<ul style="list-style-type: none"> 11th June 24th June
Awareness of individuals within the Vulnerable categories	Staff who sit in the Vulnerable categories in isolation or at risk of working in the office.	<ul style="list-style-type: none"> 1. Identify staff risk categories and location of work, documenting on the CV19 Register. 2. Regular contact with managers, support wellbeing and location of work. 	<ul style="list-style-type: none"> 1. NA 2. NA 		22 nd May	24 th June
Handling of waste potentially impacted by Covid 19	Staff and visitors that may come into contact with material that may transmit Covid 19.	<ul style="list-style-type: none"> 1. Waste should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <ul style="list-style-type: none"> - If the individual tests negative, this can be put in with the normal waste - If the individual tests positive, then store it for at least 72 hours 	<ul style="list-style-type: none"> 1. NA 2. NA 3. NA 		22 nd May	22 nd May
Travel to work	Staff and visitors that may be exposed to Covid 19 when to travelling to/from work; or travelling on work business.	<ul style="list-style-type: none"> 1. Minimise non-essential travel – consider remote options first. 2. Minimise the number of people outside of your household travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. 3. Clean shared company vehicles before and after use. 	<ul style="list-style-type: none"> 1. NA 2. NA 3. NA 		17 th June	30 th August

		4. From 15 June 2020, new regulations mean passengers must wear a face covering when travelling by public transport.	4. NA 5. Face coverings to be worn when travelling in vehicles together.		11 th Nov	
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Appendix A – Training and assessment facilities

		Max numbers including the trainer		Ventilation	
		Short Courses	Apprentices	Doors	Windows
Burgess Hill	Classroom 1 (Gilbert House)	Not ready for use	Not suitable	✓	x
	Classroom 2 (Gilbert House)	10	10	✓ (1 door)	✓
	ACS Assessment Area (Gilbert Hse)	6	6	✓	x
	Classroom 3 (Murdoch House)	7	8	✓	x
	Classroom 4 (Murdoch House)	7	8	✓ (1 door)	✓
	Classroom 5 (Murdoch House)	8	8	✓	x
	Classroom 6 (Young House)	7	7	✓	✓
	Classroom 7 (Jennings House)	10	10	✓	✓
Portchester	Upstairs Left (Unit 6)	8	8	✓ (1 door)	x
	Upstairs Right (Unit 6)	8	8	✓ (1 door)	x
	Downstairs (Unit 6)	7	7	✓	✓
	Electrical workshop for exams/teaching	12	12	✓	x
	Upstairs Right (SB Suite – Unit 7)	9	9	✓ (1 door)	✓
	Upstairs Left (Unit 7)	7	7	✓ (1 door)	x
	Downstairs (Unit 7)	7	7	✓	x
	ACS Assessment Area (Unit 7)	6	6	✓	x

NOTE: Appropriate Candidate/Assessor ratio according to assessment activity

Apprentice workshop areas able to accommodate 50% of class size (Max 8 apprentices)

Appendix B – Office facilities

<p>Portchester</p> <ul style="list-style-type: none">• Main Office – 3 people• Apprentice Trainers Office for short course staff – 2 people	<p>Burgess Hill</p> <ul style="list-style-type: none">• Sales Office – 5 people• Admin Office – 5 people• GHC1 – 4 people• I & T Room – 2 people• Apprentice Trainers Office (Gas) – 3 people• Apprentice Trainers Office (Electric) – 3 people• Apprentice Admin Office – 4 people
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Change control: 29th April 2021

Identified Hazards	Approved amendments
Social Distancing < 2m	<p>Additions to the control measures in place: 3. Reduce staff numbers in the office environment to a maximum. Staff working back-to-back must maintain position and minimise discussions amongst each other. In this situation, fresh air must be circulating via windows and or doors.</p> <p>Amendments – Additional measures to control the risk: 15. Introduce the use of face coverings in all communal spaces. Company face mask policy must be followed.</p>
Spreading the virus through contact	<p>10 & 11. Additional control measures moved to Control measures in place</p> <p>NEW – Additional measures to control the risk: 12. Lateral flow testing: Staff & apprentices who wish to par in the optional testing procedure. <ul style="list-style-type: none"> • Full risk assessment protocol followed when distributing test kits </p>
Amendments to Appendix A & B	Burgess Hill Apprentice Admin Office revised to 4 people

Change control: 25th February 2021

Identified Hazards	Approved amendments
Staff Competence	NEW - Staff understanding about the requirements for Covid 19 1. All staff to access BrightSafe and complete COVID E-learning modules relevant to their role as directed by H & S Coordinator.
Amendments to Appendix A	Capacity for Classroom 6 (Young House) has been reviewed and amended based on the risk-based mitigations for apprentice groups, now listed as 7 including the trainer.

Change control: 11th November 2020

Identified Hazards	Approved amendments
Social Distancing < 2m	14. Additional control measures moved to Control measures in place NEW – Additional measures to control the risk: 12. Guidance shared for autumn/winter conditions advising the importance of maintaining ventilation and using heating appropriately. 15. Introduce the use of face coverings in all communal spaces.
Spreading the virus through contact	NEW – Additional measures to control the risk: 10. Display signage on water dispensers defining safe use. 11. Temperature sensor process introduced for apprentices at start of day.
Notification of Covid19 infection	Additions to the control measures in place: 1. Follow infection response document for any notification of Covid19. 2. Document and monitor incidents on the CV19 Register. NEW – Additional measures to control the risk: 3. When Covid19 infection reported an incident report to be completed before contacting the Health Protection Team. 4. RIDDOR to be raised, where applicable, when infection notified. Remove – Additional measures to control risk as superseded: 1. Develop a plan to close site for further shielding.
Supply of PPE runs out.	1 & 2. Additional control measures moved to Control measures in place
Travel to work	NEW – Additional measures to control the risk: 5. Face coverings to be worn when travelling in vehicles together.
Amendments to Appendix A & B	Capacity for all classrooms have been reviewed and amended based on the risk-based mitigations for short courses and apprentice groups. Capacity for numbers in offices revised in accordance with mitigations.

Change control: 16th July 2020

Identified Hazards	Approved amendments
Social Distancing < 2m	12 & 13. Additional control measures moved to Control measures in place NEW – Additional measures to control the risk: 14. Install screens across all assessment bays in the ACS Assessment Area in Burgess Hill.
Spreading the virus through contact	NEW – Additional measures to control the risk: 5. Training delivery staff issued with a cleaning pack to maintain in day cleaning. 9. Additional control measures moved to Control measures in place
Out of Hours Working	NEW – Control measure in place: 1. Follow lone working policy included in the employee handbook.
Changes to Government Guidance impacting SWT COVID 19 plans	3 & 4. Additional control measures moved to Control measures in place
Awareness of individuals within the Vulnerable categories	Amendment to Control measure in place: 1. Identify staff risk categories and location of work, documenting on the CV19 Register.
Amendments to Appendix A	Added details of confirmed numbers for the ACS Assessment area in Portchester and Burgess Hill: <ul style="list-style-type: none"> - Burgess Hill ACS Assessment – 6 people (with appropriate Candidate/Assessor ratio according to assessment activity) - Portchester ACS Assessment – 6 people (with appropriate Candidate/Assessor ratio according to assessment activity)
NEW AREA	
Other visitors to site	Introduced new control measures where infrequent visitors attend site for a one-off occasion i.e. Employer Interviews, ECS Assessments etc <ol style="list-style-type: none"> 1. Organiser produces Covid19 Visitor in day process, using template on M drive 2. SWT contact allocated to support visitor in day. 3. Visitor Induction document to be completed and stored for 1 month following visit. 4. Visitor issued with Staying Safe in the Training Centre document

Change control: 17th June 2020

Identified Hazards	Approved amendments
Amends tracked	Page 1 added Amended by & date, Approval by & date and Review date
Social Distancing < 2m	2 & 3. Remove additional controls measures – signage on rooms stating maximum numbers 10 & 11. Additional control measures moved to Control measures in place NEW – Additional measures to control the risk: 12. Keep indoor place well ventilated 13. Monday morning Covid19 email circulated to all staff reinforcing control measures
Spreading the virus through contact	NEW – Additional measures to control the risk: 9. Communicate advice to wash clothes regularly in Monday morning email
Staff Competence	1. Additional control measure: Defined 3 items in the Safety Induction pack (Induction Agreement, Risk Assessment & Keeping Safe at Work guidance)
Other visitors to site	1. Remove additional controls measures - Contact numbers added to signage for visitors to ring before entering the building.
Changes to Government Guidance impacting SWT COVID 19 plans	NEW – Additional measures to control the risk: 3. Prepare guidance for use of face coverings. 4 Prepare guidance for reducing the social distancing measures.
Amendments to Appendix A&B	Confirmed numbers for all training/assessment facilities and office facilities.
NEW AREA	
Travel to work	Introduced new control measures where staff and visitors may be exposed to Covid 19 when to travelling to/from work; or travelling on work business.

Calculation for Risk Level:

Select the realistic severity of the activity being assessed from the options listed below. Then, using your experience and judgment, decide how often this scenario is likely to happen.

From the assessment circle the risk level on the first page, assess the risk based on no control measures being put in place and the residual risk once all control measures are being actioned.

			Likelihood		
			Unlikely	Possible	Likely
			Where harm will seldom occur	Where harm will often occur	Where it is certain or near certain that harm will occur
Severity	Major	Death or major injury (as defined in RIDDOR) or illness causing long-term disability	MEDIUM	HIGH	HIGH
	Serious	Injuries or illness causing short-term disability	LOW	MEDIUM	HIGH
	Slight	All other injuries or illness	LOW	LOW	MEDIUM