

Risk Assessment Form

Name:	Stuart Jones	Reference:			
Risk Assessed:	Return to work from COVID-19	Site:	Applicable to all		
People at Risk:	Any persons with access to training establishment	Additional	Information:	Risk Matrix 5 x 5 used	

Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
COVID-19	The transmission	Likelihood	 Availability of and 	Likelihood	Deep clean site prior to staff	CM's	Sep-20	Aug-20
Coronavirus.	and spread of	5	frequent use of	3	return.			
Hygiene.	COVID-19		handwashing facilities – in	3	 Clean, disinfect and sanitise all 			
	Coronavirus		line with government		contact points. i.e. door handles,			
	• Staff	Severity	advice.	Severity	light switches, handrails.			
	 Apprentices 	5	Use of electric dryer or	4	 Provide and make available hand 			
	 Delegates 		paper towels to dry hands.		sanitiser in Reception with			
	Visitors		Availability of and use of		compulsory usage before entering			
	 Cleaners 	High	hand sanitisation creams	Med	the rest of the facility.			
	 Contractors 	Risk	after washing hands.	Risk	Provide and make available hand			
	Drivers	25	 Cleaning/Disinfecting 	12	sanitiser in each room for use on			
	 Vulnerable 	23	premises	12	entry and exit			
	categories as				Data sheets relating to sanitiser			
	defined in				made available for staff and visitors			
	Government				No smoking or vaping immediately			
	guidance for				after applying hand sanitiser			
	Clinically				Cleaning/disinfecting solution			
	extremely				made available in each room			
	vulnerable &				•Staff to clean/disinfect work area			
	Clinically				before and after use			
	Vulnerable				Establish rigorous policy to			

Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
COVID-19	The transmission		Introduction of working		Clear signage to be displayed			
Coronavirus.	and spread of		from home.		throughout the buildings			
Social Distancing	COVID-19		 Adoption of remote 		Consider re-arranging work			
	Coronavirus		conferencing technologies		schedules start/finish times,			
	• Staff		such as Microsoft Teams		staggered shifts to minimise the			
	Apprentices		to replace face of face		number of people on site at any one			
	 Delegates 		meetings		time.			
	Visitors				• 'Hot-desking' must be avoided to			
	Cleaners				minimise risk of spreading the virus.			
	 Contractors 				Prohibit the sharing of work tools			
	Drivers				and equipment such as pens, PC's			
	 Vulnerable 				and accessories			
	categories as				Consider redesigning pedestrian			
	defined in				walkways (where possible) to			
	Government				minimise contact.			
	guidance for				Special attention to be paid with			
	Clinically				regards to rest room areas, to avoid			
	extremely				contact.			
	vulnerable &				Appoint a person to			
	Clinically				monitor/enforce social distancing			
	Vulnerable				policy at work.			
					Staff should avoid using public			
					transport to get into work/home.			
					Vehicles should not be shared			
					where social distancing cannot be			
					maintained			
					Exclusion area to be marked out			
					around reception desk to visually			
					identify social distancing			
					requirements			
					•Consider installation of screen on			

					reception desk Registration to site to be managed by an administrator All staff to be issued a copy of the risk assessment and briefed on requirements before being admitted to site All rooms to display a Maximum number of people permitted, including washrooms				
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Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
COVID-19 Coronavirus. PPE.	The transmission and spread of COVID-19 Coronavirus • Staff • Apprentices • Delegates • Visitors • Cleaners • Contractors • Drivers • Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable & Clinically Vulnerable				Where Government guidelines or a risk assessment identifies use of additional PPE such as gloves or masks, these shall be made available, and staff to be trained on the correct and safe use. Staff to be reminded that wearing of gloves/masks is not a substitute for good personal hygiene.			
Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed

COVID-19 COVID-19 and spread of COVID-19 (COVID-19 and spread of Symptoms of COVID-19 (COVID-19	201/17 12	<u>-, , , , , , , , , , , , , , , , , , , </u>				I .e		1
People exhibiting COVID-19 Coronavirus COVID-19 Coronavirus - Staff - Apprentice Primarisol Covince Covince Covince Programment Government Gov				Symptoms of COVID-19		,		
symptoms of COVID-19		-				_		
COVID-19	-							
Coronavirus Apprentices Delegates Otheractors Contractors Otheractors Otherac	symptoms of	Coronavirus		or with underlying health		workplace, they will be sent home		
Delegates Visitors Cleaners Contractors Orivers Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable & Clinically Vulnerable Clinically Vulnerable Apprentice Training Delivery During Pandemic Training Delivery outper pandemic Training to be isolated in a dedicated isolation room with good ventilation whilst Next of Kin and employers are contacted to arrange transport home. Whilst in isolation they will be monitored closely by designated staff who follow the PHE guidance notes while wearing the appropriate PPE. Management to maintain regular contact with staff during these times. Vulnerable & Clinically Vulnerable Apprentice The transmission and pread of COVID-19 through close proximity to other people during travel to Training Delivery during travel to Verification Likelihood Ukikelihood Likelihood Ukikelihood 2 Severity Vulnerable Likelihood Training delivery should continue during the pandemic. All existing measures taken have been measures taken have been measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended. Training delivery should continue during the pandemic. All existing measures taken have been face training should be suspended.	COVID-19	• Staff		conditions sent home as a		immediately. If this is a learner on		
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other people Severity pandemic. All existing Severity Training delivery should continue during travel to 5 measures taken have been 2 using alternative technologies to		close proximity to		should continue during the		face training should be suspended.		
during travel to measures taken have been using alternative technologies to			Severity		Severity			
		· · ·						
the training Included within this risk Inachitate distance learning. Where		the Training	5	included within this risk	2	facilitate distance learning. Where		

	Centres, during training at the Centre, whilst stopping in residential accommodation and through potential socialising whilst at training, including individuals failing to follow specific guidance.	High Risk 20	assessment, including additional actions taken.	Med Risk 4	deemed appropriate, face to face apprenticeship training should be suspended during any subsiquent lockdown. This will be reviewed and updated prior to each potential lockdown period. Learners who live or work in an area that has been identified locally as a tier 3 area should also not attend face to face residential training for as long as the tier 3 allocation is in place.			
Apprentices traveling to Training Centre	The transmission and spread of COVID-19 through close proximity to	Likelihood 4	Current government guidelines mandate the wearing of face covering on all public transport	Likelihood 3	All apprentices reminded that face coverings are mandatory on public transport. As current government guidelines recommend you avoid	Atcham - BJ	04/09/2020	03/09/2020
	other people during travel to the Training Centres	Severity 5		Severity 4	the use of public transport where possible, updated joining instructions have been sent to all apprentices and employers	Burnaston - MR	11/09/2020	07/09/2020
		High Risk 20		Med Risk 12	1 ' '	Radcliffe - JH	11/09/2020	07/09/2020
Apprentices on site at Training Centre	Transmission and spread of COVID-19 through close	Likelihood 4	Please refer to all mitigating actions detail in the previous points within	Likelihood 3	Group sizes reduced to a maximum of 6 apprentices or less dependent on specific room designation. All			
Centre	proximity to other apprentices, staff, visitors and	Severity	this risk assessment	Severity	apprentices and staff to wear appropriate face coverings in all classrooms and common areas.			

contractors.		Additional COVID-19 guidance and	
Unable to		information is now sent out with the	
maintain current	High	Med joining instructions. Learners	
class sizes of 12	Risk	Risk attending training asked to Ongoi	ng Review
and comply to	20	complete and return a COVID-19	
social distancing	20	declaration prior to travel. All	
requirements.		apprentice groups will be kept	
		separate to reduce any risk of cross	
		contamination. Break times will be	
		staggered. At the start of each	
		training block, the expectations in	
		relation to COVID-19 will be	
		reiterated. Anyone failing to follow	
		the guidance will be asked to leave	
1		the premises and returned home,	
		with their employer informed.	
		Anyone exhibiting any COVID-19	
		symptom will be removed to a	
		quarantine room and monitored by	
		staff. Arrangements will be made to	
		return them home for testing.	
		Where appropriate Public Health	
		England will be notified. The	
		company will ensure current	
		government guidelines are reviewed	
		and any changes in policy will result	
		in a review and update of the	
		current COVID-19 risk Assessment.	
		Contractors will be strictly limited	
		on site while apprentices are on	
		site, and precautions taken to	
		prevent any close contact. Good	
		hand and respiratory hygiene will be	
		promoted to all. NHS Track & Trace	

implemented throughout all training
sites. All staff visitors and delegates
are required to download the NHS
Covid 19 App, and scan the QR code
before being granted access to site.
Full and complete details are
recorded in the visitors logging
system for those who do not have a
suitable mobile phone to allow use
of the App. New arrangements
have been put into place for lunches
which include pre-order only to
reduce contact requirements.
Guidance has now been issued by
DFE on lateral flow testing for ITP's.
ProVQ will follow the DFE guidance
and make available Lateral Flowtest
Devices (LFD's) for staff, learners
and regular visitors to site. Testing
is recommended twice weekly, and
anyone carrying out a self-test will
be required to watch the DFE
approved video and issued with the
required guidance notes. Anyone
testing positive should not attend
the training centres, and return
home to self-isolate. It is the
employers/parents responsibility to
arrange travel to return home to
self-isolate should a learner test
positive whilst at training.
Mechanical ventilation systems –
these should be adjusted to increase
the ventilation rate wherever

Apprentice travel	Transmission and	Likelihood	No Apprentice transport is	Likelihood	possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated, if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Natural ventilation — opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space), opening internal doors can also assist with creating a throughput of air.		04/09/2020	03/09/2020
between Training Centre and Hotel	spread of COVID-	Likelihood 4	No Apprentice transport is currently taking place.	Likelihood 3	Each Centre Manager to obtain a COVID-19 Risk Assessment from there relevant transport privider and check for compliance with	Atcham - BJ	04/09/2020	03/09/2020

or Tra cor uni uti ma cap tra cor	oprentices, staff coach drivers. cansport ompanies will be nable to fully cilise the aximum apacity of the ansport and omply to the ocial distancing equirements.	Severity 5 High Risk 20	4 Med	current government guidelines. All risk assessments in place, including additional cleaning and sanitising of the coach between trips, and significantly reduced number on the coach at any time	Burnaston - MR Radcliffe - JH	11/09/2020	07/09/2020
hotel spr accomodation 19 pro app or gue occ acc cui	ransmission and pread of COVID- 9 through close roximity to other operatices, staff other hotel dests. Twin accupancey accomodation is arrently not oplicable .	Severity 5 High Risk 25	Severity 4 Med Risk 12	Each Centre Manager to obtain a COVID-19 Risk Assessment from there relevant accomodation privider, review for suitability and check for compliance with current government guidelines. All risk assessments now in place. Accommodation is now only sigle occupancy, additional sanitisation points have been put into place, as well as additional social distancing measure put into place. New breakfast arrangements have been put in place.	Atcham - BJ Burnaston - MR Radcliffe - JH	11/09/2020 11/09/2020	07/09/2020

Signature:	Stuart Jones	Name:	Stuart Jones	Date:	04/06/2021	Date for Review	Ongoing
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Likelihood of Occurance (A)	Severity of Impact (B)
1 - Very Unlikely (Hasn't happened before)	1 - Insignificant (Have no effect)
2 - Slight (Rarely occurs)	2 - Minor (Little effect)
3 - Feasible (Possible, but not common)	3 - Significant (May pose a problem)
4 - Likely (Has before, will again)	4 - Major (Will pose a problem)
5 - Very Likely (Occurs frequently)	5 - Critical (Immediate action required)

Using the Risk Assessment 5x5 Matrix

Values are assigned for the identified 'likelihood' of occurrence (A) and the severity of the 'Impact' (B). By multiplying 'A' and 'B' together you get the rating score, which gives an indication of how important the risk is. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 10 – 25) are "out of tolerance".

Likelihood (A)	Very Likely 5	5	10	15	20	25			
	Likely 4	4	8	12	16	20			
	Feasible 3	3	6	9	12	15			
	Slight 2	2	4	6	8	10			
	Very Unlikely 1	1	2	3	4	5			
		Insignificant 1	Minor 2	Significant 3	Major 4	Critical 5			
	Severity (B)								
Green 1 - 8 = Low risk									

Amhar	۵ ـ	11 -	Medium	Rick
Allibei	J -	. 14 –	ivieululli	NISK

Red 15 - 25 = High risk