



# Risk Assessment Form

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

Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
<b>COVID-19 Coronavirus. Hygiene.</b>	The transmission and spread of COVID-19 Coronavirus <ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Delegates</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable &amp; Clinically Vulnerable</li> </ul>	Likelihood <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">5</div> Severity <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">5</div> <div style="background-color: red; color: white; padding: 5px; text-align: center; font-weight: bold;">High Risk 25</div>	<ul style="list-style-type: none"> <li>• Availability of and frequent use of handwashing facilities – in line with government advice.</li> <li>• Use of electric dryer or paper towels to dry hands.</li> <li>• Availability of and use of hand sanitisation creams after washing hands.</li> <li>• Cleaning/Disinfecting premises</li> </ul>	Likelihood <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">3</div> Severity <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">4</div> <div style="background-color: yellow; padding: 5px; text-align: center; font-weight: bold;">Med Risk 12</div>	<ul style="list-style-type: none"> <li>• Deep clean site prior to staff return.</li> <li>• Clean, disinfect and sanitise all contact points. i.e. door handles, light switches, handrails.</li> <li>• Provide and make available hand sanitiser in Reception with compulsory usage before entering the rest of the facility.</li> <li>• Provide and make available hand sanitiser in each room for use on entry and exit</li> <li>• Data sheets relating to sanitiser made available for staff and visitors</li> <li>• No smoking or vaping immediately after applying hand sanitiser</li> <li>• Cleaning/disinfecting solution made available in each room</li> <li>• Staff to clean/disinfect work area before and after use</li> <li>• Establish rigorous policy to</li> </ul>	CM's	Sep-20	Aug-20

monitor and enforce hygiene rules.

- Appointment of person to make frequent hygiene inspections throughout the site
- No food to be prepared or reheated on site. Staff to bring their own packed lunch
- Microwave/toaster/grill and other small kitchen appliances to be removed from service
- Hot water urn handle to be sanitised after each use
- Introduce new cleaning/disinfecting regime to sanitise work surfaces and constantly used objects such as door handles, light switches.
- Provide and make available disinfecting solution, to clean work surfaces and work tools such as PCs, keyboards, mouse.
- Hand sanitiser to be available near to printer/copier for use before and after use

Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
<p><b>COVID-19 Coronavirus. Social Distancing</b></p>	<p>The transmission and spread of COVID-19 Coronavirus</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Delegates</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable &amp; Clinically Vulnerable</li> </ul>		<ul style="list-style-type: none"> <li>• Introduction of working from home.</li> <li>• Adoption of remote conferencing technologies such as Microsoft Teams to replace face of face meetings</li> </ul>		<ul style="list-style-type: none"> <li>• Clear signage to be displayed throughout the buildings</li> <li>• Consider re-arranging work schedules start/finish times, staggered shifts to minimise the number of people on site at any one time.</li> <li>• ‘Hot-desking’ must be avoided to minimise risk of spreading the virus.</li> <li>• Prohibit the sharing of work tools and equipment such as pens, PC’s and accessories</li> <li>• Consider redesigning pedestrian walkways (where possible) to minimise contact.</li> <li>• Special attention to be paid with regards to rest room areas, to avoid contact.</li> <li>• Appoint a person to monitor/enforce social distancing policy at work.</li> <li>• Staff should avoid using public transport to get into work/home.</li> <li>• Vehicles should not be shared where social distancing cannot be maintained</li> <li>• Exclusion area to be marked out around reception desk to visually identify social distancing requirements</li> <li>• Consider installation of screen on</li> </ul>			

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

Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed
<b>COVID-19 Coronavirus. PPE.</b>	<p>The transmission and spread of COVID-19 Coronavirus</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Delegates</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable &amp; Clinically Vulnerable</li> </ul>				<ul style="list-style-type: none"> <li>•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.</li> <li>•Staff to be reminded that wearing of gloves/masks is not a substitute for good personal hygiene.</li> </ul>			
Hazard	Risk	Initial Risk Rating	Existing Control Measures	Final Risk Rating	Action Required	Allocated to	Target Date	Completed

<p><b>COVID-19 Coronavirus.</b> <b>People exhibiting symptoms of COVID-19 Coronavirus</b></p>	<p>The transmission and spread of COVID-19 Coronavirus</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Apprentices</li> <li>• Delegates</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable categories as defined in Government guidance for Clinically extremely vulnerable &amp; Clinically Vulnerable</li> </ul>		<p>Symptoms of COVID-19</p> <p>Those over the age of 60 or with underlying health conditions sent home as a precautionary measure.</p>		<ul style="list-style-type: none"> <li>•If anyone becomes ill and demonstrates a continuous cough or a high temperature in the workplace, they will be sent home immediately. If this is a learner on residential training, the learner will 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.</li> <li>•Management to maintain regular contact with staff during these times.</li> <li>•If a member of staff or a recent visitor to our premises has been diagnosed with the virus, management shall immediately liaise with Public Health England, and seek their advice.</li> </ul>			
<p><b>Apprentice Training Delivery During Pandemic</b></p>	<p>The transmission and spread of COVID-19 through close proximity to other people during travel to the Training</p>	<p>Likelihood</p> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">4</div> <p>Severity</p> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">5</div>	<p>Current government guidance indicates education &amp; training should continue during the pandemic. All existing measures taken have been included within this risk</p>	<p>Likelihood</p> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">2</div> <p>Severity</p> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">2</div>	<p>Where the tier level is raised to Tier 3 for either the Training Centre or the accommodation, then face to face training should be suspended. Training delivery should continue using alternative technologies to facilitate distance learning. Where</p>			

	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.	<p><b>High Risk</b></p> <p><b>20</b></p>	assessment, including additional actions taken.	<p><b>Med Risk</b></p> <p><b>4</b></p>	deemed appropriate, face to face apprenticeship training should be suspended during any subsequent 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.			
<b>Apprentices traveling to Training Centre</b>	The transmission and spread of COVID-19 through close proximity to other people during travel to the Training Centres	Likelihood	Current government guidelines mandate the wearing of face covering on all public transport	Likelihood	All apprentices reminded that face coverings are mandatory on public transport. As current government guidelines recommend you avoid the use of public transport where possible, updated joining instructions have been sent to all apprentices and employers recommending the apprentices either drive to the Training Centre or get a lift where possible.	Atcham - BJ	04/09/2020	03/09/2020
		Severity		Severity		Burnaston - MR	11/09/2020	07/09/2020
		<p><b>High Risk</b></p> <p><b>20</b></p>		<p><b>Med Risk</b></p> <p><b>12</b></p>		Radcliffe - JH	11/09/2020	07/09/2020
<b>Apprentices on site at Training Centre</b>	Transmission and spread of COVID-19 through close proximity to other apprentices, staff, visitors and	Likelihood	Please refer to all mitigating actions detail in the previous points within this risk assessment	Likelihood	Group sizes reduced to a maximum of 6 apprentices or less dependent on specific room designation. All apprentices and staff to wear appropriate face coverings in all classrooms and common areas.			

contractors.  
Unable to maintain current class sizes of 12 and comply to social distancing requirements.

3

**High Risk**  
**20**

4

**Med Risk**  
**12**

Additional COVID-19 guidance and information is now sent out with the joining instructions. Learners attending training asked to complete and return a COVID-19 declaration prior to travel. All 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 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

Ongoing Review



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

				<p>the ventilation rate wherever 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.</p> <p>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.</p>				
<b>Apprentice travel between Training Centre and Hotel</b>	Transmission and spread of COVID-19 through close proximity to other	Likelihood <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">4</div>	No Apprentice transport is currently taking place.	Likelihood <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">3</div>	Each Centre Manager to obtain a COVID-19 Risk Assessment from there relevant transport provider and check for compliance with	Atcham - BJ	04/09/2020	03/09/2020



<b>Signature:</b>	<i>Stuart Jones</i>	<b>Name:</b>	Stuart Jones	<b>Date:</b>	04/06/2021	<b>Date for Review</b>	Ongoing
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<b>Likelihood of Occurance (A)</b>	<b>Severity of Impact (B)</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".

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

**Amber 9 - 14 = Medium Risk**

**Red 15 - 25 = High risk**