



RISK ASSESSMENT - CORONAVIRUS

Risk assessment - topic/area covered	
Location(s):	On-Site Training at SpanSet
Department/staff:	Delegates and Instructors
Tasks/activities:	Working during the coronavirus pandemic
Other information:	









Risk assessment sign off					
Prepared by:	D Flynn – QHSE Manager	Signature:		Date:	19.07.21
Reviewed by:	P Ward – Managing Director	Signature:		Date:	19.07.21
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.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
2	19.05.20	18.05.20	D Flynn / S Wilkinson	
3	01.10.20	01.10.20	D Flynn / S Wilkinson	
4	19.01.21	19.01.21	D Flynn / S Wilkinson	
5	19.07.21	19.07.21	D Flynn / S Wilkinson	

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
7	1	19.01.21	Sam Wilkinson	Trainers

1	2	19.07.21	Sam Wilkinson	Trainers
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Key									
L: Likelihood	5	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.	
	4	4	8	12	16	20			
	3	3	6	9	12	15	Medium risk: 8-12	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.	
	2	2	4	6	8	10			
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.	
		1	2	3	4	5			
S: Severity							DR: Degree of risk		RR: Residual risk
Guidance.	1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)								

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
	Yes	Yes		Yes			Yes	Yes
Additional requirements:		Gloves should be worn whenever it is practicable to do so. Disposable gloves have been provided for both Instructors and Delegates.						
Note. 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									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Delegates and Instructors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) Coronavirus information and guidance is displayed on the Training reception television screen, and signage placed around the Training centre. 	1	5	5
If you may be exposed to the Covid-19 virus	Delegates and Instructors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), and or loss of, or change in your normal sense of taste or smell (anosmia) you must self-isolate, stay at home for ten days. If you live in a household with someone who has the symptoms above, you must stay at home for 10 days from the day their symptoms started. If you develop symptoms, you must stay at home for 10 days from the start of your symptoms. If any Trainees display symptoms of COVID-19 during their course, they MUST notify the Trainer. and the Trainer will notify the Training Manager immediately. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Clean down PC's / Printers. Classrooms / Training reception	Trainers / Delegates	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Ensure hands are sanitised before using PC's, Printers, smart screens, and all webinar Production equipment. If the touch screen is in use, ensure this is cleaned and wiped down accordingly in line with the Manufacturers recommendations. Pens etc. used for the screen to be wiped down using Anti-Bacterial wipes before use. Refer to cleaning guidance document Ref: 002 Ensure all Webinar production equipment is cleaned and wiped down accordingly in line with the Manufacturers recommendations, at the start of each day. Refer to cleaning guidance document Ref: 003 Ensure the keyboard, mouse and any other operational controls for the screen and processor are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 003 Ensure all Printer surfaces and controls are wiped down, using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 003 Ensure phone handsets are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 003 Ensure Reception desk area / other items used are wiped down, using Anti-Bacterial spray at the start / end of each working day. Ensure Training Reception tables are wiped down using Anti-Bacterial spray after break and lunch. Ensure classroom desks are wiped down using Anti-Bacterial spray at the start / end of each working day. Ensure all training classroom chairs which have been in use / reception settees are sanitised at the end of each day. Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided. Ensure all Delegates are equipped with their own stationary items, and these items are not shared – E.G Pens etc. We advise to maintain social distancing at all times, and appropriate signage displayed throughout the centre. 			
Preventing infection spreading	Delegates and Instructors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> SpanSet advises our Training Customers to conduct theoretical elements of the training through scheduled Webinar sessions where possible. This would eliminate the need to have delegates sat as a group in a classroom. All Delegates MUST complete a Delegate Health Screening questionnaire upon arrival (HS31) Delegates / SpanSet Instructors MUST complete a temperature check at the point of arrival, using a non-contact infrared monitoring device. The temperature must read below 37.8 deg C. If people refuse to give a temperature check, or the reading is above 37.8 deg C, Delegates will be refused access to the training course, and asked to leave site. SpanSet will inform their company / course booker. Training Reception – Face Masks MUST be worn at all times. This also includes the communal toilet 	1	5	5

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			L	S	DR		L	S	RR
						<p>area.</p> <ul style="list-style-type: none"> • Face Masks MUST also be worn at all times when walking to the classroom areas. • Provide hand sanitiser within the Reception area classrooms, and Practical Training compounds • Delegates are advised to wash their hands with soap and warm water, before course registration, during breaks and lunch. Wash your hands with soap and water often - do this for at least 20 seconds. • Delegates signing-in register is completed by the Instructor conducting the course. • Use hand sanitiser gel if soap and water are not available. • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Dispose of tissues in appropriate waste receptacles as quickly as possible. • Do not touch your face or eyes if your hands are not clean. • We advise delegates and Instructors to socially distance where this is reasonably practicable. • Open windows to increase ventilation where possible. • Air handling system to be operational where appropriate. • Chairs in classrooms and settees in training reception have been segregated / removed to maintain the 2M social distancing guidance. • Hands MUST be sanitised before using the Access door control system. • During Theoretical elements of the course, Instructors MUST NOT pass around training equipment samples. This must be solely demonstrated by the Instructor only. • Ensure all Delegates are equipped with their own stationary items, and these items are not shared – E.G Pens etc. • Delegates are encouraged to use their own Personal Safety Helmets and Personal Fall Protective Equipment during the course. • Rescue dummies are to be used in place of live casualties whilst conducting pick-off rescues. 			
Using welfare facilities	Delegates and Instructors	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> • Delegates have restricted access to only the Training reception, classrooms, and Practical Training areas. • Access to the Training reception kitchen is prohibited to the Delegates, and the door to be left closed at all times. • Access to the Production areas and the downstairs offices are prohibited to the Delegates and Training Instructors. • Wash your hands with soap and water before and after entering a welfare facility. • Delegates will be issued with an individual sealed packed lunch. • Encourage all Training Instructors and Delegates to sit two metres apart, whilst taking their comfort / lunch breaks. • Clean down policy introduced for the Training reception and the Classrooms. This is to be carried out after comfort / lunch breaks, this also 	1	5	5

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						includes sanitisation of door handles. <ul style="list-style-type: none"> Tables outside to be spaced 2M apart, and 2 seats per table marked with a X to prevent more than two people at any one time. We advise to maintain social distancing at all times within the designated smoking area. 			