

Emphasis – Remote working through Covid period										
Process:	Training			Sub-Process:	Risk Assessments – Contract year 2021/2022					
Document Title:	Risk Assessment	Activity:	Working during COVID-19 Epidemic - COVID-19 is a illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.					Ref:	RA 004	
Document Status:	Mandatory	✓	Legal	✓	Guidance		Generic	✓	Site Specific	

Further guidance can be found via the Dfe COVID-19 hot line 0800 046 8687

Assessment Date:	September 2021	Assessment Carried Out by:	Paul Sheron	Next Review Due:	3 months
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Identify those people involved or affected by the activity

	(Fill in Yes or No)	Employees	Learner	Visitor	Public
Physical or mentally impaired / disabled				Yes	
Clinically Extremely Vulnerable				Yes	
Young Persons (under 18)			Yes		
Learners (18 & over)			Yes		
BAME (Black, Asian, and minority ethnic)		Yes	Yes	Yes	Yes
Underlying Health Conditions		Yes	Yes	Yes	Yes
Pregnant Women					
Others (Those not falling into any of the above categories) Please state:					

This is a Generic Covid-19 risk assessment applicable to all. Dynamic/Lone Worker Risk Assessments must also be carried out on arrival at each individual site and workplace task

The risk assessment control measures must be implemented to ensure the safety of all personnel involved with the activity. Training staff to adhere to the detail within the link DFE publication detailed below.










<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> - September 2021

The control measures put in place for this risk assessment must be communicated to all personnel involved. Whilst every effort has been taken to include all activities it may not cover all scenarios and any tasks that are not covered should be reported immediately for assessment with regard to safe working

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Paul Sheron		Document is uncontrolled if copied or printed	

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Personal Protective Equipment (PPE) Required (check the box for PPE which may be required for carrying out relevant duties)								
								
Optional	Optional	Optional	Optional	N/A	N/A	Optional	N/A	N/A

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Hazards	Who may be harmed and how?	Controls Required	Additional Controls	Action by who?	Action by When?	Date Completed
<p>Staff to work from home where possible. When a commute is a necessity the following applies</p> <p>Parking of vehicles</p>	<p>Staff Other commuters Transport operator staff</p>	<ul style="list-style-type: none"> Single occupancy of vehicle or people who share a household in one car Safe use of petrol stations, hand washing/sanitising after pump use cash free payments where possible Use 2-metre rule when in cashier queue Use of public transport – follow transport guidelines on social distancing, safer board one at a time Use tissues when coughing or sneezing Wash hands on arrival at workplace Bicycle use, safe storage and anti bac wipes available for communal touch points Park cars in alternate bays where possible 	<p>Pre book train tickets online</p> <p>Use of hand sanitiser on exiting bus or train</p> <p>Allow more flexibility on arrival time to avoid rush hour travel.</p> <p>Tissues – If you do not have one, cough into the inside of your arm as a barrier.</p> <p>Hand washing prior to re-entering a vehicle or mode of transport when leaving work.</p>	All staff	Continuous	
Lack of training information of staff	Staff, visitors, cleaners, contractors, drivers, vulnerable groups, Elderly, pregnant workers, those with underlying health	<ul style="list-style-type: none"> Staff should be trained and informed in the risks and symptoms of COVID-19 2 metre social distancing cough or sneeze into tissue and dispose of or into the elbow to prevent spray contamination. 	<p>Posting signs and posters</p> <p>Information screen in office updated with relevant guidance</p>	All	Immediate and continuous	

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	conditions and their families and contacts in relation to your business becoming infected, spreading infection.	<ul style="list-style-type: none"> Wash hands as you arrive and leave a workplace or area Do not touch face Regular 20 second hand washing in hot soapy water or use hand sanitiser <p>Regular .Gov updated guidance can be found here</p>	<p>Management monitoring to ensure compliance.</p> <p>Mandatory Covid19 training in place</p>			
Spreading of COVID -19 Corona Virus /Other infectious diseases	Contaminating others or equipment / materials / communal items	<ul style="list-style-type: none"> Sick / vulnerable staff should not be in work All staff to have been through the minimum isolation period as in effect at the date of symptoms before being allowed back to work – refer to government guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ All staff to wash hands as they arrive at the workplace and as they leave. This applies as they move from workplace to workplace and internally around areas within the workplace. Hand Sanitiser / wipes to be provided to staff and in workplace/company vehicles. PPE to be provided, hand sanitiser/ anti bac wipes as required. Self-policing and challenging of unsafe behaviours between colleagues and other visitors, contractors. Use disposable cups and cutlery where possible If cups used, wash own items in hot soapy water and leave to drain in clean hygienic place Wipe down kettle, microwave handles before and after use <p>Cleaning – Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use.</p>	<p>Use of disposable paper towels Tissues will be made available throughout the workplace. Tissues/ hand sanitiser will be made available throughout the workplace.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside</p>	All Staff	Immediate and continuous	

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		Social Distancing – Reducing the no. of persons in any work areas within the 2-metre rule (6.5 foot, 5pprox.. 3 steps) gap recommended by the public health agency.	of it. Including smoking areas. Management checks to ensure this is adhered to.			
Working Environment Social distancing with other contractors, staff, people supported and members of the public.	Spread of infection	<ul style="list-style-type: none"> All staff to follow 2 metre distance rule at all times where possible do not share work space Wash hands as you arrive and leave an area Regular 20 second hand washing in hot soapy water Cough or sneeze into tissue and dispose of immediately or into the elbow. Smoking and vaping must be done away from others and in a way that prevents exhaled smoke from compromising others safety. when moving around locations, touching door handles, handrails, etc. refrain from touching face and wash hands regularly. Electronic methods to be used for exchange where possible. If signatures are required ensure staff carry own pens (do not share or put pens in mouth) Communal kitchens and welfare areas must be cleaned and disinfected regularly. Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.) 	<p>Management checks to ensure this is adhered to.</p> <p>Post signs encouraging good hand and respiratory hygiene practices</p> <p>Additional smoking areas may need to be identified around site to allow safe social distancing</p>	All Staff	Immediate and continuous	
Stress / Mental Health	Anxious, hostile contact with other staff, contractors, visitors, members of the public	<ul style="list-style-type: none"> Management will promote mental health and wellbeing awareness to staff and offer support where they can. Communication and transparency will be promoted on all COVID-19 updates. Keep 2 metre rule in place Understand reaction could be out of fear, anxiety Keep calm Walk away from conflict to avoid escalation 	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Home or remote workers may require regular phone</p>	All Staff	Immediate and continuous	•

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		<ul style="list-style-type: none"> Report any situations immediately to line manager 	or video contact as well as emails.			
Weather conditions, rain, hot sunshine	Operatives gathering to take shelter or shade in close contact and spreading virus	<ul style="list-style-type: none"> Always keep 2 metre rule in place Find alternative shelter / shade Self-police and challenge unsafe behaviour from others 	May need to allocate additional smoking areas during social distancing	All Staff	Immediate and continuous	•
Training designated area site checks prior to full staff return Pinch points -Reception area -Admin office -Toilets -Canteen facility	Staff attending the centre contaminating others or equipment / materials / communal items	<ul style="list-style-type: none"> Where possible staff to have their temperature checked via portable scanners prior to accessing desk space. Staff to be advised that they are only to attend the site in line with schedule Always keep 2 metre rule in place Staff to adhere to learning from COVID-19 awareness module. Wash hands as you arrive and leave an area When moving around locations, touching door handles, handrails, etc. refrain from touching face and wash hands regularly. When moving around the facility avoid potential gathering within identified pinch points. All offices/meeting rooms to follow a strict cleaning schedule prior and after use (schedule to be carried out by occupier additional to any standard cleaning practices) Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.) 	Management checks to ensure this is adhered to Consideration to be given to the purchase of additional portable scanners	All Staff	Immediate and continuous	•
Remote learning to take place for all learners. Where learning sessions are required 1:1 support / learner examinations the following applies Pinch points -Reception area	Learners attending the centre contaminating others or equipment / materials / communal items	<ul style="list-style-type: none"> Remote learning to take place when possible. Learners to only attend the centre for specific 1:1 support / examinations. Where possible learners to have their temperature checked via portable scanners prior to accessing training rooms Staff to ensure that they adhere to the 2 metre rule https://www.nwcstraining.co.uk/remote-education-offer/ 	Management checks to ensure this is adhered to Consideration to be given to the purchase of additional portable scanners	All Staff	Prior and upon return to learning	•

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