

COVID 19 RISK ASSESSMENT									
<b>Operation:</b>	All training centre operations during the COVID-19 pandemic.			<b>Actions controlled by:</b>			General Manager / Instructors		
<b>Risk Assessment no:</b>	COVID-19 R/A 001 (V2).			<b>Assessed by:</b>			Jason Cox		
<b>Reviewed by:</b>	Jason Cox / Claire Blackburn (General Manager)			<b>Date:</b>	21 <sup>st</sup> October 2020.			<b>Review Date:</b>	Ongoing.
HAZARDS	RISK(S)	Risk Rating			CONTROL MEASURES	Residual Risk			
		S	L	RF		S	L	RF	
<b>1: Coronavirus – (COVID19)</b>	Potential for serious respiratory illness and in worst case scenario loss of life	5	4	20	<p>All staff, sub-contract instructors, delegates and other visitors to comply fully with requirements based on current Government and industry guidance with regards to social distancing, wearing a face covering and enhanced welfare and hygiene arrangements - Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Covid-19 should not come to site, but must follow the current government guidance on self-isolation. Anyone who is at increased risk of severe illness from Covid-19 will be advised to work at home and should be particularly stringent about following social distancing measures. Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Covid-19, should stringently follow the guidance on social distancing and minimise contact outside the home. Delegate joining instructions updated to request that persons with or living with persons displaying symptoms to refrain from visiting site.</p> <p><b>In event that any individual refuses or fails to follow any of the identified control measures in this risk assessment the Company reserves it's right to immediately withdraw training services and ask the individual to leave site immediately, this also includes Aurelia staff who will be subject to disciplinary action.</b></p>	5	1	5	

<b>2: Travelling to and from site:</b>	Potential for cross contamination – between drivers / passengers in vehicles	5	4	20	<p>When travelling to work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> <li>• Share with the same individuals and with the minimum number of people at any one time</li> <li>• Wherever possible maintain a distance of 2 metres and avoid touching their faces</li> <li>• Wear a face covering</li> <li>• Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>• Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>• Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</li> </ul>	5	1	5
<b>3: Site parking:</b>	Potential for cross contamination – between drivers / passengers	5	3	15	Staff and visitors to park in allocated spaces at allocated times – staggering arrival and departure times where required to reduce potential for contact – additional parking areas opened up to reduce congestion	5	1	5
<b>4: Site access and egress points:</b>	Potential for cross contamination – between persons on site	5	3	15	Only essential persons permitted on site. Where required starting times for courses will be staggered start to reduce congestion and potential contact. Site inductions and signing in (for delegates) to be completed as part of training course to reduce congestion at reception area and will explain local COVID 19 arrangements for site. All access and egress points will be clearly signed with regards to specific controls particularly with regards to 2m social distancing. Where possible doors will be opened to reduce hand contact. All staff, delegates and visitors to wash their hands for 20 seconds using soap and water and disposable hand towels immediately upon arrival following signage directing them to handwashing facilities. Enhanced cleaning regime in place for common contact surfaces in reception, office and delivery areas. Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. If drivers are required to exit their vehicle, they should wash or sanitise their hands before handling	5	1	5

					any materials leaving in designated safe area to avoid close contact.			
<b>5: Hand washing:</b>	Potential for contamination from insufficiently cleaned hands	5	4	20	All staff, delegates and visitors to wash their hands for 20 seconds using soap and water and disposable hand towels immediately upon arrival following signage directing them to handwashing facilities. Towels removed from handwashing areas and replaced with paper towel to be placed in a lidded bin and emptied (with tied bag) regularly throughout the day. Additional hand sanitiser dispensers (minimum 60% alcohol based) to be made available in training rooms, communal welfare facilities and offices and must be used by all persons entering and leaving the room.	5	1	5
<b>6: Toilet facilities:</b>	Potential for contamination from insufficiently cleaned or maintained toilet facilities	5	4	20	Number of persons using toilet facilities at any one time to be restricted to one person at a time. 2m distance will be maintained between people when queuing. All persons to Wash or sanitise hands before and after using the facilities. Enhanced (documented) cleaning regime in place for toilet facilities, particularly door handles, locks and the toilet flush. Towels removed from handwashing areas and replaced with paper towels placed in a lidded bin and emptied (with tied bag) regularly throughout the day.	5	1	5
<b>7: Canteen and rest areas:</b>	Potential for cross contamination from surfaces and or other persons	5	4	20	All staff and visitors will be required to bring their own food and should stay on site once they have entered it and avoid using local shops. Break times will be staggered to reduce congestion and contact at all times. Assessors will take their breaks in separate rooms in order to minimise contact with each other. Drinking water will be provided with enhanced cleaning measures of the tap and or/dispenser. Staff / delegates to use their own cups and cutlery etc. and take personal responsibility for cleaning own items. Alternatively disposable cups etc. may be used providing they are safely disposed of after use. Frequently touched objects e.g. kettles, refrigerators etc. will be subject to enhanced cleaning regime using standard cleaning products. Hand cleaning facilities or hand sanitiser will be available at entrance to any room where people eat and must be used by all persons entering and leaving the area. 2m should be maintained between users.	5	1	5

<b>8: Close working (Office &amp; admin staff)</b>	Potential for cross contamination from surfaces and or other persons	5	4	20	<p>Offices and admin work will be planned and organised so that there is minimal contact with assessors and visitors. The admin office door will be locked at all times. Admin staff will prepare all test paperwork for the assessors and, in turn, assessors are to leave any completed paperwork in the trays outside of the admin office for processing. Rooms should be well ventilated / windows opened to allow fresh air circulation. All staff will be briefed of the specific control measures necessary to protect them and their colleagues. Desks and workstations will be positioned at distances exceeding 2m, work stations and desks will not face each other. All admin staff will only use their own equipment (telephones, keyboards, stationary etc.). Controls on shared equipment such as photocopiers must be wiped with antibacterial wipes before and after use. Hand cleaning facilities or hand sanitiser will be available at entrance to offices must be used by all persons entering and leaving the area.</p>	5	1	5
<b>9: Close Working (Classroom training)</b>	Potential for cross contamination from surfaces and or other persons	5	4	20	<p>Joining instructions amended to remind delegates that anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Covid-19 should not come to site. Delegates to wear a face covering unless otherwise instructed. Delegates to receive induction / COVID briefing from instructor upon arrival. Training rooms will be planned and organised to avoid crowding. Rooms should be well ventilated / windows opened to allow fresh air circulation</p> <p>Classroom based training and assessments undertaken in main classroom will take place with a maximum ratio of 8 delegates per 1 instructor (and where required 1 auditor/invigilator)</p> <p>Classroom based training and assessments undertaken in small classroom will take place with a maximum ratio of 2 delegates per 1 instructor (and where required 1 auditor/invigilator)</p> <p>Online HSE tests will be take place with a maximum ratio of 1 delegate per one instructor/invigilator and face coverings to be worn.</p> <p>Delegate(s) and instructor to maintain social distancing regulations and keep a minimum of 2m apart in all areas. Delegates will be allocated</p>	5	1	5

					individual tables and own pens and paperwork – paperwork upon completion will be collected by instructor wearing disposable gloves.			
<b>10: Close working (Plant training)</b>	Potential for cross contamination from surfaces and or other persons	5	4	20	<p>Joining instructions amended to remind delegates that anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Covid-19 should not come to site. Delegates to wear a face covering unless otherwise instructed. Delegates to receive induction / COVID briefing from instructor upon arrival.</p> <p>Plant training and assessments will take place with a maximum ratio of 2 delegates per 1 instructor. Delegate(s) and instructor to maintain social distancing regulations and keep a minimum of 2m apart in all areas. Disposable gloves must be worn whilst operating plant and equipment which will be available from both reception and boot room.</p> <p>All controls of all machines, door handles and handrails must be wiped down before and after use by any individual using the provided anti-bacterial wipes and disposed of in the orange lidded dustbin in machine parking area. Before entering the reception or classroom areas after training and/or testing, all parties must wash their hands while maintaining social distancing.</p>	5	1	5
<b>11: Use of PPE/RPE</b>	Potential for cross contamination	5	4	20	<p>In accordance with current government and industry guidance all staff and visitors will be asked during the booking process to use a face covering whilst moving around the communal areas of the site and in the H&amp;S Testing Room.</p> <p>Aurelia will provide single use disposable face coverings to customers upon request. Single use PPE (including gloves) must be disposed of so that it cannot be reused.</p> <p>Staff and instructors will be offered re-usable face coverings on the basis that they will be thoroughly cleaned at the end of each day or before next use and not shared between workers.</p>	5	1	5
<b>12: First aid and emergency service response:</b>	Potential for cross contamination from surfaces and or other	5	4	20	The primary responsibility is to preserve life and first aid should be administered if required and until emergency services attend. Provision of adequate first aid resources must be agreed between the relevant parties	5	1	5

	persons				<p>on site. Emergency plans including contact details should be kept up to date. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Thoroughly wash their hands and Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>			
<b>13: Cleaning:</b>	Potential for cross contamination from surfaces and or other persons	5	4	20	<p>Enhanced cleaning procedures will be in place across site, particularly in communal areas and touch points including:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles, push plates and hand rails on staircases and corridors</li> <li>• Machinery, equipment, lift and hoist controls</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including tables, chairs and door handles</li> <li>• Telephone equipment, key boards, photocopiers and other office equipment</li> </ul> <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at end of each day.</p>	5	1	5
<b>14: Communication</b>	Potential for contamination due to lack of understanding or knowledge	5	4	20	<p>Visual signage will be displayed throughout the site. All visitors and delegates will receive a full verbal induction and COVID briefing on arrival.</p> <p><b>General Manager to implement arrangements for monitoring compliance.</b></p> <p><b>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. The company actively encourages an open and collaborative approach between workers and employers on site where any issues can</b></p>	5	1	5

					be openly discussed and addressed.			
--	--	--	--	--	------------------------------------	--	--	--

**NB – ON ARRIVAL, ALL VISITORS TO AURELIA WILL BE ASKED TO SIGN A DOCUMENT CONFIRMING THAT THEY HAVE RECEIVED A FULL BRIEFING OF THIS RISK ASSESSMENT. FOR THOSE UNDERTAKING TRAINING AND/OR TESTING, THIS DOCUMENT WILL BE RETAINED IN THE OFFICE WITH THEIR TEST PAPERWORK.**