

Date of Assessment: -

Approved: Nick Boocock

Covid-19

Classroom Delivery

“On 11 May 2020, the Government published guidance for employers, employees and the self-employed in England to be able to work safely during the COVID-19 pandemic. The guidance contains a range of control measures which businesses should consider implementing (where applicable) to ensure that the risk of transmission of COVID-19 in the workplace is a low risk. This risk assessment accepts that the Government’s scientific basis and concludes that the risk of transmission is LOW, provided all the recommended control measures are implemented (where applicable). The presence of specified control measures implemented across Training operations supports our evaluation of LOW RISK.” Guidance is found at: www.gov.uk/workingsafely

RISK ASSESSMENT MATRIX

LIKELIHOOD OF OCCURRENCE							
Virtually Certain	95% probability of occurrence in next 3 years	5	5	10	15	20	25
Very Likely	75% probability of occurrence in next 3 years	4	4	8	12	16	20
Even Odds	50% probability of occurrence in next 3 years	3	3	6	9	12	15
Unlikely	25% probability of occurrence in next 3 years	2	2	4	6	8	10
Remote	5% probability of occurrence in next 3 years	1	1	2	3	4	5
IMPACT CRITERIA			1	2	3	4	5
Objective	Impact	Minor	Moderate	Major	Severe	Worst Case	

Hazards / Consequences	Who might be harmed	Control measures	Risk			Comments
			L	S	RR	
Spread of Covid-19 Coronavirus			N/A	N/A	N/A	
Facilities – Visitors and staff screening	<ul style="list-style-type: none"> - Delegates - The trainer(s) - Office staff 	<p>A declaration for visitors to assess risk of spread of COVID-19 and restrict access in high risk cases. Clearly signed and accessible sanitizer available on access and egress to site.</p> <p>Each visitor will provide basic details; Name and contact number to aid with track and trace should this be required.</p> <p>Visitors are reminded to wait outside or in their vehicle and will be collected by the nominated FM person.</p>				<p>Mandatory completion of the site visitor declaration form with limited access until complete and checked by the nominated person in control of the visitor. Form ID - C19F1</p> <p>Temperature check is mandatory upon entry to the training centre</p>
Facilities – Social distancing in communal areas and muster points	<ul style="list-style-type: none"> - Delegates - The trainer(s) - Office staff 	<p>A strict mandatory 2 metre distance rule between all persons on site. Clear signage for high traffic areas to ensure simple and visual guides are in place to support 2 metre distancing. See Plan – C-19-F13</p> <p>- Room Cleaning The classroom will be fully sanitised prior to the course opening. Cleaning of the classroom is mandatory during breaks by the trainer prior to delegate re-entry. All cleaning materials must be disposed of into the designated bin (double bagged) and disposed of in line with the current procedure.</p> <p>Single entry and exit to the training room is a requirement as directed by the trainer using the one way system.</p>				<p>Clear signage and information throughout the training centre to include Office, restrooms, classroom, examiner room, external training area and muster points.</p> <p>Encourage delegate to report any problems and carry out skin checks.</p> <p>A rigorous check will be carried out by the trainer to ensure the classroom is clean before commencing training.</p>
<i>During Training</i>	<ul style="list-style-type: none"> - The Delegate - The Trainer - General Public - Anyone else who physically comes in contact 	<ul style="list-style-type: none"> - Hand Washing Gel sanitisers will be carried by the trainer and are available to the delegate. - A stringent hand sanitise to take place by both the delegate(s) and the trainer prior to entering the classroom - Social Distancing Social distancing – reducing the number of persons within the 				<p>The trainer will remind the delegate and him/herself to sanitise hands for a minimum of 20 seconds prior to training commencing.</p> <p>The trainer is to re-enforce the message of social distancing</p>

		<p>vicinity to comply with the 2-metre (6.5 foot) gap recommended by the public health agency when training. Please see Centre Plan C-19F13 for clarification. The following of the centre plan is mandatory at all times whilst on site.</p> <p>- PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to all settings. Individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Face masks will be provided to each delegate for use during training, the wearing of face masks is recommended whilst in the training room but ultimately down to the discretion of the delegates.</p> <p>Tight-fitting reusable Face Masks rely on having a good seal with the wearer's face. These are to be supplied by the customer.</p> <p>Wearers are advised to be clean shaven.</p> <p>- <i>Symptoms of Covid-19</i> If the delegate looks or becomes unwell with a continuous cough or a high temperature on arrival for training they will be sent home, manager contacted and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on the premises or in the vehicle (including where a member of staff has visited other work place premises such as domestic premises), the management team will contact the customer to discuss what actions are required.</p>				<p>and explain what will happen during the training. It is best practice to leave the entry and exit points open for ventilation during the training.</p> <p>The trainer will give guidance on the correct way to wear the face mask and provide a spare unused face mask if the delegate has not got one to hand at any point during the training.</p> <p>The trainer will contact the manager and Fleetmaster office to determine the next steps and the training will be cancelled.</p>
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<p><i>Breaks During Training</i></p>	<p>- The Delegate - The Trainer</p>	<p>- Social Distancing Social distancing – The delegate and trainer should be as far apart as practically possible during breaks whilst using the break out area or the outside seating area, clear signage is to be used to underpin the expectations. Please refer to centre plan C-19_F13</p> <p>The trainer will fully sanitise the classroom whilst the delegates are on breaks during training.</p> <p>Delegates to sanitise their hands on exit and re-entry to the training room.</p>				
<p><i>After Training</i></p>	<p>- The Delegate - The Trainer - General Public</p>	<p>- Hand Washing Gel sanitisers will be carried by the trainer and should be available to the delegate.</p> <p>A stringent hand sanitise to take place for both the delegate and the trainer after training</p> <p>Delegates will exit the room individually as directed by the trainer using the one way system to avoid passive contact.</p> <p>The delegates must leave all course documents on their desk and not remove anything from the training room.</p> <p>The delegates may retain their issued reusable face covering for future use.</p> <p>The trainer will clean and sanitise the classroom room at the end of each session disposing of any PPE or waste generated during the day into the designated bin</p>				<p>The trainer will remind the delegate and him/herself to sanitise hands for a minimum of 20 seconds after training.</p> <p>Encourage delegate to report any problems and carry our skin checks.</p>