



COVID 19 RISK ASSESSMENT

Update: 04 December 2020

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Apprentices • Visitors • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions. Those protecting vulnerable household members 	<p><u>Travel to and from premises</u></p> <p>Staff using private cars should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Apprentices and staff to be encouraged to travel by private car where possible with maximum 2 people in the car using driver seat and rear opposite seat to ensure social distancing unless from same household.</p> <p><u>Entrance to premises</u></p>	<p>Staff to avoid use of public transport wherever possible, where necessary to wear appropriate PPE and practice social distancing. Taxi use if social distancing cannot be achieved</p> <p>Apprentices and staff using public transport to be use of masks during travel and practice social distancing. Any apprentice may choose to attend classes remotely in to minimise contact risk of public transport.</p> <p>Vulnerable staff / apprentices to consult with managers to agree suitable arrangements.</p> <p>Temperature checks are conducted prior to entry of the premises for apprentices. Staff to check their temperatures regularly. NHS track and trace posters are displayed at the entrance of the building and staff and apprentices encouraged to check in every time.</p>	<p>Staff</p> <p>JSR</p> <p>IB, LP</p>	<p>Ongoing</p>	<p>✓</p>

		<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • Hand sanitisers in any area where washing facilities not readily available and at each entrance. 	<p>Staff and apprentices to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. (Display signage) Tissues will be made available throughout the workplace.</p> <p>Encourage staff / apprentices to report any problems https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice----- https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>All staff, apprentices and visitors to be required to use hand sanitiser on entering the building</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>JSR, IB, LP</p> <p>All Staff</p>	<p>Ongoing</p> <p>Prior to classes and ongoing</p>	
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		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Learning resources</u></p> <p>In order to reduce contact between individuals lesson handouts and study packs will be sent in advance of lessons to students by email.</p> <p>Replace current classroom tables with smaller examination desks to enable layout meeting social distancing requirements</p>	<p>Spray disinfectant and hand sanitiser to be available at door locations.</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 that wearing of gloves is not a substitute for good hand washing</p> <p>Students to be advised of reasons for the move to digital resources and handouts.</p> <p>Store classroom tables in adjacent room.</p>	<p>JSR, IB, LP</p> <p>Cleaners</p> <p>JSR, IB, LP, KW, WD</p>	<p>Prior to classes</p> <p>Prior to classes</p>	<p>✓</p> <p>✓</p>
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		<p><u>Class Attendance</u></p>	<p>Classes at St Helens to be delivered remotely until Christmas. Half classes in pre-arranged</p>	IB, KW,	Dec 20	

			<p>bubbles to attend at the Stockport centre provided:</p> <ul style="list-style-type: none">• The apprentice is not experiencing symptoms of covid-19• The apprentice has not been in close contact with anyone displaying symptoms / tested positive of Covid-19.• The apprentice has not been working at a practice or branch where there is anyone with Covid-19 symptoms / positive Covid-19 cases. Regardless of whether they have been in close contact.	LP, WD		
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