

# LTS 183 Risk Assessments Form

|                                  |                                       |                  |                               |
|----------------------------------|---------------------------------------|------------------|-------------------------------|
| <b>Name of Assessor:</b>         | Colin Arkley                          | <b>Date:</b>     | 22.05.2020 (original version) |
| <b>Work Area to be Assessed:</b> | Classroom (Howdon, Southwick & Selby) | <b>Time:</b>     | 09.00am                       |
| <b>Task Being Assessed:</b>      | Covid-19                              | <b>Revision:</b> | Revision 5 (15.04.2021)       |

| What is the hazard? | Who might be harmed?   | How might people be harmed? | Existing risk control measures  | Risk rating |   |   | Additional controls  | New risk rating (Residual) |   |   | Action/Monitoring by whom?   | Action/Monitoring by when?                |
|---------------------|--|-----------------------------|---|-------------|---|---|--|----------------------------|---|---|--|---|
|                     |  |                             |   | L           | C | R |  | L                          | C | R |  |   |
| Covid-19 Infection  | Protecting those learners and staff with protected characteristics | Contracting the infection   | All learners to complete the Covid-19 health form prior to attending a course | 2           | 4 | 8 | <p>Learners attending on a regular basis.</p> <p>Thermometers will be used to check staff and learner temperatures.</p> <p>As part of the National Workplace Testing programme Lateral Flow Device (LFD) test kits have been ordered. Lateral Flow Device (LFD) test kits are a new technology which enable rapid display of Covid-19 test results in 30 minutes and do not require a lab to process. The LFD swabs can be self-administered via</p> | 2                          | 3 | 6 | <p>Sharon Lomax</p> <p>Lomax Staff</p> <p>Tracey Butler &amp; Sharon Lomax</p> | <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> |

## LTS 183 Risk Assessments Form

|                          |                    |                           |   |           | nasal and throat swabs but must be processed by a trained staff member. The tests will be available once staff training has been completed. |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
|--------------------------|--------------------|---------------------------|---|-----------|---|-------------------|---------------------|-----------|---|---------|---|---------|----|---------|----|---------|----|----------|----|-------|------------------------|-------|---------------------|---------|
| Social Distancing        | Learners & Staff   | Contracting the infection | <p>Ensuring that learners remain at least 2m apart at all times. This includes:</p> <ul style="list-style-type: none"> <li>• Offices</li> <li>• Canteen</li> <li>• Reception</li> <li>• Corridors</li> </ul> <p>If practical a one-way system for entering and exiting classroom will be enforced</p> <p>Reduce the need to visit other areas of the site i.e. workshops</p> <p>Only use one classroom.</p> <p>Reduce contact with as many other learners as possible, work in small teams to reduce contact.</p> | 2 4 8     | All staff and learners having regular updates and reminders meetings  | 2 3 6             | Trainers & Managers | Ongoing   |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Social Distancing (Cont) | Learners & Staff   | Contracting the infection | <p><b>Howdon</b></p> <table border="1"> <thead> <tr> <th>Classroom</th> <th>Max No of Learners</th> </tr> </thead> <tbody> <tr> <td>Cabin A classroom</td> <td>6</td> </tr> <tr> <td>TV room 2</td> <td>4</td> </tr> <tr> <td>Cabin B</td> <td>8</td> </tr> <tr> <td>Cabin C</td> <td>18</td> </tr> <tr> <td>Cabin D</td> <td>10</td> </tr> <tr> <td>Cabin E</td> <td>12</td> </tr> <tr> <td>Domestic</td> <td>12</td> </tr> </tbody> </table>  | Classroom | Max No of Learners  | Cabin A classroom | 6                   | TV room 2 | 4 | Cabin B | 8 | Cabin C | 18 | Cabin D | 10 | Cabin E | 12 | Domestic | 12 | 2 4 8 | Class sizes maintained | 2 4 8 | Trainers & Managers | Ongoing |
| Classroom                | Max No of Learners |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Cabin A classroom        | 6                  |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| TV room 2                | 4                  |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Cabin B                  | 8                  |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Cabin C                  | 18                 |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Cabin D                  | 10                 |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Cabin E                  | 12                 |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |
| Domestic                 | 12                 |                           |   |           |   |                   |                     |           |   |         |   |         |    |         |    |         |    |          |    |       |                        |       |                     |         |

## LTS 183 Risk Assessments Form

|                            |                  |                           |   |       |  |  |                     |         |
|----------------------------|------------------|---------------------------|---|-------|--|--|---------------------|---------|
|                            |                  |                           | <p>IT Suite 5</p> <p><b>Southwick Classroom Max No of Learners</b><br/>Both Classrooms 8</p> <p><b>Selby/Yorkshire Training Classroom Max No of Learners</b><br/>Classroom 4<br/>Room 1 8<br/>Room 3 8</p>  |       |  |  |                     |         |
| Workplace and Workstations | Learners & Staff | Contracting the infection | <p>Classroom layouts reviewed to allow learners to work further apart.</p> <p>Not working face to face, facing away from each other or side by side.</p> <p>Ensuring occupancy levels in the classroom does not mean that the 2m distancing is breached.</p> <p>No shared equipment etc</p> <p>Mark 2m spacing distances corridors etc.</p> | 2 4 8 |  |  | Trainers & Learners | Ongoing |
| Meetings                   | Learners & Staff | Contracting the infection | <p>Use of remote working tools i.e. Zoom.</p> <p>Only if absolutely necessary hold meetings and maintain 2m distancing.</p> <p>During meetings no sharing of equipment i.e. pens</p>  | 2 4 8 |  |  | Trainers & Learners | Ongoing |

## LTS 183 Risk Assessments Form

|   |                  |                           |  |       |   |       |                                       |                                |
|---|------------------|---------------------------|--|-------|---|-------|---------------------------------------|--------------------------------|
|   |                  |                           | <p>Hand sanitiser provided in classrooms.</p> <p>If possible hold meetings outside of buildings.</p>   |       |   |       |                                       |                                |
| Common Areas                            | Learners & Staff | Contracting the infection | <p>Staggering break times, only 2 learners in canteen area at any one time (if open).</p> <p>Use outside areas for breaks.</p> <p>Close the reception area to all but office staff.</p> <p>Encourage learners to store all personal items and clothing in personal storage areas during working hours.</p> | 2 4 8 | Canteen closed for learners.  | 2 3 6 | Trainers & Learners                   | Ongoing                        |
| Accidents, Security and Other Incidents | Learners & Staff | Contracting the infection | <p>In an emergency, e.g. accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>Any first aider should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>  | 2 4 8 | All staff aware of procedures.  | 2 4 8 | First aiders                          | If and when an incident occurs |
| Cleaning the Workplace                  | Learners & Staff | Contracting the infection | <p>Frequently open windows and doors to encourage ventilation, where possible.</p> <p>Frequent cleaning of classroom areas and equipment between usage.</p>  | 2 4 8 | Staff and learner briefings continue to remind all about not becoming complacent. | 2 3 6 | Trainers, Learners and Cleaning Staff | Ongoing                        |

## LTS 183 Risk Assessments Form

|   |                  |                           |  |       |  |       |                        |         |
|---|------------------|---------------------------|--|-------|--|-------|------------------------|---------|
|   |                  |                           | <p>Frequent cleaning of object/surfaces that are touched regularly, such as door handles, keyboards etc.</p> <p>Cleaning the workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limiting the use of high-touch items and equipment.</p>   |       |  |       |                        |         |
| Hygiene – Hand Washing, Sanitation Facilities and Toilets | Learners & Staff | Contracting the infection | <p>The use of posters maintaining awareness of good hand washing techniques, frequencies, and the need to avoid touching your face and coughing or sneezing into a tissue, and bin the tissue.</p> <p>The provision of hand sanitisers in multiple locations.</p> <p>Clear guidance for the cleaning of toilets to ensure they are kept clean and social distancing is achieved.</p> <p>Increased cleaning of busy areas.</p> <p>Increased waste facilities i.e. bin and more frequent collection.</p> | 2 4 8 | <p>All actions in place in all classrooms and workshops.</p> <p>In all areas</p> <p>Staff and learners cleaning their own work area.</p> <p>Bins emptied daily</p> | 2 3 6 | Managers and all staff | Ongoing |
| Hygiene – Hand Washing, Sanitation Facilities and         | Learners & Staff | Contracting the infection | <p>Where possible, provide paper towels as an alternative to hand dryers in washing facilities.</p> <p>Showers – If used, clear guidance</p>   | 2 4 8 |  |       | Managers and all staff | Ongoing |

## LTS 183 Risk Assessments Form


|                             |                  |                           |  |       |  |       |                     |         |
|-----------------------------|------------------|---------------------------|--|-------|--|-------|---------------------|---------|
| Toilets (Cont)              |                  |                           | required for cleaning once used, all personal items to be removed. Enhanced cleaning if in regular use.  |       |  |       |                     |         |
| PPE                         | Learners & Staff | Contracting the infection | <p>Regular PPE should still be used, e.g. gloves, eye protection.</p> <p>Face covering and visors must be used when the 2 metre distance cannot be maintained. Face coverings are mandatory within workshop areas and when moving around site.</p> <p>Face coverings – The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible.</p> <p>Additional information is available for the safe use of face coverings upon request.</p> | 2 4 8 | <p>All PPE used.</p> <p>Face coverings and visors available for staff and learners upon request.</p> <p>Staff and learners informed.</p> | 2 3 6 | Managers            | Ongoing |
| Communications and Training | Learners & Staff | Contracting the infection | The business will provide consistent and regular communications to improve understanding and consistency of way of working – with briefings.   | 2 4 8 | Updates to staff and learners being carried out on a regular basis   | 2 3 6 | Managers & Trainers | Ongoing |

## LTS 183 Risk Assessments Form

|                             |                  |                           |  |       |   |       |                      |         |
|-----------------------------|------------------|---------------------------|--|-------|---|-------|----------------------|---------|
| Mental Health               | Learners & Staff | Contracting the infection | Management will promote mental health & wellbeing awareness to learners and staff during the Covid-19 outbreak and will offer whatever support they can to help  | 2 4 8 | Regular communication of mental health information and open door policy for those who need additional support.  | 2 3 6 | Managers             | Ongoing |
| Symptoms of Covid-19        | Learners & Staff | Contracting the infection | If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.   | 2 4 8 | Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. | 2 3 6 | All staff & Learners | Ongoing |
| Symptoms of Covid-19 (Cont) | Learners & Staff | Contracting the infection | If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss | 2 4 8 | Line managers will offer support to learners who are affected by  | 2 3 6 | All staff & Learners | Ongoing |

# LTS 183 Risk Assessments Form

|  |  |  |   |  |   |  |  |  |
|--|--|--|---|--|---|--|--|--|
|  |  |  | the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. |  | Covid-19 or has a family member affected. |  |  |  |
|--|--|--|---|--|---|--|--|--|

|                     |            |                   |   |
|---------------------|------------|-------------------|---|
| <b>Review Date:</b> | 15.04.2021 | <b>Signature:</b> |  |
|---------------------|------------|-------------------|---|

|                             |                           |
|-----------------------------|---------------------------|
| <b>Assessment Location:</b> | Howdon, Southwick & Selby |
|-----------------------------|---------------------------|