

LTS 183 Risk Assessments Form

Name of Assessor:	Colin Arkley	Date:	22.05.2020 (original version)
Work Area to be Assessed:	Classroom (Howdon, Southwick & Selby)	Time:	09.00am
Task Being Assessed:	Covid-19	Revision:	Revision 7 (31.01.2022)

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	Learners attending on a regular basis. Thermometers will be used to check staff and learner temperatures. As part of the National Workplace Testing programme Lateral Flow Device (LFD) test will be carried out at least once a week with staff and learners.	2	3	6	Sharon Lomax Lomax Staff Tracey Butler & Sharon Lomax	Weekly Weekly Weekly
Social Distancing	Learners & Staff	Contracting the infection	Ensuring that learners remain at least 2m apart at all times. This includes: <ul style="list-style-type: none"> Offices Canteen (learner – closed) Reception (only 2 learners allowed in the reception at any time) 	2	4	8	All staff and learners having regular updates and reminders meetings	2	3	6	Trainers & Managers	Ongoing

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Social Distancing (Cont)	Learners & Staff	Contracting the infection	<ul style="list-style-type: none"> Corridors <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> <p>Howdon</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> <tr> <td>IT Suite</td> <td>5</td> </tr> </tbody> </table> <p>Southwick</p> <table border="1"> <thead> <tr> <th>Classroom</th> <th>Max No of Learners</th> </tr> </thead> <tbody> <tr> <td>Both Classrooms</td> <td>8</td> </tr> </tbody> </table> <p>Selby/Yorkshire Training</p> <table border="1"> <thead> <tr> <th>Classroom</th> <th>Max No of Learners</th> </tr> </thead> <tbody> <tr> <td>Classroom</td> <td>4</td> </tr> <tr> <td>Room 1</td> <td>8</td> </tr> <tr> <td>Room 3</td> <td>8</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	IT Suite	5	Classroom	Max No of Learners	Both Classrooms	8	Classroom	Max No of Learners	Classroom	4	Room 1	8	Room 3	8	2 4 8	Class sizes maintained	2 4 8	Trainers & Managers	Ongoing
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Workplace and Workstations	Learners & Staff	Contracting the infection	Classroom layouts reviewed to allow learners to work further apart.	2 4 8			Trainers & Learners	Ongoing																														

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			<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>					
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> <p>Hand sanitiser provided in classrooms.</p> <p>If possible hold meetings outside of buildings.</p>	2 4 8			Trainers & Learners	Ongoing
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>	2 4 8	Canteen closed for learners.	2 3 6	Trainers & Learners	Ongoing

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			<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>					
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> <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>	2 4 8	Staff and learner briefings continue to remind all about not becoming complacent.	2 3 6	Trainers, Learners and Cleaning Staff	Ongoing
Hygiene – Hand	Learners & Staff	Contracting the infection	The use of posters maintaining awareness of good hand washing	2 4 8		2 3 6	Managers and all staff	Ongoing

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Washing, Sanitation Facilities and Toilets			<p>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>		<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>				
Hygiene – Hand Washing, Sanitation Facilities and Toilets (Cont)	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 required for cleaning once used, all personal items to be removed. Enhanced cleaning if in regular use.</p>	2 4 8			Managers and all staff	Ongoing	
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>	2 4 8	<p>All PPE used.</p> <p>Face coverings and visors available for staff and learners upon request.</p>	2 3 6	Managers	Ongoing	

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			<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>		Staff and learners informed.			
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
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

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Symptoms of Covid-19	Learners & Staff	Contracting the infection	<p>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.</p> <p>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 workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	2 4 8	<p>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.</p> <p>Line managers will offer support to learners who are affected by Covid-19 or has a family member affected.</p>	2 3 6	All staff & Learners	Ongoing
Symptoms of Covid-19 (Cont)	Learners & Staff	Contracting the infection	<p>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.</p> <p>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 workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	2 4 8	<p>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.</p> <p>Line managers will offer support to learners who are affected by Covid-19 or has a family member affected.</p>	2 3 6	All staff & Learners	Ongoing

Review Date:	31.01.2023	Signature:	
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Assessment Location:	Howdon, Southwick & Selby
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