

# LTS 183 Risk Assessments Form

<b>Name of Assessor:</b>	Colin Arkley	<b>Date:</b>	21.05.2020
<b>Work Area to be Assessed:</b>	Workshops/Assessment Centres (Howdon, Southwick & Selby)	<b>Time:</b>	09.00am
<b>Task Being Assessed:</b>	Covid-19		

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 with protected characteristics	Contracting the infection	All learners to complete the Covid-19 health form.	2	4	8	Learners attending on a regular basis	2	4	8	Tracey Butler	Weekly
Social Distancing	Learners, Trainers & Assessors	Contracting the infection	<p>Ensuring that learners and trainers remain at least 2m apart at all times. This includes:</p> <ul style="list-style-type: none"> <li>• Workshops/Assessment Centre</li> <li>• Canteen</li> <li>• Reception</li> <li>• Corridors</li> </ul> <p>Assessment Centres, only one assessor and up to 4 candidates will be permitted in to the centre.</p> <p>Reduce the amount of visits to other workshops or classrooms.</p> <p>Reduce the need to visit other areas of the site i.e. workshops</p>	2	4	8	One way system in and out of the workshops if possible.	2	4	8	Trainers & Learners	Ongoing

# LTS 183 Risk Assessments Form

Social Distancing (Cont)	Learners, Trainers & Assessors	Contracting the infection	Only use one area/work bay. Reduce contact with as many learners/staff as possible.	2 4 8		2 4 8	Trainers & Learners	Ongoing
Coming to Lomax workshops or Assessment Centre	Learners, Trainers & Assessors	Contracting the infection	If the class size is large, the arrival and leaving times will be staggered or the class split in to separate groups to avoid congestion.	2 4 8			Mangers & Trainer	Ongoing
Workplace and Workstations	Learners, Trainers & Assessors	Contracting the infection	One learner per work bay, if two learners have to work within 2m face coverings will be used.  Use floor tape to mark areas to help learners to keep to a 2m distance.  If learners have to work together, use consistent pairing systems.	2 4 8			Trainers & Learners	Ongoing
Meetings	Learners, Trainers & Assessors	Contracting the infection	Use of remote working tools i.e. Zoom.  Only if absolutely necessary hold meetings and maintain 2m distancing.  During meetings no sharing of equipment i.e. pens  Hand sanitiser provided in meeting	2 4 8			Trainers & Learners	Ongoing

# LTS 183 Risk Assessments Form

Meetings (Cont)	Learners, Trainers & Assessors	Contracting the infection	rooms. If possible hold meetings outside of buildings.	2 4 8			Trainers & Learners	Ongoing
Common Areas	Learners, Trainers & Assessors	Contracting the infection	Staggering break times, to reduce the number of learners in canteen area at any one time.  Use outside areas for breaks.  Close the reception area to all but office staff.  Encourage learners to store all personal items and clothing in personal storage areas during working hours.	2 4 8			Trainers	Ongoing
Accidents, Security and Other Incidents	Learners, Trainers & Assessors	Contracting the infection	In an emergency, e.g. accident or fire, people do not have to stay 2m apart if it would be unsafe.  Any first aider should pay particular attention to sanitation measures immediately afterwards including washing hands.	2 4 8			First aiders	If and when an incident occurs
Cleaning the Workplace	Learners, Trainers & Assessors	Contracting the infection	Frequently open windows and doors to encourage ventilation, where possible.  Frequent cleaning of work areas and equipment between usage.  Frequent cleaning of object/surfaces that are touched regularly, such as door	2 4 8			Trainers & Learners	Ongoing

# LTS 183 Risk Assessments Form

Cleaning the Workplace (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>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 i.e. photocopier or printers.</p> <p>Hand sanitised will be provided in the assessment centre and in each assessment bay.</p> <p>Surface wipes, disposable gloves and goggles will also be provided.</p> <p>Candidates and staff must wash their hands for at least 20 secs before and after the assessment.</p>	2 4 8			Trainers & Learners	Ongoing
Hygiene – Hand Washing, Sanitation Facilities and Toilets	Learners, Trainers & Assessors	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. bins and</p>	2 4 8			Managers	Ongoing

# LTS 183 Risk Assessments Form

<p>Hygiene – Hand Washing, Sanitation Facilities and Toilets (Cont)</p>	<p>Learners, Trainers &amp; Assessors</p>	<p>Contracting the infection</p>	<p>more frequent collection.</p> <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>	<p>2 4 8</p>			<p>Managers</p>	<p>Ongoing</p>
<p>PPE</p>	<p>Learners, Trainers &amp; Assessors</p>	<p>Contracting the infection</p>	<p>Regular PPE should still be used, e.g. gloves, eye protection.</p> <p>Face covering and gloves are not essential due to the Covid-19 virus, if all of the actions put in place are adhered to.</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>2 4 8</p>			<p>Managers</p>	<p>Ongoing</p>

# LTS 183 Risk Assessments Form

PPE (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible. You can wear face coverings if you decide to.</p> <p>Additional information is available for the safe use of face coverings upon request.</p> <p>Candidates will need to wear the appropriate PPE.</p> <p>During each stages of the assessment process they will need to wipe down all surfaces they have been in contact with and dispose of safely after the assessment has been completed.</p> <p>Assessor to be responsible for checking the bays prior to assessment to ensure all the required PPE is in place and the area has been cleaned and sanitised</p>	2 4 8			Managers	Ongoing
Communications and Training	Learners, Trainers & Assessors	Contracting the infection	The business will provide, consistent and regular communications to improve understanding and consistency of way of working –learner briefings.	2 4 8			Managers	Ongoing
Mental Health	Learners, Trainers & Assessors	Contracting the infection	Management will promote mental health & wellbeing awareness to staff during the Covid-19 outbreak	2 4 8	Regular communication of mental health	2 4 8	Managers	Ongoing

# LTS 183 Risk Assessments Form

Mental Health (Cont)	Learners, Trainers & Assessors	Contracting the infection	and will offer whatever support they can to help	2 4 8	information and open door policy for those who need additional support.	2 4 8	Managers	Ongoing
Symptoms of Covid-19	Learners, Trainers & Assessors	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 work place 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 staff who are affected by Covid-19 or has a family member affected.</p>	2 4 8	All staff & Learners	Ongoing

# LTS 183 Risk Assessments Form

Symptoms of Covid-19 (Cont)	Learners, Trainers & Assessors	Contracting the infection	Assessor and Training Manager It is expected that ALL Lomax front line customer facing staff will be tested for COVID-19 as soon as testing is available in the local area.	2 4 8		2 4 8	All staff & Learners	Ongoing
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<b>Review Date:</b>	21.05.2020	<b>Signature:</b>	
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<b>Assessment Location:</b>	Howdon, Southwick & Selby
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