



Skillwise Training Risk Assessment Managing the Risk of COVID-19

Title	Date	Who
Origin date	May 2020	Ian Simms
Reviewed	November 2020	Ian Simms
Last Review	November 2022	Lee Croucher
Next Review	November 2023	Lee Croucher

Guidance used in developing this Risk Assessment:

- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) – Accessed 16/05/20
- [Working safely during COVID-19 in offices and contact centres](#) - Accessed 16/05/20
- [COVID-19: Cleaning of non-healthcare settings](#) – Accessed 16/05/20
- [Who's at higher risk from coronavirus \(NHS\)](#) – Accessed 16/05/20
- [COVID-19: advice for first aiders](#) (St John's Ambulance) – Accessed 16/05/20

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Cleaning and disinfection	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation.	Risk to building users of exposure to virus via: <ul style="list-style-type: none"> Physical contact with contaminated surfaces. Inhalation of airborne virus. Inadequate personal hygiene. Inadequate distancing. 	High	Standard cleaning routines in place for all areas which have not been occupied for 5 calendar days. Regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the previous 5 days. Thorough cleaning and disinfection of any area occupied by person with suspected case of COVID-19. Information posted in key areas, regularly refreshed on laminated washable posters.	Medium	Monitoring and audit of cleaning standards by Director. Appropriate action taken in cases where there is failure to adhere to hygiene standards.
Use of sanitary facilities	Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation.	Exposure to virus via: <ul style="list-style-type: none"> Physical contact with contaminated surfaces. 	High	Thorough cleaning and disinfection routines in place for all toilet areas throughout day including door. Sanitiser gel installed outside each facility to be used before and after entering.	Medium	Monitoring and audit of cleaning standards by Director.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
		<ul style="list-style-type: none"> • Inhalation of airborne virus. • Inadequate physical distancing. • Inadequate personal hygiene standards. 		<p>Soap and paper towels provided and maintained.</p> <p>Laminated cleanable information posters in place, moved around regularly.</p> <p>Notices advising toilet lids to be lowered before flushing.</p> <p>Limits on numbers using facilities. One at a time.</p> <p>Segregate staff facilities from student facilities where feasible to do so.</p> <p>Install hand sanitiser gel in staff-only facilities where feasible to do so.</p>		Ensure hand sanitizers are available
Student attendance	Mixing with others increases risk of virus transmission.	Transmission of virus through <ul style="list-style-type: none"> • Physical contact with contaminated surfaces. 	High	Students briefed before joining courses to include: <ul style="list-style-type: none"> • Personal hygiene standards. • Physical distancing. 	Medium	Ensure students are thoroughly briefed on expectations we have on keeping everyone in centre safe.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
		<ul style="list-style-type: none"> Inadequate physical distancing. Inhalation of airborne virus. Inadequate personal hygiene. 		<ul style="list-style-type: none"> Virus transmission routes. Personal responsibilities whilst at Centre. <p>Follow and keep up to date with Government guidelines</p>		
Use of classrooms and workrooms	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms.</p>	<p>Transmission of virus through:</p> <ul style="list-style-type: none"> Physical contact with contaminated surfaces. Inadequate physical distancing. Inhalation of airborne virus. Inadequate personal hygiene. 	High	<p>Size of cohort in classroom determined in advance of occupation to facilitate the following:</p> <p>Layout reconfigured to ensure:</p> <ul style="list-style-type: none"> 1m+ space between each person at all times. At least 1m+ space left between staff and student desks. Student desks face walls / windows where practicable and do not face each other. All extraneous equipment and materials locked away to prevent unnecessary handling. 	Medium	<p>Where practicable, alternative rooms will be used to allow full size cohort to be taught.</p> <p>If unable to do so: -</p> <ul style="list-style-type: none"> Alternative arrangements will be developed. Facemasks and protective equipment will be used where social distancing is not possible.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
				<ul style="list-style-type: none"> • Students provide and use own equipment and materials, as appropriate. • Shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person. <p>Room occupation: Students remain in one room if feasible with staff changing place instead (to reduce movement around building).</p> <p>Room ventilated for 10 minutes before arrival of students and surfaces are cleaned & disinfected as necessary.</p> <p>Door kept open while students arrive.</p> <p>Late arrivals admitted at discretion of staff member or prohibited from joining class.</p>		<p>Designate a principal Isolation Room on site – able to be cleaned and disinfected easily, with adjacent toilet.</p> <p>Identify other spaces which can be quickly repurposed in the event of multiple students becoming ill / needing to leave the Centre.</p>

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
				<p>Room to continue be ventilated throughout occupation as far as possible.</p> <p>Students are directed to leave one by one at end of lesson to ensure physical distancing.</p> <p>Any student who becomes unwell:</p> <ul style="list-style-type: none"> • Dons a facemask, leaves the classroom immediately and goes to the designated Isolation Room while staff member alerts emergency contact by phone or e-mail. • Room is ventilated for 10 minutes after students leave and door then locked. • Designated staff member called to apply disinfectant to area that unwell student had sat if appropriate. 		

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Managing movement around Centre	Overcrowding and mixing of students	Transmission of virus through: <ul style="list-style-type: none"> Inadequate physical distancing. Physical contact with contaminated surfaces. Inhalation of airborne virus. Inadequate personal hygiene. 	High	Signage applied to floors and walls. All movement along corridors and stairs is kept to the left-hand side. One person per area circulation systems in place in designated corridors and stairs, clearly indicated by appropriate signage. Signage and floor markings aid physical distancing in all indoor areas and outdoor areas where there are pinch points including entrances and exits.	Medium	Door handles may be opened with handle-openers. Staff monitor traffic flows and adjust layouts accordingly.
Breaks / recess	Overcrowding and mixing of students. Exposure by touching contaminated surfaces.	Transmission of virus through: <ul style="list-style-type: none"> Physical contact with potentially contaminated surfaces. 	High	Stagger breaks through timetabling. Timetabled sessions stacked back-to-back where feasible by curriculum team to reduce time gaps between lessons that would encourage students to congregate in breaks.	Medium	Students to bring their own cups for drinks.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
		<ul style="list-style-type: none"> Inhalation of airborne virus. 		Short breaks between sessions to take place in classrooms maintaining social distancing.		
Specialist teaching areas – Sports and Public Services	<p>Overcrowding and mixing of students/ staff.</p> <p>Exposure by touching contaminated surfaces.</p>	<p>Transmission of virus through</p> <ul style="list-style-type: none"> Physical contact with potentially contaminated equipment Inhalation of airborne virus 	High	<p>All equipment disinfected before and after each use.</p> <p>Students arrive at Centre dressed for physical</p> <p>Layouts in gym areas rearranged to ensure physical distancing.</p> <p>Ventilation by opening gym windows for at least 10 minutes before and after session as a minimum.</p> <p>Gym to continue be ventilated throughout occupation as far as possible.</p>	Medium	Relay importance of personal hygiene and wiping of equipment after use
Staff on-site/ off-site /	Exposure to virus of people	Exposure to COVID-19 increases the risk of severe illness		All staff have designated areas and hot desking not permitted	Medium	Where staff have come in to contact with someone that has tested positive.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
between sites	considered vulnerable to COVID-19	to staff who are defined as: <ul style="list-style-type: none"> • high risk (clinically extremely vulnerable) • moderate risk (clinically vulnerable) Link to definitions here.		Vulnerable staff: <ul style="list-style-type: none"> • Staff to inform HR and line manager of any vulnerability. • HR identifies and deals with each case on an individual basis through risk assessment. • Virtual meetings held wherever feasible. 		LFD must be conducted each day for 7 days.
Dealing with a suspected or proven case of COVID-19	Exposure to COVID-19 virus.	All staff in contact with symptomatic person including first aiders.	High	Appropriate PPE provided to staff dealing with suspected case. Isolation of symptomatic person in designated Isolation Room with separate toilet facilities. Contact tracing of staff and students. Self-isolation.	Medium	

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
				Full cleaning and disinfection routine applied to Isolation Room including toilet.		
Provision of first aid	Potential exposure to COVID-19 virus.	First Aiders.	High	Follow St John's Ambulance protocols here .	Medium	Risk assesment

NOTES:

Use the risk assessment to ensure this activity is fully inclusive by planning in additional risk controls or other adjustments.

Consider any specific risks to the health and safety of individuals with health conditions, whether temporary or permanent; disabilities, including sensory / mobility impairments/ learning differences; new / expectant mothers. You do not need to do a separate risk assessment.

Protocols based on risk assessment are required for each curriculum area / department and are to address the following:

- 1. The need for physical distancing of 1m+ between each individual (1m between each desk)**
- 2. How requisite high standards of hygiene in each curriculum area / department are to be maintained - what additional cleaning & disinfection is required?**
- 3. The need to prevent transmission of the virus through barrier methods including screens, gloves and facemasks where physical distancing is not feasible. Can mirrors be positioned to aid tutor in viewing practical tasks?**
- 4. How to limit the unnecessary mixing of students and staff within classroom and service settings**
- 5. What additional training, information and communications are needed for staff and students to ensure the new hygiene standards are maintained while working/ studying**