

## RISK ASSESSMENT – LEARNERS VISITING THE GATEWAY OFFICES (COVID-19)

Assessment carried out by: Emily Wilton		Ref from General Risk Assessment: N/A	Date: 30/07/2020	Review Date:		
Company: Educ8 Group		Task/process/job being assessed: Learners attending Gateway following Covid 19				
Person(s) at risk: <b>Learners</b>						
Ref	Hazard(s) (COVID-19 Pandemic)	Risk(s) (Transmission of COVID-19 to others)	Risk Rating before Control Measures	Existing Control Measures (PPE, Hands sanitisers, Hand wipes, Signage, Prohibitions, Policies, supervision, Hand washing facilities (welfare), guidance, etc.)	Residual Risk rating	Further Action Required Y/N
<b>A</b>	<b>Tredomen Gateway Offices</b>	Door handling Keys Swipe card access Handrails Any surface that is touched by hand	15	<ul style="list-style-type: none"> <li>Ensure hand sanitiser is on reception for use when entering building.</li> <li>Do not hold doors open for anyone.</li> <li>Strictly one person at a time in reception area.</li> <li>Do not touch the handrails if possible, handrails are cleaned by the clears daily.</li> <li>Ensure you keep 2 meters apart in corridors.</li> <li>Use one way system marked with floor stickers.</li> <li>Lift will only be available to 1 person at a time.</li> <li>Front staircase to walk up, back staircase to go down in orderly fashion.</li> <li>Follow appropriate 2-meter distance (social distancing) in all office areas.</li> <li>Keep blinds open at all times so staff are aware of who is in each room at any one time.</li> </ul>	9	
<b>B</b>	<b>Learners visiting offices</b>	Door handling Keys Swipe card access Handrails Any surface that is touched by hand		<ul style="list-style-type: none"> <li>Attend your meeting at your allocated time.</li> <li>Upon arrival, your Educ8 contact will meet you in reception. If your Educ8 contact is not there, please speak with reception or call 01443 749000.</li> <li>You MUST complete a Self-Declaration for Visitors COVID-19 upon arrival.</li> <li>Do not leave your allocate room unless required to.</li> </ul>		

C	<b>Becoming unwell during your visit and showing symptoms of Covid -19</b>	High risk of transmission	16	<ul style="list-style-type: none"> <li>• If you become unwell while in the workshop inform the person in charge immediately.</li> <li>• Follow UK &amp; Welsh Government guidance on self-isolation and test track and protect procedures.</li> <li>• All surfaces the person has come into contact with must be cleaned and disinfected including toilets, door handles etc. Please liaise with H&amp;S team.</li> <li>• Waste from cleaning areas should be disposal of in yellow contamination sacks for disposal.</li> </ul>	8	
D	<b>Social Distancing</b>	Cross contamination Coughing and spreading virus Ignoring social distancing measures	15	<ul style="list-style-type: none"> <li>• All learners must follow the social distancing measures at all times.</li> <li>• Avoid non-essential contact.</li> <li>• Keep a 2-meter distance from other people where possible.</li> <li>• Avoid physical contact.</li> <li>• Offices and training rooms will be set up in accordance to the 2-meter rules.</li> <li>• Do not move furniture in rooms.</li> <li>• Technology should be used for all meetings where possible.</li> <li>• Where technology is not possible for meetings, social distancing guidelines must be followed.</li> </ul>	9	
E	<b>PPE</b>	Reducing the spread of virus Incorrect use of PPE Accidents/Incidents Injury to self/others Lack of supplies	15	<ul style="list-style-type: none"> <li>• Facemasks, hand sanitiser, and anti-bacterial wipes will be available for all learners to use.</li> <li>• All PPE is for single use only, ensure correct disposal of PPE.</li> <li>• Wash your hands frequently with soap and warm water for at least 20 seconds.</li> <li>• If you sneeze, cough, blow your nose, please dispose of the tissue in the appropriate waste bin.</li> <li>• Use hand sanitisers regularly when walking into different rooms.</li> <li>• Any accidents or first aid administration needs to be reported.</li> </ul>	9	
F	<b>Face Masks</b>	Not fitted correctly	12	<ul style="list-style-type: none"> <li>• Ensure nose clip is pressed close to nose and fits securely around your ears.</li> <li>• Do not touch the mask whilst wearing.</li> <li>• Dispose of mask in relevant bin provided after use.</li> <li>• Do not share masks or leave unattended if taken off.</li> </ul>	3	

<b>G</b>	<b>Fire</b>	Burns Trips and slips Close contact with others	16	<ul style="list-style-type: none"> <li>Use both sets of stairs to exit the building.</li> <li>Make a swift exit and ensure social distancing is maintained.</li> <li>Do not use the lift.</li> </ul> <p>Hand sanitizer will be available to clean hands after using the pen. Use own pen if able to.</p>	8
<b>H</b>	<b>Equipment</b>	Social distancing Passing equipment around	15	<ul style="list-style-type: none"> <li>Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use.</li> <li>Alcohol/Anti-bacterial wipes will be available in each room for use.</li> <li>Any IT issues must be reported to your Tutor or person in charge,</li> <li>Do not use another person's equipment.</li> </ul>	9
<b>I</b>	<b>Toilets</b>	Spread of virus Contamination if hands are not washed correctly	16	<ul style="list-style-type: none"> <li>Only one person at a time may use the toilet facilities.</li> <li>Hand wash is available in each toilet. (Guidance on washing hands is displayed in toilets)</li> <li>Wash hands for at least 20 seconds with soap and warm water.</li> <li>When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Use sanitiser stations after leaving toilet area.</li> </ul>	12

		CONSEQUENCE				
		C1 - Minor	C2 - Moderate	C3 - Serious	C4 - Major	C5 - Catastrophic
LIKELIHOOD	L5- Very Likely	5	10	15	20	25
	L4-Likely	4	8	12	16	20
	L3-Possible	3	6	9	12	15
	L2-Unlikely	2	4	6	8	10
	L1-Rare	1	2	3	4	5

## FURTHER ACTION REQUIRED

List Controls Required	Yes	No
PPE: Purchase of Masks, hand sanitiser, and alcohol/anti-bacterial wipes	X	
Other controls: Signage and constant monitoring	X	

Ref	Action	By Whom	Target Date	Date Completed
1	Training rooms to be set up to adhere to 2 meter rule	EW	June 2020	June 2020
2	Ensure signage is displayed to support social distancing	TON	June 2020	June 2020
3	Purchase appropriate PPE	TON/EW	May 2020	May 2020
4	Purchase hand sanitiser and standalone sanitiser stations.	TON/EW	July 2020	July 2020
5	Review of 2 meters in each room	EW/TON	Aug 2020	July 2020

Signature of Risk Assessor: Emily Wilton

Date: July 2020

Quality Checked by: Tracey O'Neill

Date: July 2020