

Working Safely During Coronavirus Risk Assessment

What are the hazards?	Who might be harmed & how?	What are you doing about it?	Do you need to do anything else to manage the risk?	Action by who?	Action by when?	Completed Yes/No
Virus Transmission while attending the office	<i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus. Employees and learners who fall into these groups are: Older age group – 60+, Have underlying health conditions, Pregnant women, BAME, Those with poor health conditions due to the impact of COVID19, Parent & Carers and Those who have a disability</i>	<ul style="list-style-type: none"> • Adhere to company Work Guidance documents WG E001 -WG E010 • Phone used to contact colleagues rather than going to their desk for a face to face discussion • Wash hands more often and for 20 seconds. • Colleagues and Learners not to congregate or cluster when taking a break. • Antibacterial cleaning agents wipes are available to wipe workstation and other equipment. • Antibacterial cleaning agents are to be used to wipe door handles, door push plates, door opening buttons and other touch points. • Workstation to be re-arranged so that there is a two-meter space between users • Employee rota used to control attendance to work 	<ul style="list-style-type: none"> • Colleagues who have been shielding are encouraged to return to work in line with government guidance. • Centre Responsible person to ensure adequate supply of soap and water for washing of hands • Centre Responsible person to undertaken ongoing monitoring of colleagues and visitors compliance to internal and Government guidelines regarding COVID-19 • Learners are to be asked if they are well, not just if they are showing any of the recognised symptoms of COVID-19, and if in doubt the meeting is to be cancelled and visitor directed to return home immediately 	Lucy Moore Centre Responsible person Richard Hardy Colleagues of the company and learners attending training	22 May 2020	Yes

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<p>Continue:-</p> <p>Virus Transmission while attending the office</p>	<p><i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus. Employees and learners who fall into these groups are: Older age group – 60+, Have underlying health conditions, Pregnant women, BAME, Those with poor health conditions due to the impact of COVID19, Parent & Carers and Those who have a disability</i></p>	<ul style="list-style-type: none"> • Learners attendance scheduled to reduce congregating at front door • Government advice to be followed especially social distancing • Office contract cleaner to prioritise cleaning for door handles, door plates, areas of heavy traffic • Upon arrival and departure visitors and team members to be directed to use hand sanitisers where available or directed to cloakroom facility for hand washing prior to their appointment. • Visitors to be admitted to the office one at a time. This is to be controlled by the entrance door and remotely where possible. • No handshaking between employee and visitors 	<ul style="list-style-type: none"> • Temperature of all attendees, to the office, to be taken as per WG W010. 	<p>Lucy Moore, Richard Hardy Colleagues of the company and learners attending training. Contract Cleaners</p>	<p>22 May 2020</p>	<p>Yes</p>
<p>Virus Transmission during business travel.</p>	<p>Colleagues who are required to use public transport to attend company business may be infected with the virus.</p>	<ul style="list-style-type: none"> • Colleagues travelling on company business are to use a private vehicle where possible. 	<ul style="list-style-type: none"> • Centre Responsible person to check that vehicle of the employee being used on company business is an approved vehicle register on the Grey Fleet database. 	<p>Lucy Moore. Approved company car drivers</p>	<p>22 May 2020</p>	<p>Yes</p>

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Continue Virus Transmission during business travel.	Colleagues who are required to use public transport to attend company business may be infected with the virus.	<ul style="list-style-type: none"> Where a public transport is the only option colleagues are to wear face covering as per government guidelines. Travel on public transport to be planned so that it takes place outside of rush hour to limit contact with others. Learners, who use public transport are to be reminded of the government guidelines on wearing face covering. 	<ul style="list-style-type: none"> No passenger allowed in vehicle while driving on company business. Government tier restrictions, for travel, for the area the office is located in, to be adhered to. 	Darryl Baker, Richard Hardy	14.09.20	Yes
Virus Transmission, while participating in classroom training where social distancing is less than 2 metre's	Colleagues and learners who participate in the training may be infected with the virus	<ul style="list-style-type: none"> Desk position so that they are all forward facing. Additional hand sanitising station positioned at the entrance and or exit of each training room. All learners and colleagues to be directed to use the sanitising station on arrival, departure from the room and during the session. Training room to be ventilated by opening windows and/or doors, as long as they are not a fire door. 	<ul style="list-style-type: none"> Face to face seating is the last option to be considered, and if adopted then screens or barriers are to be used to separate the learners. WG E009 Working to a metre plus is posted on the hub to be accessed by anyone. NHS covid19 watch list to be monitored for local hot spots. Where office falls into a local hot spot a review of the onsite arrangements to be undertaken and communicated to those who need to be informed. 	Lucy Moore, Richard Hardy	14.09.20	Yes

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Continue Virus Transmission, while participating in classroom training where social distancing is less than 2 metre's	Colleagues and learners who participate in the training may be infected with the virus	<ul style="list-style-type: none"> • Learners to work in bubbles for the duration of the course. • Start, finish and break times co-ordinated to prevent interaction with other bubbles. • Tutor to maintain a 2 metres distance from learners. • Learners are to be advised to maintain distance and not touch colleagues and their peers where possible. • Antibacterial cleaning agents wipes are available to wipe workstation and other equipment clean during the session and at the end of the session before being used by others. 	<ul style="list-style-type: none"> • 	Lucy Moore, Richard Hardy	14.09.20	Yes
Virus Transmission, minimise contact with unwell individuals	Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.	<ul style="list-style-type: none"> • Learner and colleagues who develop COVID19 symptoms during the day are to be sent home immediately and advised to contact the NHS for advice. WG E002 	<ul style="list-style-type: none"> • Tutor to keep in touch, by phone, email, or text, with learners who are advised to contact NHS. • Office Emergency Kit to be used by those undertaking the caring of the ill person where a distance of 2 metres cannot be maintained 	Lucy Moore, Richard Hardy	14.09.20	Yes

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Virus Transmission, minimise contact with unwell individuals	Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.	<ul style="list-style-type: none"> Learner and colleagues that become ill with coronavirus (COVID-19) symptoms and are awaiting collection will be isolated from others, see WG E002. Anyone who comes in contact with someone who is unwell must wash their hands thoroughly for 20 seconds or use hand sanitizer after any contact. 	<ul style="list-style-type: none"> Bathroom used by ill person, while waiting to be collected, are to be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Lucy Moore, Richard Hardy	14.09.20	Yes
Virus Transmission Respiratory hygiene	Colleagues, and learners, may be infected with the virus leading to periods of illness and or death.	<ul style="list-style-type: none"> Adequate supply of tissues for colleagues, and learners to access so that they can adhered to <u>“catch it, bin it, kill it”</u> Adequate number of bins for colleagues and learners to access to dispose of waste tissues. 	<ul style="list-style-type: none"> Waste bins to be emptied on a regular basis throughout the day and before office is closed for the day. See WG E004 	Lucy Moore, Richard Hardy	14.09.20	Yes
Virus Transmission, Control of face covering	<i>Evidence indicates that the Covid19 virus can be spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales.</i>	<ul style="list-style-type: none"> <i>Face covering are to be worn by all employees and learners throughout the office including training rooms.</i> <i>Colleagues and learners, attending the office, are to use the office waste bins for disposing of temporary face covering or place reusable</i> 	<ul style="list-style-type: none"> Colleagues to read Work Guidance WG W007 for further information on controlling face covering. 	Lucy Moore, Richard Hardy	14.09.20	Yes

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		<p><i>face coverings in a plastic bag.</i></p> <ul style="list-style-type: none"> • What are you doing about it? 				
	<p><i>The wearing of a face covering reduces the risk of colleagues and learner from being infected.</i></p>	<ul style="list-style-type: none"> • <i>Hands are to be washed as government guidelines after removing face coverings.</i> • 	<ul style="list-style-type: none"> • <i>Until Easter 20212 or when government guidance changes Learners and Employee, are to wear a face covering in all areas of the building to includes the classroom.</i> 	<p>Lucy Moore, Richard Hardy</p>	<p>05.03.21</p>	<p>Yes</p>
<p><i>Poor air quality in indoors areas of the building</i></p>	<p><i>Evidence indicates that the virus is spread primarily through larger droplets and smaller aerosols, which are expelled when people cough, sneeze, laugh, talk or breathe. Indoor transmission is therefore more common than outdoor transmission, as a result of increased exposure and decreased dispersion rates for droplets and aerosols.</i></p>	<ul style="list-style-type: none"> • <i>Rooms to be vented by opening windows and or doors in the morning before individuals come into the workplace and or before delivery commences for a minimum of five minutes.</i> • <i>Additional room venting is to take place at break times and at the end of the day when everyone has gone home allow air to circulate.</i> • <i>Windows to be left slight open during delivery to allow for a fresh supply of air</i> 	<ul style="list-style-type: none"> • <i>Whilst improving ventilation is a key control, site colleagues and management are to continue to ensure that the wider controls of social distancing, hand hygiene and enhanced cleaning are implemented and maintained</i> 	<p>Lucy Moore, Richard Hardy</p>	<p>05.03.21</p>	<p>Yes</p>

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Virus transmission between different groups of people.	Learners and employees who mix with other outside of their group risk being infected with the virus.	<ul style="list-style-type: none"> • Keep cohort separate from each other by introducing a bubble system • avoid close, direct face-to-face contact with learners and colleagues • Start, break, and finish times staggered from other bubbles to reduce interaction. • Break out areas and or rest areas to be wiped clean between separate bubbles using the same area. The area is also to be ventilated. • Increasing the frequency of learners and colleagues handwashing and surface cleaning. 	<ul style="list-style-type: none"> • Tutors & other colleagues to maintain a social distance of 2 metres from learners. • Learners to be supported to maintain distance and not touch staff and their peers where possible. • Unnecessary furniture to be moved out of rooms to make more space. • Training materials and other items such as office stationery to be removed from rooms to reduce the number of touch points. 	Lucy Moore, Richard Hardy	05.03.21	Yes
Advice & Guidance	Colleagues may need to be supplied with on-going advice and guidance.	<ul style="list-style-type: none"> • Company Work Guidance documents WG001 & WG002 • Promoting of Government guidance • PeoplePlus internal communications on COVID-19 • Wash Hands more often poster displayed in all areas of the office • Displaying of poster to promote social distancing 	<ul style="list-style-type: none"> • Centre Responsible person to monitor compliance to social distancing • Centre Responsible to share internal communications regarding COVID 19 with employees • Access to company intranet where company post coronavirus information and advice. 	Lucy Moore, Richard Hardy Internal communication team.	22 May 2020	Yes

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Maintenance and Testing	Due to office being closed fire detection and prevention may be faulty.	<ul style="list-style-type: none"> Fire alarm to be tested, from red call points, prior to office being opened for business. Visual inspection of fire extinguishers Fire alarm panel checked for any warning messages 	<ul style="list-style-type: none"> Centre Responsible person to ensure fire prevention and detection is fit for purpose prior to re-opening of the office 	Luce Moore, Landlord of office	22 May 2020	Yes
Maintenance and Testing	Due to office being closed lighting systems may be faulty.	<ul style="list-style-type: none"> Visual inspection of light fitting to see if they are working Emergency lighting to be tested using the flick test approach 	<ul style="list-style-type: none"> Centre Responsible to ensure emergency lighting is in working order prior to re-opening of the office. 	Lucy Moore, Landlord of office	22 May 2020	Yes
Legionella	Due to office being closed water supply may have become contaminated.	<ul style="list-style-type: none"> All taps to be run for a minimum of two minutes All toilets to be flushed Two cups of water to be drawn from the water fountain and disposed of 	<ul style="list-style-type: none"> Centre Responsible person to follow guidance outlined in Office Re-opening checklist 	Lucy Moore, Landlord of office	22 May 2020	Yes

Location:	Nottingham - PeoplePlus Academy
Centre Responsible person name:	Lucy Moore
Position in organisation of Centre Responsible person:	Richard Hardy
Position in organisation of Centre Responsible person:	LM= Business Manager RH = Training and Engagement Officer

<p>Date of Assessment:</p>	<p>19.05.20. A review of the Nottingham office Covid19 secure risk assessment was undertaken on Monday 14 September between Lucy Moore and Richard Johns, Head of Health, Safety and Environment. Following the review additional hazards and control measure have been add to the risk assessment resulting in this risk assessment supersedes the original risk assessment competed on 19.05.20</p> <p>28.10.20. Due to changes in size of desks and therefore changes to room layout a virtual review took place of the office. From the virtual walk around the assessor is comfortable that the changes are compliant as long as the mitigations, for working at a metre plus, and included in this risk assessment continue to be in place.</p> <p>30.11.20- Risk assessment amended, by HHSE, to include:</p> <ul style="list-style-type: none"> • The use of temperature guns • Adherence to government travel guidance as per tier office location. • Wording change to include work guidance document WG010 <p>05.03.21 Risk assessment was reviewed in preparation of learners returning to the office for face-to-face learning. Review took place between Richard Hardy, Dawn Stevens and Richard Johns. As a result of the review additional controls were added for face coverings, ventilation and control of learners moving around the establishment.</p>
<p>Date risk assessment sent to HHSE</p>	<p>19.05.20</p>
<p>Date HSSE approved risk assessment</p>	<p>19.05.20 – Richard Johns, Head of Health, Safety & Environment. Document amended on 03.06.07 to include Richard Hardy as a responsible person.</p>