# Risk Assessment – Learners Attending Gateway Offices (COVID-19)

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| Assessment carried out by: Emily Wilton | | | | Ref from General  Risk Assessment: N/A | | | Date: 05/05/2020  Reviewed on: 15.03.21  17/11/21 07/01/22 | Review Date: Feb 2022 | | |
| Company: Educ8 Group | | | | Task/process/job being assessed: Learning environment at Gateway due to Covid 19 | | | | | | |
| Person(s) at risk: | | **Employees, Learners & Visitors** | | | | | | | | |
|  | | **This document will be reviewed in accordance with any updates from the Welsh Government.** | | | | | | | | |
| 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 |
| **A** | **Tredomen Gateway** | | Door handling  Keys  Swipe card access  Handrails  Any surface that is touched by hand | | 15 | * Hand sanitiser is on reception for use when entering building. Hand Sanitiser available at either end of the first floor. * Do not hold doors open for anyone. * Strictly one person at a time in reception area. * Do not touch the handrails, if possible, handrails are cleaned by the clears daily. * Ensure you physically distance from others in corridors. * Use one way system marked with floor stickers. * Lift will only be available to 1 person at a time. * Front staircase to walk up, back staircase to go down in orderly fashion. * Follow appropriate physical distancing in all office areas. * Keep blinds open at all times so staff are aware of who is in each room at any one time. * A facemask must be worn throughout public spaces. Eg, kitchen, reception and corridors. | | | 9 |  |
| **B** | **Attending testing/case study sessions** | | Door handling  Keys  Swipe card access  Handrails  Any surface that is touched by hand | |  | * Attend your meeting at your allocated time. * Upon arrival, you Educ8 contact will be in reception. If your Educ8 contact is not available, speak with reception or call your Educ8 contact. * Do not leave your allocate room unless required too. * You MUST complete a Self-Declaration for Visitors COVID-19. Your temperature will be taken upon arrival. | | |  |  |
| **C** | **Becoming unwell during a visit with symptoms of Covid -19** | | High risk of transmission | | 16 | * If you become unwell while in the workshop inform the person in charge immediately. * Follow Welsh Government guidance on self-isolation and test track and protect procedures. * All surfaces the person has come into contact with must be cleaned and disinfected including toilets, door handles etc. Please liaise with H&S team. * Waste from cleaning areas should be disposal of in yellow contamination sacks for disposal. | | | 8 |  |
| **D** | **Physical Distancing** | | Cross contamination  Coughing and spreading virus  Ignoring physical distancing measures | | 15 | * All learners must follow the physical distancing measures at all times. * Avoid physical contact. * Offices and training rooms will be set up in accordance to physical distancing rules. * Do not move furniture in rooms. * Technology should be used for all meetings where possible. * Where technology is not possible for meetings, physical distancing guidelines must be followed, | | | 9 |  |
| **E** | **PPE** | | Reducing the spread of virus  Incorrect use of PPE  Accidents/Incidents  Injury to self/others  Lack of supplies | | 15 | * Facemasks, hand sanitiser, and anti-bacterial wipes will be available for all learners to use. * All PPE is for single use only, disposal of PPE correctly. * Wash your hands more frequently with soap and warm water for at least 20 seconds. * If you sneeze, cough, blow your nose, please dispose of the tissue in the appropriate waste bin. * Use hand sanitisers regularly when walking into different rooms. * Any accidents or first aid administration needs to be reported. | | | 9 |  |
| **F** | **Face Masks** | | Not fitted correctly | | 12 | * Ensure nose clip is pressed close to nose and fits securely around your ears. * Do not touch the mask whilst wearing. * Dispose of mask in relevant bin provided after use. * Do not share masks or leave unattended if taken off. | | | 3 |  |
| **G** | **Lateral Flow Testing** | | Reducing the risk of transmission | | 12 | * All Educ8 staff will be undertaking lateral flow testing twice weekly, to protect the safety of themselves, colleagues and learners. | | | 2 |  |
| **H** | **Fire** | | Burns  Trips and slips  Close contact with others | | 16 | * Use both sets of stairs to exit the building in an emergency. * Make a swift exit and ensure physcial distancing is maintained. * Do not use the lift. | | | 8 |  |
| **I** | **Equipment** | | Physical distancing  Passing equipment around | | 15 | * Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use. * Alcohol/Anti-bacterial wipes will be available in each room. * Do not use another person’s equipment. | | | 9 |  |
| **J** | **Toilets** | | Spread of virus  Contamination if hands are not washed correctly | | 16 | * Only one person at a time may use the toilet facilities. * Hand wash is available in each toilet. (Guidance on washing hands is displayed in toilets) * Wash hands for at least 20 seconds with soap and warm water. * When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>) * Use sanitiser stations after leaving toilet area. | | | 12 |  |
| **K** | **Training Rooms** | | Touching of surfaces  Ignoring physical distancing | | 12 | * The layout of desks are not to be moved to ensure physical distancing. * No chairs or desks can be moved from other rooms without consent and assessment by the H&S team. | | | 6 |  |
| **L** | **Learners previously shielding** | | Increased risk of contracting | | 15 | * All those previously shielding as per the Governments advice paused on the 1st April 2021. * All those previously shielding will need to take extra precaution when attending Gateway. * Ensure that learners are aware of the Covid-19 Guidance, Risk Assessments, Respiratory Hygiene, Physcial distancing and hand washing. * All learners attending site to receive temperature check and self-declaration upon arrival * Follow current government guidelines on the NHS Test and Trace services. | | | 9 |  |
| **M** | **Poor workplace ventilation** | | Contracting or spreading Covid-19 | | 15 | * Follow the HSE guidance [on heating ventilation and air condition (HVAC](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)). If there are any concerns, please speak to the Employer and HR. * Fresh air is the preferred way of ventilating the space by opening windows and doors (not fire doors). | | | 9 |  |

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|  | |  | 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**

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

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| **Ref** | **Action** | By Whom | **Target Date** | **Date Completed** |
| 1 | Desks in training rooms and ops need to be moved so that there is 1 desk, 1 chair and 2 meters apart. (This might mean moving chairs and tables, so they are not in use) | EW | June 2020 | June 2020 |
| 2 | Ensure signage is displayed to support social distancing | TON | June 2020 | June 2020 |
| 3 | Purchase appropriate PPE, masks, gloves and aprons (health care setting only) | 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 |

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| Signature of Risk Assessor: | Emily Wilton | Date: | May 2020 |
| Quality Checked by: | Tracey O’Neill | Date: | July 2020 |